



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 18 WASHINGTON STREET
 NEW YORK, NY 10004

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| REQUIRED FORMS |
| APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER |
| FOREIGN EDUCATION FACT SHEET (IF APPLICABLE) |

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

ACTUARIAL SPECIALIST

Exam. No. 0030

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| WHEN TO APPLY: | From: December 6, 2000 | APPLICATION FEE: \$35.00 |
| | To: December 26, 2000 | <i>Payable only by money order to D.C.A.S. (EXAMS)</i> |

WHAT THE JOB INVOLVES: At Assignment Level I: Actuarial Specialists, under direction, with varying degrees of latitude for independent initiative, perform technical and supervisory work for the Office of the Actuary in applied actuarial science in which they evaluate assets and liabilities of pension funds, compute mortality and service experience of participants of pension funds, and calculate annuities and pensions for the retirement systems of The City of New York, in accordance with prescribed methods, procedures and instructions. All personnel perform related work.

(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 \$32,437 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment level are made at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in actuarial science, mathematics or statistics; or
2. A baccalaureate degree from an accredited college and one year of satisfactory full-time professional experience in the actuarial work of an employee retirement system; or
3. Education and/or experience equivalent to "1" or "2" above. A maximum of nine semester credits in computer science may be substituted on a credit-for-credit basis for the credits in actuarial science, mathematics or statistics described in "1" above. However, all candidates must have a baccalaureate degree.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: Candidates 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 of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A., A.2, A.4, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. 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 credit up to a maximum of 100 points on the following basis:

Additional Credit:

1. For full-time satisfactory experience performing actuarial work for a governmental employee retirement or pension system, you will receive:
 - A. 5 points for at least 2 months but less than 4 months of experience; or
 - B. 15 points for at least 4 months but less than 1 year of experience; or
 - C. 25 points for at least 1 year but less than 2 years of experience; or
 - D. 30 points for at least 2 years or more of experience.
2. For full-time satisfactory experience performing actuarial work for a non-governmental employee retirement or pension system, you will receive:
 - A. 10 points for at least 1 year but less than 2 years of experience; or
 - B. 15 points for at least 2 years but less than 4 years of experience; or
 - C. 20 points for at least 4 years or more of experience.
3. You will receive 30 points for having reached the level of Associate of the Society of Actuaries, Fellow of the Society of Actuaries or Enrolled Actuary with the Joint Board for the Enrollment of Actuaries. (Fill out Section C of the Education and Experience Test Paper, if this paragraph applies to you).

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 40731; Actuarial Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**