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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

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Commissioner

# NOTICE OF EXAMINATION

CONTRACT SPECIALIST  
Exam No. 7023

WHEN TO APPLY:

From: August 5, 2026

To: August 25, 2026

APPLICATION FEE: \$68.00

Paying by credit, debit, or gift card incurs a nonrefundable 2.00% service fee.

The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

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

WHAT THE JOB INVOLVES:

Contract Specialists, under supervision, with some latitude for independent initiative and decision making, perform professional work of routine difficulty managing contracts for social services programs. All Contract Specialists perform related work.

Special Working Conditions:

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

Some of the physical activities performed by Contract Specialists and environmental conditions experienced are: inspecting the premises of contractors which may require bending, lifting and use of stairs; walking to and from inspection sites under all weather conditions; ascending and descending subway stairs; carrying records and files from contractor location to location.

(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 \$48,257 per annum. 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.

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 August 25, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (August 25, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; **or**
2. A four year high school diploma or its educational equivalent **and** four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; **or**
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education may be substituted for experience on the basis that 30 semester credits is equivalent to 10 ½ months of full-

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time experience. Experience may be substituted for high school education on the basis that 1 year of full-time experience as described in “1” above is equivalent to one year of high school. However, all candidates must have at least six months of satisfactory professional, technical, or administrative experience as described in “1” above.

Administrative experience in one or more of the acceptable fields must include the authority to make critical decisions about matters of significance. Experience in one or more of the above acceptable fields which primarily consists of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials is not acceptable. Program evaluation experience may include determining a program’s compliance with a contract, identifying areas of a program’s strengths and weaknesses, recommending improvements, and evaluating quality of services. Experience administering or supervising a program is not acceptable towards meeting the program evaluation requirement.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you 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.**

**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](http://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](http://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:

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

**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](http://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](mailto: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 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.
- 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:**

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

**Experience used to gain additional credit must be obtained by the last day of the Application Period (August 25, 2026).**

| <b>If you have satisfactory full-time professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management including procurement related work, fiscal/financial management, or project management for:</b> | <b>You will receive up to:</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| At least 6 months but less than 9 months                                                                                                                                                                                                                                                | 2.5 points                     |
| At least 9 months but less than 12 months                                                                                                                                                                                                                                               | 5 points                       |
| At least 12 months but less than 15 months                                                                                                                                                                                                                                              | 7.5 points                     |
| At least 15 months but less than 18 months                                                                                                                                                                                                                                              | 10 points                      |
| At least 18 months but less than 24 months                                                                                                                                                                                                                                              | 12.5 points                    |
| At least 24 months but less than 30 months                                                                                                                                                                                                                                              | 15 points                      |
| At least 30 months but less than 36 months                                                                                                                                                                                                                                              | 17.5 points                    |
| At least 36 months but less than 42 months                                                                                                                                                                                                                                              | 20 points                      |
| At least 42 months but less than 48 months                                                                                                                                                                                                                                              | 22.5 points                    |
| At least 48 months but less than 54 months                                                                                                                                                                                                                                              | 25 points                      |
| At least 54 months but less than 60 months                                                                                                                                                                                                                                              | 27.5 points                    |
| 60 months (5 years) or more                                                                                                                                                                                                                                                             | 30 points                      |

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

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.

**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](http://www.nyc.gov/ess)
- All Others: Log into your OASys account at [www.nyc.gov/examsforjobs](http://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 and Certification:**

If you meet the requirements for Selective Certification, as described in the following sections, you may be considered for appointment to positions with these requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for these positions. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification(s) and Final Submit it in the Online Application System (OASys). **Your qualifications for Selective Certification will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for 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 nonprofit organization, which includes 100+ hours of workforce preparedness trainings.
2. **Selective Certification for Contract Compliance and Financial Analysis (CCF):** At least one (1) year of full-time satisfactory experience in one or more of the following: conducting qualitative analysis of contract terms, budget allocations, and expenditure documentation to ensure fiscal accountability.
3. **Selective Certification for Contract Compliance and Monitoring (CCG):** At least two years of full-time satisfactory experience developing comprehensive monitoring reports that detail comprehensive recruitment methods, participant retention, milestones and outcomes, service delivery, and financial accountability.
4. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
5. **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.
6. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
7. **Selective Certification for Quality Assurance and Compliance Verification (QCA):** At least one (1) year of full-time satisfactory experience in one or more of the following: performing quality assurance reviews of contract documentation, vendor performance, and financial records to ensure regulatory and agency compliance.
8. **Selective Certification for Procurement or Contract management Experience (MPC):** At least one (1) year of full-time satisfactory experience in one or more of the following: reviewing, processing, and registering contracts in accordance with applicable procurement regulations and agency guidelines.

**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](http://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.

**Translation Notice:**

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

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**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](http://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. 40561; Contract Specialist Occupational Group

**For information about other exams, and your exam or list status, call 212-669-1357.**

**Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**