



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE PROJECT MANAGER
Exam No. 5565

WHEN TO APPLY: From: June 4, 2025
 To: June 24, 2025

APPLICATION FEE: \$82.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

Candidates who applied for Exam No. 5507 do not need to pay for Exam No. 5565, but do need to reapply.

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

WHAT THE JOB INVOLVES:

Administrative Project Managers under administrative direction, with extremely wide latitude for the exercise of independent judgement, initiative and action, perform extremely difficult, responsible and complex work in planning, coordinating and overseeing the development and progress of a major capital project program including making determinations of costs, of time estimates and of sources of funding associated with construction projects. In an agency with a very large capital budget, Administrative Project Managers are responsible for development, negotiation, and administration of the overall capital budget. The decisions made by Administrative Project Managers impact the City's capital budget.

Administrative Project Managers can also direct a large staff of project management professionals engaged in managing the timely and cost-effective implementation of major capital projects for a particular client agency or programmatic type; direct the oversight of major capital construction projects from initiation to completion; or serve as capital budget officers for agencies with very large and complex capital budgets; direct technical project management operations including project planning, budget, and scope development, vendor procurement, design and construction management, and project close-outs. In the temporary absence of a supervisor, Administrative Project Managers may assume the duties of that position. All Administrative Project Managers perform related work.

Special Working Conditions:

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

Some of the physical activities performed by Administrative Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected, including exposed heights and confined spaces; standing for extended periods of time; distinguishing colors; bending, stretching, and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, moldy, dark, dusty, smoky, vermin infested, noisy, acrid, or containing fumes, emissions, extreme heat and cold, lead dust, asbestos, or other potentially hazardous material; and working outdoors in all kinds of weather.

(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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for promotions to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for promotions to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Associate Project Manager; **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 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.

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. 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: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **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.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
Staten Island	Bronx	
135 Canal Street 3rd Floor Staten Island, NY 10304	1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

The DCAS Computer-based Testing & Application Centers will be closed on Thursday, June 19, 2025.

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 via nyc.gov/CivilServiceNowNYC and select the applicable subject.

Special Circumstances Guide:
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 (June 24, 2025) 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).

3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination): 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://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. When you contact the evaluation service, ask for a **"course-by-course"** evaluation which includes a **"document-by-document" (general)** evaluation of your foreign education. 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 from the last day of the Application Period (June 24, 2025).

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:

If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) employee in: planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in an administrative, managerial, executive or supervisory capacity for:	You will receive up to:
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points
If you have satisfactory full-time experience with an employer other than the City of New York in: planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in an administrative, managerial, executive or supervisory capacity for:	You will receive up to:
At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points
If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) employee in: planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in a non-managerial and non-supervisory capacity for:	You will receive up to:
At least 1 year but less than 3 years	3 points
At least 3 years but less than 5 years	7 points
At least 5 years but less than 7 years	11 points
7 or more years	15 points
If you have satisfactory full-time experience with an employer other than the City of New York in: planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in a non-managerial and non-supervisory capacity for:	You will receive up to:
At least 1 year but less than 3 years	1.5 points
At least 3 years but less than 5 years	3.5 points
At least 5 years but less than 7 years	5.5 points
7 or more years	7.5 points

Graduate credits completed at an accredited college or university for:	You will receive:
Completion of at least 1 semester credit but less than 4 semester credits	3 points
Completion of at least 4 semester credits but less than 7 semester credits	6 points
Completion of at least 7 semester credits but less than 12 semester credits	9 points
Completion of at least 12 semester credits but less than 24 semester credits	12 points
Completion of 24 or more semester credits	15 points

Note: Examples of "very large engineering projects" include but are not limited to bridges, tunnels, highways, railways, seaports, wastewater projects, and information technology systems. Administrative, managerial or executive work 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 can only claim 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 have until midnight Eastern time on the last day of the Application Period (June 24, 2025) 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 (June 24, 2025), 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.

Education and experience must be obtained by **the last day of the Application Period (June 24, 2025).**

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
- 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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 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 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. **Your experience will be checked by the promoting agency at the time of promotion. Experience obtained in provisional service will be not be considered when evaluating whether candidates are qualified for Selective Certification.**

Selective Certification for Positions Requiring Contract Administration Experience (ECA): At least two (2) years of full-time satisfactory experience in an executive or managerial capacity in contract administration, e.g. planning/budgeting capital improvement programs, processing construction related contracts payments and/or capital construction related change orders, and/or managing the design, negotiations and delivery of engineering of improvement projects.

Selective Certification for Positions Requiring Wastewater Systems and Operations Experience (WSO): At least two (2) years of full-time satisfactory experience in an executive or managerial capacity in wastewater management, e.g. work systems for wastewater collections, treatment, biosolids management, combined sewer storage, resource recovery, energy, management, advanced system upgrades, strategic planning, and coordination across operational units.

Selective Certification for Positions Requiring Construction Environmental Health and Safety Experience (CHS): At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in construction safety and environmental work, e.g. preparing and reviewing Job Hazard Analysis, Health and Safety Plans and conducting EHS audits and inspections with knowledge of OSHA 1926-Safety and Health Regulations for Construction, New York City and State safety and environmental laws, rules and regulations.

Selective Certification for Positions Requiring Risk Management Experience (RME): At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in risk management work, e.g. risk identification, risk impact quantification, managing a project risk register or risk log, or development of a probabilistic model.

Selective Certification for Positions Requiring Scheduling Experience (SCD): At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in Critical Path Method scheduling, e.g. developing Critical Path Method project schedules, performing time impact analysis, or claims support analysis.

Selective Certification for Positions Requiring Cost Estimating Experience (CEX): At least two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in cost estimating work, e.g. developing conceptual through definitive cost estimates (Class 5 to 1), quantity surveying, change order estimates, consultant's estimate review, or any cost engineering related tasks.

Selective Certification for Positions Requiring Project Management Experience in a Public Health or Health Services Setting (PMS): At least eighteen (18) months of full-time satisfactory project management experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program.

Selective Certification for AutoCad and/or ARCHIBUS Experience (AAE): At least twelve (12) months of full-time satisfactory experience using AutoCad and/or ARCHIBUS, and such experience was not part of a formal education program.

Selective Certification for Positions Requiring Traffic Experience (TRF): At least two (2) years of full-time satisfactory experience supervising engineers in outdoor lighting and electrical projects managing projects, writing specifications, selecting contractors, and establishing installation schedules for roadways, highways, bridges, tunnels, traffic control/management infrastructure, parks and/or public spaces.

Selective Certification for Positions Requiring Signals Experience (SGE): At least two (2) years of full-time satisfactory experience in project management and design for the development of Intelligent Transportation Systems (ITS), maintenance and protection of traffic, installation and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, smart phone applications, transit signal priority treatments, traffic signals and accessible pedestrian signals, traffic simulation modeling, and/or other transportation related technologies.

Selective Certification for Positions Requiring Intelligent Transportation Systems Experience (IT2): At least two (2) years of full-time, satisfactory experience in project management work overseeing the design, installation, and/or maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, Intelligent Transportation Systems (ITS) technologies, and/or other transportation related technologies.

Selective Certification for Positions Requiring Organizational Research Experience (ORE): At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience using quantitative analysis, cost analysis, and other organizational research techniques in a private, not for profit, or government agency.

Selective Certification for Positions Requiring City/Urban Planning and Design Experience (UPD): At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in such areas as planning, design, research, investigations and/or studies related to urban design development programs.

Selective Certification for Positions Requiring Capital Budget Experience (CPE): At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of capital budgets, and conducting economic research and studies.

Selective Certification for Positions Requiring Sewer and/or Water Experience (EWS): A valid New York State Professional Engineer's License and eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.

Selective Certification for Positions Requiring Tunnel Experience (TNL): A valid New York State Professional Engineer's License and eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in tunnel work, e.g., hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, geotechnical analysis, or design for tunnel bore machine launch and retrieval shafts.

Selective Certification for Positions Requiring Engineer in Charge of a Major Design or Field Division Experience (EED): A valid New York State License as a Professional Engineer and six (6) years of full-time paid experience in civil, mechanical and/or electrical engineering work, at least two years of which must have been in an administrative, managerial, supervisory, or consultative capacity.

Selective Certification for Positions Requiring Architect in Charge of a Major Design or Field Division Experience (EAC): A valid New York State Registration as an Architect and six (6) years of full-time paid experience in architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity.

Selective Certification for Positions Requiring Landscape Architect in Charge of a Major Design or Field Division Experience (LNA): A valid New York State Registration as a Landscape Architect and six (6) years of full-time paid experience in landscape architectural work, at least two years of which must have been in an administrative, managerial, supervisory, or consultative capacity.

Selective Certification for Positions Requiring Supervising Bridge Experience (BRS): At least one (1) year of full-time satisfactory experience supervising engineers in civil, electrical, or mechanical aspects of bridge design, construction, maintenance, or inspections.

Selective Certification for Positions Requiring Design Build Experience (DBE): At least three years of full-time satisfactory experience in an executive, managerial, or administrative capacity in Design Build Project Delivery including simultaneously supervising the design and construction work on a project.

Selective Certification for Certification, License and Registration:

- 1. **Selective Certification for Incident Command Structure (ICS) Certification (382):** A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-250.a, IS-700, or IS-800.b certificate. **This certification must be maintained for the duration of your employment.**
- 2. **Selective Certification for a New York State Professional Engineering License (PEC):** A valid New York State Professional Engineering License. **This license must be maintained for the duration of your employment.**
- 3. **Selective Certification for New York State Registration as an Architect (NYA):** A valid New York State Registration as an Architect. **This registration must be maintained for the duration of your employment.**
- 4. **Selective Certification for New York State Registration as a Landscape Architect (LNS):** A valid New York State Registration as a Landscape Architect. **This registration must be maintained for the duration of your employment.**

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

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.

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/dcass 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. 83008; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcass