



ZOHRAN KWAME
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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ELECTRICAL ENGINEER
Exam No. 6522

WHEN TO APPLY: From: January 7, 2026
To: January 27, 2026

APPLICATION FEE: \$88.00

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:

This class of positions encompasses professional electrical engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Electrical Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in electrical engineering. They perform the usual duties of a section engineer in charge of a major electrical engineering section or equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, department head, or top-level engineering or architectural officer or employee in relations with City departments and agencies, contractors, damage claimants, consultants or their representatives, and the general public; engage in, or supervise the conducting of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency; prepare, or supervise the preparation of, or examine and review, the electrical engineering portions or aspects of the basic design plan or significant or complex portions of the basic design plan; for major projects for the construction, remodeling, operation, maintenance, or repair of public works, structures, or installations, prepare designs, plans, contract and working drawings, contract specifications and other technical specifications; supervise the conducting of construction inspection operations with particular reference to electrical plant, machinery or apparatus, or the inspection or testing in a laboratory, manufacturer's plant, or on a job site of equipment or materials to be incorporated in public works, plants, or structures, or the inspection of premises in connection with the issuance of requisite and pertinent permits and compliance with the provisions of law, rule or regulation; participate in the supervision of the operation, maintenance and use of electrical plant, machinery or apparatus; when assigned in writing, may sign and seal engineering and other official documents. Electrical Engineers may operate a motor vehicle. All Electrical Engineers perform related work.

Special Working Conditions:

Electrical Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Electrical Engineers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing protective equipment, such as hard hats; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$78,740 per annum. This rate is subject to change. There are three 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 levels at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period (January 27, 2026):**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Electrical Engineer; 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**. It is your responsibility to ensure that you meet the eligibility requirements for the examination before submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

LICENSE REQUIREMENT:

By January 30, 2026 you must have: A valid New York State Professional Engineer's License. This license must be maintained for the duration of your employment. A current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

You will not receive credit for a license which you obtain after January 30, 2026.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen 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, January 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, 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

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:

- 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 licenses, 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.

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience and certification used to gain additional credit must be obtained by the last day of the Application Period (January 27, 2026).

<u>If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) Assistant Electrical Engineer performing electrical engineering work subsequent to receiving a New York State Professional Engineer’s License for:</u>	You will receive up to:
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	22.5 points
At least 5 years but less than 6 years	27 points
6 or more years	30 points
<u>If you have satisfactory full-time experience with an employer other than the City of New York, performing electrical engineering work subsequent to receiving a New York State Professional Engineer’s License for:</u>	You will receive up to:
At least 1 year but less than 3 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	22.5 points
At least 5 years but less than 6 years	27 points
6 or more years	30 points
If you have an Occupational Safety and Health Administration (OSHA) Certification:	You will receive:
	1 point

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 January 27, 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 License and/or Special Experience: If you have the license and/or experience listed in one or more of the areas listed below, you may be considered for promotion to positions requiring this license and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and/or experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your license and experience will be checked by the promoting agency at the time of promotion.

1. **Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**
2. **Positions Requiring Fire Protection Engineering Experience (FEE):** At least one (1) year of satisfactory, full-time experience, in designing, reviewing, or inspecting fire alarm systems, emergency communication systems, and/or energy storage systems.

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. 20315; Engineering Occupational Group.

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