



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

### CONSTRUCTION PROJECT MANAGER Exam No. 3042

**WHEN TO APPLY:** From: November 2, 2022

**APPLICATION FEE: \$68.00**

To: November 22, 2022

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on Friday, February 10, 2023.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

This is a supervisory technical class of positions with varying degrees of difficulty and responsibility encompassing construction project management work and the oversight of construction work necessary for constructing, rehabilitating, renovating and maintaining public buildings, structures, infrastructures, facilities and grounds or publicly owned subsidized or regulated residential buildings.

**At Assignment Level I:** Construction Project Managers, under supervision, perform construction management work and/or initiate and supervise work in the construction field including overseeing rehabilitation projects or assisting in overseeing routine reconstruction projects; perform difficult technical work in determining the need for and feasibility of construction work; oversee private contractors/vendors carrying out new construction, rehabilitation, repairs, alterations and/or structural maintenance work. Some of the duties of a Construction Project Manager include preparing shop orders, scope of work, routine specifications and cost estimates; accepting contractors' submissions of subcontractors for approval and ensuring agency's review; in the Department of Housing Preservation and Development, authorizing the issuance of repair jobs to vendors; working with the architect or engineer of record regarding change orders, interpretation of documents, shop drawing approvals, and other architectural and engineering related issues; recommending issuance of change orders to comply with changing field conditions or specification/drawing errors and/or omissions; upon approval of recommendation, preparing change orders; reviewing and approving other contract changes in accordance with citywide procedures; reviewing and approving contractors' payments and requisitions submitted by contractors and operating a motor vehicle to visit job sites. Construction Project Managers may also supervise staff performing asbestos removal or lead abatement work involving removal or encapsulation of lead contained in or on any surface. All Construction Project Managers perform related work.

#### Special Working Conditions:

Construction Project Managers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Construction Project Managers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; working on exposed heights; standing for extended periods of time; working in confined areas; wearing hard hats and other protective clothing in construction areas; bending and stooping during inspections; climbing over and around various objects; working in areas that may be hot, cold, damp, dark, dusty, smoky or acrid; working outdoors, including in natural areas, in all kinds of weather; may come into contact with rodents and/or insects; may be required to wear DEET; may supervise or inspect the removal of asbestos and/or lead requiring the use of a respirator.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

#### THE SALARY:

The current minimum salary is \$57,078 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

#### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You will **not** receive credit for education which you obtain after January 31, 2023 or experience which you obtain after the end of the Application Period (November 22, 2022). You will **not** receive credit for a license which you obtain after November 30, 2022.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent **and** five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the **five years** of the required experience; or
2. One year of the experience as described in "1" above **and** a baccalaureate degree from an accredited college or university, in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
3. One year of the experience as described in "1" above **and** a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A four-year high school diploma or its educational equivalent **and** a combination of at least two years of experience as described in "1" above and the education as described below to equal a total of five years of education and experience. One year of experience credit will be given for each 30 semester credits from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management, up to a maximum of three years of experience.

**The education requirement must be met by January 31, 2023. The experience requirement must be met by the last day of the Application Period (November 22, 2022). The license requirement must be met by November 30, 2022.**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required **only** if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (November 22, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 22, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded. You will not receive credit for education which you obtain after January 31, 2023 or experience which you obtain after the end of the Application Period (November 22, 2022). You will not receive credit for a license which you obtain after November 30, 2022.**

**Driver License Requirement:** At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York with no restrictions that preclude the performance of Construction Project Manager work. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Vaccination Requirement:**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Medical Requirement for Certain Assignments:** Employees assigned to supervise asbestos removal or lead abatement staff must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to supervision of asbestos removal or lead abatement.

**Residency:** City residency is not required for this position.

**English Requirement:**

You must be able to understand and be understood in English.

**Proof of Identity:**

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 8, 2022, Friday, November 11, 2022, and Saturday, November 12, 2022.**

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (November 22, 2022) to clearly specify in detail all of your relevant education, license, and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). **If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 22, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for the evaluation as follows:
  - A. If you wish to claim a high school diploma in paragraph "1", or a baccalaureate degree in one of the acceptable fields stated in paragraph "2" in the "How to Qualify" section, then ask for a **"document-by-document"** (general) evaluation.
  - B. If you wish to claim semester credits in one of the acceptable fields stated in paragraph "4" in the "How to Qualify" section, then ask for a **"course-by-course"** evaluation (which includes a "document-by-document" evaluation).

You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (November 22, 2022).

## THE TEST:

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a **Construction Project Manager**.

Task categories to be tested are as follows: Problem Resolution Regarding Construction, Plans Construction, Oversees and Assures Compliance, Works with Engineers and Architects, Provides Cost Estimate Evaluations, Explains Construction Plans to Owners, Workers, and Chiefs, Directs Construction, and Inspects Construction.

The test may include questions on construction techniques, materials, equipment, safety practices and OSHA law and regulations; pertinent parts of the Building Code of the City of New York, Accessible Design and Building practices and other applicable codes and laws; contracts, plans, specifications, payments, and change orders; scheduling and coordination of work; job-related mathematics; report writing; record keeping; environmental hazards regarding construction; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test will include questions requiring the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Construction Project Manager might use this ability to review specifications and construction reports.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Construction Project Manager might use this ability to write daily progress reports of a project and maintain a daily log.

**Mathematical Reasoning:** understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Construction Project Manager might use this ability when taking measurements at the construction site.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. Example: A Construction Project Manager might use this ability when checking payments.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Construction Project Manager might use this ability when completing construction phases in order to complete a project.

**Time Sharing:** shifting back and forth between two or more sources of information. Example: A Construction Project Manager might use this ability when coordinating multiple construction projects at the same time.

## EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

**Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)

- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you meet the education and experience requirements, and pass the multiple-choice test, your name will be placed in final score order on an eligible list, and you will be given a list number. You will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **SPECIAL ARRANGEMENTS:**

##### **Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

#### **ADDITIONAL INFORMATION:**

##### **Selective Certification:**

If you have the experience, credentials, or certifications listed below, you may be considered for appointment to positions requiring this experience, credentials, or certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, credentials, or certifications. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience, credentials, and certifications will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Positions Requiring Bridge Experience (BRS):** At least one year of full-time, satisfactory experience in bridge related work, i.e. design, construction, maintenance and/or inspection of bridges.

**Selective Certification for Energy Management Foundational (EMF):** A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").

**Selective Certification for Energy Management Extensive (EMX):** A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMV").

**Selective Certification for Energy Auditing (ENA):** At least one of the following valid certifications: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA") certification from AEE, High-Performance Building Design Professional ("HBDP") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or MultiFamily Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").

**Selective Certification for Building Commissioning (BDC):** At least one of the following valid certifications: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("BCF") certification from AEE, or Certified Commissioning Authority ("CxA") certification from AABC Commissioning Group ("ACG").

**Selective Certification for Sustainability (SUS):** At least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.

**Selective Certification for Energy Management Foundational and Sustainability (EFS):** A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure ("ISI").

**Selective Certification For Experience Analyzing Greenhouse Gas Emissions (GHG):** At least one (1) year of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions.

**Selective Certification for Municipal Government Experience (MGE) (For Department of Housing Preservation & Development only):** At least one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 34202; Construction Project Management Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**