



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ELECTRICIAN (AUTOMOBILE)
Exam No. 7027

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

APPLICATION FEE: \$96.00

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.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, January 22, 2027.**

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

WHAT THE JOB INVOLVES:

Electricians (Automobile), under supervision, maintain, troubleshoot, repair, replace and rewire automotive electrical and electronic systems. They maintain, repair, replace and test alternators, cranking motors, distributors, magnetos, generator control units, alternating systems and rectifiers, and all other electrical and electronic equipment found on automotive vehicles; rewire and repair automotive electrical and electronic systems; act as troubleshooters in determining electrical defects in the electrical or electronic systems in automotive equipment; use all electrical testing and shop devices, read wiring diagrams and service manuals; design schematics and wiring diagrams of automotive electrical and electronic systems; transmit orders to other journeymen as directed; supervise and train assigned subordinates in the performance of various maintenance and/or repair tasks; prepare reports and orders; maintain records and inventories of supplies and materials; and operate motor vehicles or equipment in the performance of assigned duties. All Electricians (Automobile) perform related work.

Special Working Conditions:

Electricians (Automobile) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Electricians (Automobile) and environmental conditions experienced are: bending and/or stooping while reading meters, observing components or troubleshooting; working under dashboard areas in auto or truck cab interiors which may be dusty and dark while replacing or repairing electrical components; working outdoors; identifying colors; reading and interpreting charts, preparing and moving test equipment set-ups; standing upright for extended periods of time; using vision to read small numbers and markings on meters and equipment; being alert, using vision and hearing to avoid injury from rotating engine components; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; lifting heavy objects; and working with alkaline and acidic chemicals related to automotive batteries.

(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 \$43.32 per hour for a 40-hour work week. This rate is subject to change.

HOW TO QUALIFY:

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

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by October 27, 2027. The experience requirement needed to qualify must be met by the last day

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

of the Application Period (October 27, 2026).
EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1. Five years of satisfactory full-time experience as an automotive electrician or aviation electrician; **or**
- 2. At least three years of experience as described in "1" above, plus sufficient full-time training of a relevant nature, specializing in automotive electrical and electronic systems, acquired in an approved trade or technical school or vocational high school. Six months of acceptable experience will be credited for each year of approved full-time trade or technical or vocational high school. Less than a full year of helper or apprentice experience, or relevant education, will receive prorated credit.

The trade, technical, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization.

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.

Driver's License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement (for NYPD only): Medical guidelines have been established for the position of Electrician (Automobile). Candidates will be examined to determine whether they can perform the essential functions of the position of Electrician (Automobile). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

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:

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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 12, 2026.

Application Receipt:

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

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

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

Civil Service Guidance for Veterans:

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

PENALTY FOR MISREPRESENTATION:

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

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your 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:

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an **Electrician (Automobile)**. Task areas to be tested are as follows: maintain, troubleshoot, repair/rewire, replace, and test auto electric/electronic parts/systems as alternators, generators, control units, magnetos, ignition systems, rectifiers, CAN bus systems; and other related areas.

The multiple-choice test may include questions on basic electricity; basic mathematics; shop equipment including scanners, battery load testers, digital multi-meters, etc.; electrical/electronic components and their functions; safety; various car system layouts; automotive principles; use of mechanic tools; and other related areas.

The multiple-choice test may also include questions requiring the use of any of the following abilities:

Written Expression is the ability to use English words or sentences in writing so that others will understand. **Example:** An Electrician (Automobile) may utilize this ability when summarizing what they did at the end of the day for record keeping purposes.

Fluency of Ideas is the ability to produce a number of ideas about a given topic. **Example:** An Electrician (Automobile) may utilize this when explaining their knowledge and understanding of a light system.

Problem Sensitivity is the ability to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. **Example:** An Electrician (Automobile) may utilize this ability when determining if a lead acid battery that has been in use for four and a half years needs to be replaced.

Deductive Reasoning is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. **Example:** An Electrician (Automobile) may utilize this ability when finding multiple lights out on a truck and determining which fuse is blown.

Inductive Reasoning is the ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for

why things go together. **Example:** An Electrician (Automobile) may utilize this ability when the check engine light is on and the diagnostic equipment states 300 which means a random misfire.

Spatial Orientation is 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 Electrician (Automobile) may utilize this ability when stepping on the brakes in a cab of a truck and asking someone to check the back brakes to see if they work.

Time Sharing is the ability to shift back and forth between two or more sources of information. **Example:** An Electrician (Automobile) may utilize this ability when looking at a schematic on a computer and reading the description in a manual.

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.

There will also be a **qualifying practical test**. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test. The practical test may include: identifying electrical and electronic system components, tools and instruments required in troubleshooting, adjusting, diagnosing and repairing automotive electrical and electronic systems; localizing malfunctions and replacing and repairing faulty components; using electrical, electronic and mechanical instruments and related service manuals to check the operation of automobile electrical and electronic systems; performing required calculations and reporting and/or recording results. A score of at least 70% is required to pass the qualifying practical test.

EXAM SITE ADMISSION:

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

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

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

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

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

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

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

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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

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

THE TEST RESULTS:

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

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

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

SPECIAL ARRANGEMENTS:

Late Filing:

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

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

Make-up Test:

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

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

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

ADDITIONAL INFORMATION:

Selective Certification for License, Certification, and/or Special Experience: If you have a license, certification, or special experience listed below, you may be considered for appointment to positions requiring this license, certification, or special experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certification, or special experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your license, certification, or special experience will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification based on possessing a license or a certification, the license or certification must be maintained for the duration of your employment.

1. **Selective Certification For a New York State Class B Commercial Driver License (CDL):** Possession of a Class B Commercial Driver License valid in the State of New York.
2. **Selective Certification for New York State Certification as a Motor Vehicle Inspector, Group 1 (ILV):** Possession of a New York State Certification as Motor Vehicle Inspector certified in Light Vehicles, Group 1 (ILV).
3. **Selective Certification for New York State Certification as a Motor Vehicle Inspector, Group 2 (IHV):** Possession of a New York State Certification as Motor Vehicle Inspector certified in Heavy Vehicles, Group 2 (IHV).
4. **Selective Certification for New York State Certification as a Motor Vehicle Inspector, Group 3 (IMO):** Possession of a New York State Certification as Motor Vehicle Inspector certified in Motorcycles, Group 3 (IMO).
5. **Selective Certification for New York State Certification as a Motor Vehicle Inspector in Dyno-Emissions (IDE):** Possession of a New York State Certification as Motor Vehicle Inspector certified in Dyno-Emissions (IDE).
6. **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. **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.
8. **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.
9. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

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.

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.

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

Internet: nyc.gov/dcas