



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

# NOTICE OF EXAMINATION

**ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST**  
**Exam No. 6002**

**WHEN TO APPLY:**    **From: August 6, 2025**

**APPLICATION FEE: \$82.00**

**To:     August 26, 2025**

**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.**

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

**WHAT THE JOB INVOLVES:**

Administrative Community Relations Specialists, under general or executive direction, with wide latitude for the exercise of independent initiative, judgement and decision-making, are responsible for planning, developing, coordinating, evaluating and/or administering programs which promote effective community relations and are responsive to problems in areas such as housing and development, transportation, education, health and environmental protection, public benefits access and social services; coordinating, evaluating and administering a health education program to meet the needs of poverty area residents; managing a program involving community organization or development and coordinating its integration with other functions being performed within a large human services agency; directing a major activity or program of the agency in which a number of diverse or complex functions must be integrated; and evaluating for quality, effectiveness and the meeting of community needs, all programs which deal with matters such as addiction services and police-community relations. All Administrative Community Relations Specialists perform related work.

**Special Working Conditions:**

Administrative Community Relations Specialists may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

**HOW TO QUALIFY:**

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 a score.

**As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by August 26, 2026. The experience requirement needed to qualify must be met by the last day of the Application Period (August 26, 2025).**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** four years of satisfactory, fulltime community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; **or**
2. A four-year high school diploma or its educational equivalent **and** eight years of satisfactory, full-time experience described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities described in "1" above; **or**
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university for each year of experience up to a maximum of four years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university for each year of experience, up to a maximum of two years. However, all candidates must possess a four-year high school diploma or its educational equivalent **and** two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

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

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 (August, 26, 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 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 (August 26, 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.**

### Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

### 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, 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:

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

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](https://nyc.gov/CivilServiceNowNYC) and select the applicable subject.

**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 in 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 (August 26, 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).

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 (August 26, 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.

- 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 **"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 the last day of the Application Period (August 26, 2025).

**THE TEST:**

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**Experience used to gain additional credit must be obtained by August 26, 2025.**

<b>If you have satisfactory full-time experience performing broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating, and/or administering a large community service program or activity for:</b>	<b>You will receive up to:</b>
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points

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.

(number of hours worked per week/35) x (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.

**Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You have until midnight Eastern time on the last day of the Application Period (August 26, 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 (August 26, 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.**

**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)
- 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](http://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, 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 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Cantonese (**CAN**), French (**FRE**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Mandarin (**MAN**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (**WAL**), Yiddish (**YDD**), and/or you know American Sign Language (**ASL**), you may be given preferred consideration for positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you wish to apply for this Selective Certification, follow the on-screen 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).

**Selective Certification for License, Certificate, or Registration:** If you have the licenses, certifications, or registrations listed below, you may be considered for appointment to positions requiring these licenses, certifications, or registrations through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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), certificate(s), and registration will be checked by the appointing agency at the time of appointment. This license, certificate, or registration must be maintained for the duration of your employment.**

1. **Selective Certification for Positions Requiring a Licensed Clinical Social Worker (LCS):** A valid New York State Registration as a Licensed Clinical Social Worker (LCSW).
2. **Selective Certification for Positions Requiring a Licensed Master Social Worker (LMS):** A valid New York State Registration as a Licensed Master Social Worker (LMSW).
3. **Selective Certification for Positions Requiring a Certified Application Counselor (CAC):** A valid New York State of Health Certification as a Certified Application Counselor.
4. **Selective Certification for Positions Requiring Incident Command Structure Experience (ICS):** A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate.
5. **Selective Certification for Sustainability (SUS):** If you have at least one of the following valid credentials, you may receive preferred consideration for relevant positions: 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 ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").
6. **Selective Certification for Energy Management (Foundational) (EMF):** If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), you may receive preferred consideration for relevant positions.

**Selective Certification For Special Experience:** If you have the special experience listed below, you may be considered for appointment to positions requiring this special experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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 special experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Case Management Experience (CAR):** At least three (3) years of satisfactory full-time professional experience in care coordination and/or case management.
2. **Selective Certification for Positions Requiring Community Engagement Experience (NBS):** At least two (2) years of satisfactory full-time executive experience with neighborhood studies, community based plans, neighborhood advisory boards, elected officials, government agencies, community boards, community based organizations, and/or as a community construction liaison.
3. **Selective Certification for Positions Requiring Construction Industry Engagement Experience (IEE):** At least two (2) years of satisfactory full-time experience working with architects, engineers, tradespersons, and other stakeholders in the construction industry and/or related community and professional organizations.
4. **Selective Certification for Positions Requiring Tenant Advocacy Experience (ETA):** At least two (2) years of satisfactory full-time experience assisting tenants affected by construction work in occupied multiple dwellings engage with government agencies, educating tenants on their rights during construction work, and/or monitoring Tenant Protection Plans (TPPs).
5. **Selective Certification for Microsoft Excel Experience (EXL):** At least one (1) year of satisfactory full-time professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables.
6. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.
7. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory full-time experience working within the federal government of the United States in a similar position.
8. **Selective Certification for Project Management Experience (PMX):** At least one (1) year of satisfactory full-time professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting. This experience must include relationship management and strong negotiation skills.
9. **Selective Certification for Facilitation Experience (TRN):** At least one (1) year of satisfactory full-time professional experience in facilitating community and/or educational workshops, trainings and professional developments for DOE families and parent leader structures such as Citywide/Community Education Concils (CCECs), Parent Association/ Parent-Teacher Association (PA/PTA), School Leadership Teams (SLTs) and District Leadership Teams (DLTs).
10. **Selective Certification for Program Administration and Evaluation Experience (EAX):** (1) At least one (1) year of satisfactory full-time experience in the fields of labor and employment law, workplace rights, and/or workforce development with responsibility for developing, planning, implementing, managing and/or evaluating programs; or (2) At least one (1) year of satisfactory full-time experience in the fields of financial empowerment, financial inclusion, asset building, community and economic development, and/or community wealth building with responsibility for developing, planning, implementing, managing and evaluating programs.
11. **Selective Certification for Research and Data Analysis Experience (DAA):** (1) At least one (1) year of satisfactory full-time experience in the fields of labor and employment law, workplace rights, and/or workforce development conducting research, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and identify opportunities to improve program performance; or (2) At least one (1) year of satisfactory full-time experience in the fields of financial empowerment, financial inclusion, asset building, community and economic development, and/or community wealth building conducting research, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and identify opportunities to improve program performance.

12. **Selective Certification for Educational Administration Experience (EAE):** At least one (1) year of satisfactory full-time managerial experience in the area of social services in an educational program(s) and/or institution(s).
13. **Selective Certification for Community Engagement Experience (CEG):** At least one (1) year of satisfactory full-time professional experience in working in an education environment with DOE families and parent leaders structures such as Citywide/Community Education Councils (CCECs), Parent Association/ Parent-Teacher Association (PA/PTA), School Leadership Teams (SLTs), District Leadership Teams (DLTs), Neighborhood Advisory Boards, Community Action Boards, and Community Based Organizations.
14. **Selective Certification for Emergency Management Experience (EMR):** (1) At least two (2) years of satisfactory full-time emergency management experience in a large public organization or a business that supports the public at large regarding emergency management; or (2) At least two (2) years of satisfactory full-time supervisory and/or oversight experience for the development and implementation of citywide emergency preparedness and response plans, protocols, operational tools, training and exercises, evaluation and other activities.
15. **Selective Certification for Field Engagement with Digital Communication Tools Experience (CDF):** At least one (1) year of satisfactory full-time field engagement with digital communication tools experience. Conducting outreach in communities and utilizing technology including iPads and cell phones for consistent reporting to supervisors and colleagues for real-time information tracking.
16. **Selective Certification for Employee Management and Conflict Resolution (CMR):** (1) At least one (1) year of satisfactory full-time experience supervising employees who conduct outreach work and/or resolving conflict or facilitating resolutions; or (2) At least one (1) year of satisfactory full-time experience developing and maintaining relationships with an eye to conflicts resolution management either with clients, community members, and/or employees.
17. **Selective Certification for Positions Requiring Public Relations Experience (EPR):** At least two (2) years of satisfactory full-time professional experience in public relations.
18. **Selective Certification for Positions Requiring Organizational Change in Mental Health Service Providers and Networks Experience (MHO):** At least one (1) year of satisfactory full-time experience assisting community based organizations or other service providers implement quality improvement processes or other organizational changes to optimize mental health treatment services, development and service delivery systems.
19. **Selective Certification for Positions Requiring Health Program Management Experience (PHP):** At least two (2) years of satisfactory full-time supervisory experience in health program management within an educational, health or mental health care setting or institution.
20. **Selective Certification for Positions Requiring Needs Assessment and Survey Experience (NAS):** At least two (2) years of satisfactory full-time experience conducting surveys to identify public health needs, problems, and available resources.
21. **Selective Certification for Positions Requiring Planning and Design for Promoting Public Health Experience (PHD):** At least one (1) year of satisfactory full-time experience demonstrably integrating city planning and/or urban design principles and practices for the promotion of public health through place-based approaches; and/or the conduct and analysis of health impact assessments; and/or the utilization of geographic information systems for public health analysis.
22. **Selective Certification for Positions Requiring Digital/Social Media Experience (DSM):** At least one (1) year of satisfactory full-time professional experience working with website and social media management, including but not limited to creating YouTube channels, Pinterest pages, Flickr accounts, and writing/editing for Twitter and/or Facebook.
23. **Selective Certification for Positions Requiring Financial Management Experience (FNC):** At least three (3) years of satisfactory full-time professional experience in financial planning, forecasting, or financial reporting to Divisions/ Bureaus/ and programs that provide and promote effective community relations and are responsive to problems in health and environmental protection or health education programs meeting the needs of poverty area residents.
24. **Selective Certification for Positions Requiring Housing Homeless Veteran Experience (HOT):** At least three (3) years of satisfactory full-time professional experience in working with homeless veterans', developing and sustaining a system that rapidly rehouses all those that become homeless, and preventing homelessness within the veterans' community.
25. **Selective Certification for Positions Requiring Veterans Aftercare and Supportive Services Experience (VAS):** At least three (3) years of satisfactory fulltime professional experience in working with veterans that were recently housed and require aftercare and supportive services to maintain housing stability.
26. **Selective Certification for Positions Requiring Veterans Care Coordination Experience (VCC):** At least three (3) years of satisfactory full-time professional experience with increasing access to healthcare within the veterans' community, suicide prevention, community-based wellness education programs, working in care coordination and/or case management with the veterans' community.
27. **Selective Certification for Positions Requiring Military Caregiver Experience (VCM):** At least two (2) years of satisfactory full-time professional experience working with military caregivers, persons that provide in-home care for veterans with a disabling physical illness, mental illness or injury, working with military family members who have suffered a loss and/or the survivor community.
28. **Selective Certification for Positions Requiring Veterans Engagement and Benefits Experience (VEB):** At least two (2) years of satisfactory full-time professional experience with engaging the local veterans' and servicemembers' community about their benefits, coordination with local veteran service organizations, working with the Veterans Advisory Board, and/or addressing the complex needs of veterans and their families.
29. **Selective Certification for Positions Requiring Veteran Research and Data Analysis Experience (VRD):** At least one (1) year of satisfactory full-time experience in conducting research on matters that affect the veterans' community, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and/or identify opportunities to improve program performance.
30. **Selective Certification for Positions Requiring Veteran Intergovernmental Affairs Experience (VIA):** At least one (1) year of satisfactory full-time experience in veterans' issues at the city, state, and federal levels, managing the relations between local government and external stakeholders, including but not limited to veterans' advocacy groups, non-profits, and/or private institutions.
31. **Selective Certification for Intergovernmental Affairs Experience (IEA):** At least one (1) year of satisfactory full-time experience performing intergovernmental affairs work, including but not limited to liaising with elected officials and coordinating communication and activities between different governmental entities.
32. **Selective Certification for Legislative Affairs Experience (LIA):** At least one (1) year of satisfactory full-time experience performing legislative affairs work, including but not limited to tracking, evaluating, and shaping legislation.

- 33. **Selective Certification for Positions Requiring Doula Experience (DCS):** At least three (3) years of satisfactory full-time experience providing community doula services, including client needs assessments, screenings, working with hospitals, community-based organizations, referrals and government agencies.
- 34. **Selective Certification for PHR or SHRM-CP Certification (SRM):** Possession of a valid Professional in Human Resources or SHRM-CP certificate.
- 35. **Selective Certification for Positions Requiring Experience in Human Resources (HRM):** At least three (3) years of satisfactory full-time experience in a government agency in the areas of personnel administration including performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, employee benefits and/or EEO.
- 36. **Selective Certification for Experience Issuing Restitution (ISR):** At least one (1) year of satisfactory full-time experience in coordination or implementation of programs to issue payments to community members entitled to restitution or to locate and contact community members entitled to restitution as a result of government agency's enforcement work.
- 37. **Selective Certification for Experience with Intake and Referrals (IAR):** At least one (1) year of satisfactory full-time experience in coordination or implementation of programs to provide referrals and assistance to community members related to government programs or services.
- 38. **Selective Certification for Engineering and Architectural Experience (EXE):** At least one (1) year of satisfactory full-time experience in engineering or architectural work focused on building design, construction, renovation, inspections, or project management. Relevant experience may include designing or reviewing mechanical, electrical, plumbing, or structural systems; performing code compliance inspections; interpreting technical specifications; coordinating with stakeholders; or managing capital projects.
- 39. **Selective Certification for Outreach Mobilization Technologies Administrator Experience (OMA):** At least two (2) years of satisfactory full-time experience as an administrator (not just an end-user) of at least one of the following outreach mobilization technologies: the Voter Activation Network, Hustle, Mobilize, Salesforce. Administration in this context means setting up campaigns; importing and exporting data; creating users and managing their use; reading and using scripts and surveys within the tools; generating and analyzing reports; and training staff on complex uses of the tools.

**Selective Certification For Special Education:**

If you have the special education listed below, you may be considered for appointment to positions requiring this education through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education. If you wish to apply for this 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 education will be checked by the appointing agency at the time of appointment.

- 1. **Selective Certification for Positions Requiring an Advanced Certificate in Youth Studies (AYS):** 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).
- 2. **Selective Certification for Positions Requiring a Masters of Art in Youth Studies (MYS):** 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).

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 contacting DCAS via the following link: [nyc.gov/CivilServiceNowNYC](https://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 appointment, 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](https://nyc.gov/dcass) and copies are available at the DCAS Computer-based Testing & Application Centers.

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Internet: [nyc.gov/dcass](https://nyc.gov/dcass)