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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

CHILD AND FAMILY SPECIALIST
Exam No. 6035

WHEN TO APPLY: From: February 4, 2026
To: February 24, 2026

APPLICATION FEE: \$91.00

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.

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

WHAT THE JOB INVOLVES:

Child and Family Specialists, under general supervision, in the Administration for Children's Services (ACS), work in child protection, family permanency, family support and community affairs; facilitate child safety and other family team conferences at critical case decision points; develop a safety plan for children assessed to be unsafe and at risk; assess the service needs and serve as a resource for children, families and providers; make recommendations for appropriate foster care system placement and services; and advocate best practices and decisions for children and families. All Child and Family Specialists perform related work.

Special Working Conditions:

Child and Family 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:

The current minimum salary is \$84,863 per annum. This rate is subject to change.

HOW TO QUALIFY:

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 a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by February 24, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (February 24, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

A Master's degree in social work (MSW) from an accredited school of social work and one of the following:

1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) **and** at least one year of satisfactory full-time post-graduate experience that includes substantial experience in one or more of the following modalities of practice: facilitation of family team conferences or family group decision making meetings utilizing a conferencing model which emphasizes family engagement and consensus based decision-making; clinical group work with children, youth, parents or individual families; or the conduct of professional training on topics relating to child and family services; **or**
2. A valid New York State Registration as a Licensed Master of Social Work (LMSW) **and** at least three years of the experience required in "1" above. Up to two years of this experience may have been in the supervision of social work practice areas described in "1" above; **or**
3. At least three years of the experience required in "1" above. In addition, a valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work (LMSW) must be obtained within one year of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment may have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of the probationary period will result in dismissal.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

All experience must have been acquired after the MSW was awarded.

The school of social work 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'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

$$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$$

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 must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on February 24, 2026. Once you click on Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

Drug Screening Requirement: Eligible candidates will be required to undergo a drug screening prior to appointment.

Assignment Of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

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:

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 Monday, February 16, 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](https://www1.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, Veterans' or Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_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:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (February 24, 2026) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (February 24, 2026), 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. **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 which is 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:

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:

Certifications and experience used to gain additional credit must be obtained by the last day of the Application Period (February 24, 2026).

If you have additional satisfactory full-time post-graduate experience in child protection, family permanency, family support, psychotherapy i.e., individual, family or group, and/or community affairs work providing concrete needs (e.g., housing, food and clothing) and/or psychosocial assessments to children and families for:	You will receive up to:
At least 1 year but less than 2 years	2 points
At least 2 years but less than 3 years	4 points
At least 3 years but less than 4 years	6 points
At least 4 years but less than 5 years	8 points

At least 5 years but less than 6 years	10 points
At least 6 years but less than 7 years	12 points
At least 7 years but less than 8 years	14 points
At least 8 years but less than 9 years	16 points
At least 9 years but less than 10 years	18 points
10 or more years	20 points

If you have additional satisfactory full-time post-graduate experience as a mediator in team conferences involving children, families and /or community partners in a school or hospital setting, correctional facility, mental health facility and/or rehabilitation facility for: **You will receive up to:**

At least 1 year but less than 2 years	4 points
At least 2 years but less than 3 years	7 points
3 or more years	10 points

If you have a trauma focused cognitive behavioral therapy certification from an accredited program or trauma focused cognitive behavioral therapy certification from an accredited program plus additional satisfactory full-time post-graduate experience working in emergency management and/or with populations who have suffered from severe trauma (e.g., rape and incest or relocation): **You will receive up to:**

Certification but with no additional experience	5 points
At least 6 months but less than 1 year	10 points
At least 1 year but less than 2 years	15 points
2 or more years	20 points

If you have a marriage and family therapist license or a marriage and family therapist license plus additional satisfactory full-time post-graduate experience working in mental health clinics, private or group psychotherapy practices, family support or family community-based organizations: **You will receive up to:**

License but with no additional experience	10 points
At least 6 months but less than 1 year	15 points
At least 12 months but less than 18 months	17.5 points
At least 18 months but less than 24 months	20 points
At least 24 months but less than 30 months	22.5 points
30 or more months	25 points

For possession of the following certification: **You will receive:**

A valid New York State Certified Alcoholism Substance Abuse Counselor (CASAC)	10 points
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For possession of the following certification: **You will receive:**

A Building Coaching Competency Certificate of completion issued by the Administration for Children's Services Workforce Institute	5 points
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All experience must have been acquired after the MSW was awarded.
Certifications and experience used to meet the minimum requirements cannot be used to gain additional credit.

Each year of experience will be credited under only one category which will be the highest appropriate category.

During the Education and Experience Exam (EEE), you'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

(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 x 12 = 7.2 months.

You must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on February 24, 2026. Once you click Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

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 pass the Education and Experience Exam, 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.

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 appointment to positions requiring such experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the appointing agency at the time of appointment.**

1. **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.
2. **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.
3. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
4. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
5. **Positions Requiring Family Screening and Assessment Experience (FSA):** At least one (1) year of satisfactory full-time experience conducting screenings and assessments of youth at risk of court involvement and their families and providing referrals for appropriate preventative services and therapeutic interventions.
6. **Positions Requiring Experience in Planning and Facilitating Family Engagement Meetings and Conferences (PFF):** At least one (1) year of satisfactory full-time experience planning and facilitating transition meetings, support meetings, and Family Team Conferences for post-adjudicated youth and their families.
7. **Positions Requiring Experience in Family Group Decision-Making and Facilitating Family Engagement and Conferences (FFE):** At least one (1) year of satisfactory full-time experience facilitating Family Team Conferences to develop safety plans for children who are assessed to be unsafe or at risk.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo (**IBO**), Swahili (**SWA**), Yoruba (**YOR**)), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), you may be considered for appointment to 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. 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).

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.

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. 52408; Social Service Occupational Group.

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