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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ASSOCIATE INSPECTOR (ELECTRICAL)
Exam No. 6020

WHEN TO APPLY: From: June 3, 2026

To: June 23, 2026

APPLICATION FEE: \$82.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, October 30, 2026.**

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

WHAT THE JOB INVOLVES:

Associate Inspectors (Electrical) under direction, perform highly technical and/or supervisory work in the inspection of electrical installations, repairs, or alterations for conformance to codes, rules, laws, plans, or specifications. All Associate Inspectors (Electrical) perform related work.

Some of the physical activities performed by Associate Inspectors (Electrical) and environmental conditions experienced are: driving vehicles to and from inspection sites; walking to and from inspection sites and during inspections; climbing and descending ladders and stairs to get to areas that must be inspected; standing for extended periods of time; maintaining balance while walking over narrow walkways or areas that are elevated; climbing around and over various objects; and working in areas that may be damp, dusty, dark, smoky or acrid. All Associate Inspectors (Electrical) perform related work.

Special Working Conditions:

Associate Inspectors (Electrical) 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:

The current minimum salary is \$63,898 per annum for a 35-hr work week. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

For appointees to the Department of Buildings only, the current minimum annual salary is \$73,027 based on a 40-hr work week. These rates are subject to change. There are two 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 level at the discretion of the agency.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by June 23, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (June 23, 2026). The license or registration needed to qualify must be obtained by June 30, 2026.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Six years of full-time satisfactory experience as an electrician, designer, or inspector of electrical installations for light, heat and/or power distribution, traffic signals, fire alarm detection or communication systems; **or**
2. Four years of experience as described in "1" above, and one of the following:

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- a. 60 credits towards a degree in electrical engineering or electrical engineering technology from an accredited college or university; or
- b. Two years of full-time training in an acceptable electrical program in an accredited technical school; **or**
3. Completion of an apprentice program, at least three years in length, in the electrical trade or electrical inspection and either (a) three years of experience as described in "1" above or (b) one year of experience as described in "1" above and 60 credits or two years of education as described in "2" above; **or**
4. A license as a professional engineer or registered architect issued pursuant to the New York State Education Law; **or**
5. Education and/or experience which is equivalent to "1," "2," or "3" above.

The trade school, technical school, or vocational high school, 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).

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

License Requirements:

1. A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. Consult the appointing agency personnel office at the time of the appointment interview to find out if a motor vehicle driver license is required.
2. For certain assignments, candidates must qualify for appointment as Special Patrolman. This status must be maintained for the duration of the assignment. Consult the appointing agency personnel office at the time of the appointment interview to find out if Special Patrolman status is required.

Residency Requirement Advisory:

City residency is not required for this position.

English Requirement:

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

Proof of Identity:

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

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

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

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 Friday, June 19, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable

subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:
<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:
<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

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:** Complete the exam by following the on-screen instructions. You must provide detailed information about your education and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.

3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "document-by-document" (general) evaluation.

THE TEST:

The multiple-choice test for the **Associate Inspector (Electrical)** position will be conducted at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of tasks of an Associate Inspector (Electrical). Task areas to be tested are as follows: managing personnel, inspection responsibilities, technical expertise, and administrative duties.

The test may include questions on electrical principles and terminology, fire protection principles and terminology, the fire alarm system, fire suppression systems, New York City Electrical Code, Fire Prevention Code, Fire Prevention Directives, National Electrical Code, National Fire Protection Code (NFPA), safe working practices and procedures, blueprints; drawings; plans; schematics and specifications of buildings; standards of proper employee ethical conduct; and other related areas. The test may also include questions requiring the use of any of the following abilities:

Attention to Detail: the ability to be careful about detail and thorough in completing work tasks. **Example:** An Associate Inspector (Electrical) may use this ability when examining blueprints, drawings, plans and schematics of buildings.

Deductive Reasoning: the ability to apply general rules to specific problems to come up with logical answers. **Example:** An Associate Inspector (Electrical) may use this ability when analyzing a system's setup to identify where a potential fault or safety hazard could occur before it happens.

Inductive Reasoning: the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example:** An Associate Inspector (Electrical) may use this ability when determining whether the entire system complies with safety codes.

Information Ordering: the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example:** An Associate Inspector (Electrical) may use this ability when ensuring proper circuiting, GFCl/AFCI protection, and receptacle/switch installation.

Judgment and Decision Making: reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. **Example:** An Associate Inspector (Electrical) may use this ability when reviewing electrical plans and then making a decision on any necessary adjustments.

Mathematical Reasoning: the ability to understand & organize a problem then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** An Associate Inspector (Electrical) may use this ability when verifying that electrical installations are safe, code-compliant, and functional.

Number Facility: involves the degree to which adding, subtracting, multiplying & dividing can be done quickly & correctly. This can be steps in other operations like finding percentages. **Example:** An Associate Inspector (Electrical) may use this ability when measuring distances around panels and electrical equipment to comply with safety codes.

Planning and Organizing: establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** An Associate Inspector (Electrical) may use this ability when scheduling Inspectors (Electrical) to work on special assignments within the various boroughs.

Problem Sensitivity: the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example:** An Associate Inspector (Electrical) may use this ability when identifying dangerous conditions such as multiple wires under a single screw, damaged panel boards, or evidence of overheating.

Spatial Orientation: the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. **Example:** An Associate Inspector (Electrical) may use this ability when ensuring conduits, panels, and devices are properly oriented and supported.

Updating and Using Relevant Knowledge: keeping up-to-date technically and applying new knowledge to the job. **Example:** An Associate Inspector (Electrical) may use this ability when working on new multi-dwelling units.

Visualization: The ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. **Example:** An Associate Inspector (Electrical) may use this ability when reviewing blueprints, interpreting schematics, and comparing 3D reality against 2D, or even 3D, design models.

Written Comprehension: understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** An Associate Inspector (Electrical) may use this ability when reviewing various documents and electrical plans before they are given approval.

Written Expression: appropriately communicating information and ideas in written words and sentences so intended audiences will understand. **Example:** An Associate Inspector (Electrical) may use this ability when completing a daily inspection report.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements, and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult your **agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

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

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

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Special Patrolman (SPP): If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- Be twenty-one years of age or older,
- Be a citizen of the United States,
- Be a resident of New York City,
- If discharged from military service, the discharge must not have been dishonorable,
- Be of good moral character, and
- Have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment.

All candidates who are appointed through Selective Certification for Special Patrolman will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through Selective Certification who fails to pass this background check will be terminated from the position. **Additionally, if you are appointed through the Special Patrolman Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment.** Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification For Special Experience:

1. **Selective Certification for Positions Requiring Fire Alarm Experience (FAE):** At least three (3) years of full-time satisfactory experience in maintenance, installations, or inspections of fire alarm systems.
2. **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 over 1 million in population.
3. **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.
4. **Selective Certification for Positions Requiring NYC Electrical Code or NYC Construction Codes Experience (Department of Buildings Only) (EEC):** At least one (1) year of full-time, satisfactory experience in the inspection of electrical installations, repairs or alterations in accordance with the NYC Electrical Code or NYC Construction Codes. Your NYC Electrical Code or NYC Construction Codes experience will be checked by the appointing agency at the time of appointment.

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 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.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$104.50 (\$75.00 for DCJS, \$12.00 for FBI plus a \$17.50 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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 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. 31643; Building and Construction Inspection Occupational Group.

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