



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE INSPECTOR (ELECTRICAL) Exam No. 6511

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. 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.

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.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Inspector (Electrical); **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. It is your responsibility to determine whether or not you meet the

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

eligibility requirements for this examination before submitting your application. If it is determined before the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if, after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment.

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 promotion, and may result in criminal prosecution.

REQUIRED INFORMATION:

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.

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 determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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, GFCI/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 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 pass the multiple-choice test and are marked eligible, 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:

Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are 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
2. You become eligible after the above 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 Positions Requiring NYC Electrical Code or NYC Construction Codes Experience (EEC): If you have one 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, you may be considered for appointment to positions in the Department of Buildings which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your NYC Electrical Code or NYC Construction Codes experience will be checked by the appointing agency at the time of appointment. 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 Special Patrolman (SPP): If you meet the following qualifications, you may request preferred consideration for promotion 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 promoted 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 promoted through Selective Certification who fails to pass this background check will be terminated from the position. **Additionally, if you are promoted 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 Experiences and/or Licenses: If you have the experience(s) and/or license(s) listed below, you may be considered for promotion to positions requiring this experience and/or license through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience or license will be checked by the promoting agency at the time of promotion. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification.**

1. **Selective Certification for Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. **Your Driver License will be checked by the appointing agency at the time of promotion. If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**
2. **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.
3. **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.

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**