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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ELECTRICIAN'S HELPER (CUNY)
Exam No. 7029
(For The City University of New York Only)

WHEN TO APPLY: From: August 5, 2026
To: August 25, 2026

APPLICATION FEE: \$91.00
Paying 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 **Thursday, November 12, 2026.**

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

WHAT THE JOB INVOLVES:

Electrician's Helpers (CUNY), under direct supervision, assist electricians in installing, repairing, replacing and maintaining electric wiring systems, appliances, apparatus and equipment according to the provisions of the New York City Electrical Code and approved plans and specifications. They assist electricians in the erection and placing of components of electrical systems; pulling wires and testing electrical systems; replacing defective light switches, plugs and lighting fixtures; checking signal systems; keeping electricians supplied with materials, tools and supplies; cleaning work areas, machines, tools and equipment; performing routine machine operations; and may operate motor vehicles or equipment in the performance of assigned duties. All Electrician's Helpers (CUNY) perform related work.

Special Working Conditions:

Electrician's Helpers (CUNY) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Electrician's Helpers (CUNY) and environmental conditions experienced are: reading meters in dimly lit areas; climbing and descending ladders, including working on bucket trucks or cherry pickers; working in areas of hot temperatures and poor ventilation, including confined spaces requiring the wearing of a respirator; using both hands to work overhead; using hand held tools to saw conduit and cut wires; carrying tools, materials and equipment up and down stairs; and distinguishing colors.

(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 \$44.91 per hour for a 35-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 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. Three years of full-time experience as an electrician's helper or apprentice electrician; **or**
2. At least one and one-half (1½) years of full-time satisfactory experience as an electrician's helper or apprentice electrician plus relevant education or training acquired in a trade school, technical school or vocational high school, or a Manpower-supported training program to make up the equivalent of

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the remaining required experience. Six (6) months of acceptable experience will be credited for each year of relevant education or training.

The trade or technical school 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.

Note: For appointment to certain positions, candidates will be required to possess 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 employment.

Residency: City residency is not required for this position.

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 the City University of New York .

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	

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.

This examination is for positions with the City University of New York (CUNY) only, and not City Agencies. If you would like to apply for the open competitive examination for Electrician's Helper with City Agencies, you must submit a separate application and fee for Exam No. 7028 from August 5, 2026 through August 25, 2026.

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 for the **Electrician's Helper (CUNY)** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of 70%. The test assesses knowledges and abilities important for the role.

Topics covered include work area preparation; tools and equipment; machinery operation; electrical installations, maintenance and repair work; and end of workday responsibilities.

The multiple-choice test may include questions on basic knowledge of materials used in the electrical trade; usage of tools and equipment used in electrical work; safe working/good housekeeping practices and procedures; basic knowledge of electrical installation; basic principles of electrical theory; basic electrical calculations; basic knowledge of diagrams, schematics and plans; and other related areas.

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

Written Comprehension: The ability to understand written sentences and paragraphs. Example: An Electrician's Helper (CUNY) may use this ability when reading and understanding electrical work orders.

Written Expression: The ability to use English words or sentences in writing so that others will understand. Example: An Electrician's Helper (CUNY) may use this ability when writing a daily log.

Problem Sensitivity: Determining 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 Electrician's Helper (CUNY) may use this ability when assessing and diagnosing an electrical equipment failure and anticipating safety issues.

Number Facility: The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: An Electrician's Helper (CUNY) adds the lengths of conduits after taking their measurements.

Mathematical Reasoning: The ability to understand and organize a problem and then to 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 Electrician's Helper (CUNY) may use this ability while assisting an Electrician in calculating what size wiring is needed for an electrical project.

Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. Example: An Electrician's Helper (CUNY) may use this ability when considering more than one way to solve a particular problem with an electric motor.

Inductive Reasoning: Combining 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 Electrician's Helper (CUNY) may use this ability while testing the resistance and voltage of a circuit to determine the current of the circuit.

Information Ordering: Following 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 Electrician's Helper (CUNY) may use this ability when following ordered steps in repairing or replacing a light fixture.

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 meet the education and experience requirements and pass the multiple-choice test, your name will be placed on a CUNY 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 one year.

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:

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 the City University of New York; 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 the City University of New York; 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:

Appointment of New York City Civil Service Employees: Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

Selective Certification for License: If you have the license listed below, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. 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 Positions Requiring a Driver License (MVO): A motor vehicle Driver License valid in the State of New York. If you are appointed through this Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment. **Your driver license will be checked by CUNY 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.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by CUNY Vice Chancellor for Human Resources Management.

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.

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/dcass and copies are available at the DCAS Computer-based Testing & Application Centers.

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For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcass; for CUNY: cuny.edu