



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

<b>REQUIRED FORMS</b>
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER  FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**ASSISTANT PROGRAM SPECIALIST (CORRECTION)**  
  
**Exam. No. 4008**

<b>WHEN TO APPLY:</b> From: January 5, 2005 To: January 25, 2005	<b>APPLICATION FEE: \$35.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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**WHAT THE JOB INVOLVES:** Assistant Program Specialists (Correction), under supervision, perform professional work assisting in the preparation and conduct of studies to develop social service and educational programs, and management and fiscal systems for the Department of Correction. They conduct orientation work and training programs for Correction Aide staff; collect and analyze data and prepare reports for basic departmental problems, social service and educational programs, management and fiscal systems related to correctional programs; conduct classes and group sessions; assist in curriculum development and scheduling of in-service programs for civilian personnel of the Department; submit periodic reports on progress and evaluation of training programs; assist in the preparation of periodic reports on Department programs; analyze inmate cash and property systems and commissary programs in existing institutions; prepare reports on Federal programs and social service programs of the Department; and 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 \$33,232 per annum. This rate is subject to change.

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

**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 or university with specialization in public or business administration, sociology, criminology, mathematics, statistics or related fields; or
2. An associate degree from an accredited college with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields and two years of full-time, satisfactory paid experience in public or business administration, sociology, criminology, mathematics, statistics community relations, social work, or related fields; or
3. A four-year high school diploma or its educational equivalent, plus four years of full-time satisfactory paid experience as described under "2" above; or
4. A satisfactory combination of education and/or paid experience that is equivalent to "1," "2" or "3" above. However, all candidates must possess a four-year high school diploma or its educational equivalent.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and your test paper will not be rated.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (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.

You must maintain City residency as a condition of employment.

**English Requirement:** Candidates must be able to understand and be understood in English.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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.

**REQUIRED FORM:**

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.1, A.2, A.3, A.4, B and D. 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 to meet the education and experience requirements):** 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 (including a “document-by-document” 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 in the **HOW TO QUALIFY** section. After these requirements are met, you will receive up to a maximum of 100 points for experience acquired within the last ten years, or education received on the following basis:

**Additional Points:**

1. For satisfactory full-time work experience with a **correctional facility** in any one or combination of the following: public or business administration, sociology, criminology, mathematics, or statistics, performing duties which may include preparing and conducting studies to develop social service and educational programs, management and fiscal systems; conducting orientations and training programs, you will receive an additional:
  - (A) 10 points for at least one year but less than three years of experience; or
  - (B) 20 points for at least three years but less than six years of experience; or
  - (C) 30 points for six or more years of experience.
2. For satisfactory full-time work experience with a **non-correctional facility** in any one or combination of the following: public or business administration, sociology, criminology, mathematics, or statistics, performing duties which may include preparing and conducting studies to develop social service and educational programs, management and fiscal systems, conducting orientations and training programs, you will receive an additional:
  - (A) 5 points for at least one year but less than three years of experience; or
  - (B) 10 points for at least three years but less than six years of experience; or
  - (C) 15 points for six or more years of experience.
3. For education, you will receive additional points as follows:
  - (A) 5 points for possession of a master’s degree from an accredited college or university in one of the following areas: public or business administration, sociology, criminology, mathematics or statistics or related fields.
  - (B) 0.2 points for each graduate credit completed at an accredited college or university in course work in public or business administration, sociology, criminology, mathematics or statistics or related fields up to a maximum of 3 points (15 credits).

In order to receive additional points for education, courses must be completed after the completion of a baccalaureate degree as noted in “1” in the Education and Experience Requirements. You will **not** receive additional points for education for both category 3(A) and 3(B). You will receive credit under the highest appropriate category only.

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

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

**THE TEST RESULTS:** If you meet the education and experience requirements, your name will be placed in final 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:** 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, 14<sup>th</sup> 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.

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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. 60947; Correction Service.

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