



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE LABORATORY MICROBIOLOGIST**  
**Exam No. 4513**  
**AMENDED NOTICE - December 20, 2023**

**WHEN TO APPLY: From: December 7, 2023**

**APPLICATION FEE: \$82.00**

**To: January 9, 2024**

**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 Notice of Examination is amended to extend the last day of the Application Period from December 27, 2023 to January 9, 2024. Candidates who previously applied do not need to apply again.

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

### WHAT THE JOB INVOLVES:

Associate Laboratory Microbiologists, under general direction, supervise a major program, project, or activity, laboratory or laboratory section, or perform difficult professional work with wide latitude for independent judgment and initiative in scientific laboratory work in one or more laboratory specialties, in accordance with the applicable City, State, and Federal regulations. All Associate Laboratory Microbiologists perform related work.

#### Special Working Conditions:

Associate Laboratory Microbiologists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the environmental conditions experienced by Laboratory Microbiologists are exposure to hazardous chemicals, pathogens, and carcinogens. Laboratory Microbiologists will have protection during such exposure. Laboratory Microbiologists may be required to wear non-latex gloves, a face mask, or 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 \$63,962 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Laboratory Microbiologist; 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 you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

### 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, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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, 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: <http://a856-exams.nyc.gov/OASysWeb/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 & Application 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 & Application Centers will be closed on Monday, December 25, 2023 and Monday, January 1, 2024.**

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 & Application 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 (January 9, 2024) 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 (January 9, 2024), 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 on page 1. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have permanent (not provisional) satisfactory full-time experience performing complex clinical and/or environmental laboratory tests and analyses in a laboratory in the employment of the City of New York for:**

**You will receive up to:**

At least 1 year but less than 2 years	12 points
At least 2 years but less than 3 years	18 points
3 or more years	24 points

**If you have satisfactory full-time experience performing complex clinical and/or environmental laboratory tests and analyses in a laboratory for an Employer other than the City of New York for:**

**You will receive up to:**

At least 1 year but less than 2 years	12 points
At least 2 years but less than 3 years	18 points
3 or more years	24 points

**If you have permanent (not provisional) satisfactory full-time administrative experience or experience supervising staff in a laboratory or laboratory sub-unit in the performance of routine and/or complex clinical and/or environmental laboratory tests and analyses in the employment of the City of New York for:**

**You will receive up to:**

At least 1 year but less than 3 years	4 points
3 or more years	8 points

**If you have satisfactory full-time administrative experience or experience supervising staff in a laboratory or laboratory sub-unit in the performance of routine and/or complex clinical and/or environmental laboratory tests and analyses for an Employer other than the City of New York for:**

**You will receive up to:**

At least 1 year but less than 3 years	4 points
3 or more years	8 points

"Administrative Experience" must include the authority to make critical decisions about matters of significance.

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 will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.**

**You have until midnight Eastern time on the last day of the Application Period (January 9, 2024) 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 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 (January 9, 2024), 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 December 27, 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 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 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:**

##### **Selective Certification for Licensure:**

If you have the license listed in one or more of the areas listed below, you may be considered for promotion to positions requiring a license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your license(s) will be checked by the promoting agency at the time of promotion.**

**Selective Certification for Certified Histological Technician License issued by the State of New York (LHT):** A current and valid license issued by the State of New York as a Certified Histological Technician. This license must be maintained for the duration of your employment. Your license will be checked by the promoting agency at the time of promotion.

**Selective Certification for Clinical Laboratory Technologist License issued by the State of New York (LTC):** A current and valid license issued by the State of New York as a Clinical Laboratory Technologist or Clinical Laboratory Technician. This license must be maintained for the duration of your employment. Your license will be checked by the promoting agency at the time of promotion.

##### **Selective Certification for Special Experience:**

If you have the experience listed in one or more of the areas listed below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the promoting agency at the time of promotion. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification.**

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY MICROBIOLOGY - SEROLOGY (LSE):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in serology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY MICROBIOLOGY – BACTERIOLOGY (LBA):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in bacteriology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY MICROBIOLOGY – PARASITOLOGY (LPA):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in parasitology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY MICROBIOLOGY- HISTOLOGY (LHI):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in histology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY CLINICAL CHEMISTRY(LCC):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in clinical chemistry.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY ENVIRONMENTAL CHEMISTRY (LEC):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in environmental chemistry.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY ENVIRONMENTAL ENTOMOLOGY (LEE):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in environmental entomology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in LABORATORY ENVIRONMENTAL MICROBIOLOGY (LEM):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in environmental microbiology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in VIROLOGY/IMMUNOLOGY (LIV):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in virology/ immunology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in HIGH PERFORMANCE LIQUID CHROMATOGRAPHY AND RELATED TECHNOLOGY (LLC):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in high performance liquid chromatography and related technology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in MOLECULAR TYPING (LMT):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in molecular typing.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in POLYMERASE CHAIN REACTION OR NUCLEIC ACID AMPLIFICATION TECHNOLOGY (LNP):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in polymerase chain reaction or nucleic acid amplification technology (LNP).

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in MYCOBACTERIOLOGY (LMB):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in mycobacteriology.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in SUSCEPTIBILITY TESTING (LTB):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory in susceptibility Testing.

**Selective Certification for Specialized Experience in a Public Health or Reference Laboratory in SUPERVISING ROUTINE ANALYSIS OF WATER (LRA):** Possession of two (2) years of full-time technical experience within the last five years working in a public health or reference laboratory supervising water quality.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet the Selective Certification requirement(s) at some future date, please submit a request by email to: [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov), or 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 full name, OASys Profile ID number, and the Selective Certification(s) you are requesting on your correspondence.

**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 & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 21514; Laboratory Technology 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)