



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO MATE (DEP)**  
**Exam No. 3540**

**WHEN TO APPLY: From: February 8, 2023**

**APPLICATION FEE: \$88.00**

**To: February 28, 2023**

**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.**

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

### WHAT THE JOB INVOLVES:

This class of positions encompasses supportive work of varying degrees of difficulty and responsibility in the navigation and operation of marine vessels.

**At Assignment Level I:** Mates (DEP), under general direction, on a sludge boat or other Department of Environmental Protection (DEP) marine vessel, carry out the orders of the Captain and direct subordinate personnel in compliance with agency standard operating procedures and applicable local, state and federal rules and regulations, including United States Coast Guard regulations. They provide assistance in the navigation and operation of marine vessels; assist Captain in docking and undocking the vessel; supervise the loading and unloading of cargo; keep the Captain and crew informed of all matters affecting the vessel; instruct deck crew concerning safety and nautical matters; maintain radio and radar watch; assist in overseeing attendance of crew and ordering of supplies; communicate orders to the deck crew; participate in marine vessel fuel and bilge transfer operations; coordinate scheduling and crewing of transfers; provide point of central communication during transfers; act as spill coordinators; comply with oil pollution and security regulations; perform dispatching duties as needed; pilot small vessels up to 100 feet long, such as water quality vessels; keep logs and make reports; may assume the duties of the Captain in an emergency. All Mates (DEP) perform related work.

#### Special Working Conditions:

Mates (DEP) may be required to work rotating shifts in varying degrees of weather and visibility; may be required to work nights, weekends, and holidays.

Some of the physical activities performed by Mates (DEP) and environmental conditions experienced are: standing for long periods of time during tours of duty or transit time, walking along the boat and up and down staircases during transit.

(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 \$75,365 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 level at the discretion of the agency.

### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the **Department of Environmental Protection** who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Mariner; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with your agency's personnel office. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**REQUIREMENT(S) TO BE PROMOTED:**

**License/Permit Requirements:** At the time of promotion, eligible candidates must have:

1. A valid United States Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer; and
2. A Federal Communications Commission Marine Radio Operators Permit (MROP) or higher radio operator license (radio-telephone operator certificate-restricted).

**Transportation Worker Identification Credential (TWIC) Requirement:** You must possess a valid TWIC issued by the U.S. Transportation and Security Administration within thirty days of promotion. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for promotion until such process has been completed.

The applicable license, permit and credential must be maintained for the duration of employment.

**Medical/Physical Requirements:** Medical guidelines have been established by the U.S. Coast Guard for the position of Mate (DEP). Candidates will therefore be required to undergo a medical examination prior to promotion and thereafter, pursuant to U.S. Coast Guard regulations. Candidates will be examined to determine whether they can perform the essential functions of the position of Mate (DEP). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted, and if promoted you will be subject to random drug testing for the duration of your employment.

**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 are eligible to take this examination, 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. The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

**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 Monday, February 20, 2023.**

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.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**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 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 (February 28, 2023) to clearly specify in detail all of your relevant education 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 (February 28, 2023), 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.

## THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

|  |                                |
|--|--------------------------------|
| <b>If you have satisfactory full-time experience as a permanent (not provisional) Mariner performing navigation of sludge vessels for the City of New York for:</b>  | <b>You will receive up to:</b> |
| At least 1 year but less than 2 years  | 3 points                       |
| At least 2 years but less than 3 years   | 6 points                       |
| At least 3 years but less than 4 years   | 9 points                       |
| At least 4 years but less than 5 years   | 12 points                      |
| 5 or more years  | 15 points                      |
| <b>If you have satisfactory full-time experience performing navigation of sludge vessels for an employer other than the City of New York as either a United States Coast Guard credentialed Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or as a United States Coast Guard credentialed Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer, for:</b>       | <b>You will receive up to:</b> |
| At least 1 year but less than 2 years  | 1 point                        |
| At least 2 years but less than 3 years   | 2 points                       |
| At least 3 years but less than 4 years   | 3 points                       |
| At least 4 years but less than 5 years   | 4 points                       |
| 5 or more years  | 5 points                       |
| <b>If you have satisfactory full-time experience as a permanent (not provisional) Mariner performing cargo operations on sludge vessels for the City of New York for:</b>  | <b>You will receive up to:</b> |
| At least 1 year but less than 2 years  | 3 points                       |
| At least 2 years but less than 3 years   | 6 points                       |
| At least 3 years but less than 4 years   | 9 points                       |
| At least 4 years but less than 5 years   | 12 points                      |
| 5 or more years  | 15 points                      |
| <b>If you have satisfactory full-time experience performing cargo operations on sludge vessels for an employer other than the City of New York as either a United States Coast Guard credentialed Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or as a United States Coast Guard credentialed Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer, for:</b> | <b>You will receive up to:</b> |
| At least 1 year but less than 2 years  | 1 point                        |
| At least 2 years but less than 3 years   | 2 points                       |
| At least 3 years but less than 4 years   | 3 points                       |
| At least 4 years but less than 5 years   | 4 points                       |
| 5 or more years  | 5 points                       |

You can receive experience credit for one or more experience categories if applicable. The experience must be obtained by the last day of the Application Period (February 28, 2023).

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 (February 28, 2023) to clearly specify in detail all of your relevant certifications 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 (February 28, 2023), 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.

Experience must be obtained by the last day of the Application Period (February 28, 2023).

**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 promotion 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 pass the Education and Experience Exam and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion 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.

**ADDITIONAL INFORMATION:**

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "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, then Notifications. 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 promotion, 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.

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