



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

REQUIRED FORMS

APPLICATION FORM
EXPERIENCE TEST PAPER

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SENIOR CONSULTANT
(MENTAL HEALTH STANDARDS & SERVICES)
Exam. No. 1555**

WHEN TO APPLY: From: December 5, 2001 **APPLICATION FEE: \$60.00**
To: December 26, 2001 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Under direction, Senior Consultants provide consultation and technical assistance services to, and evaluate and monitor, public and voluntary agencies providing mental hygiene services and facilities by contract or agreement with the Department of Mental Health, Mental Retardation and Alcoholism Services (MHMR&AS) to assure compliance with the provisions of applicable laws, regulations and agreements; assist in planning and developing mental hygiene services and facilities within New York City; may supervise subordinate MHMR&AS employees in the performance of their duties; 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 \$51,436 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "Eligibility to Take Examination" 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.

ELIGIBILITY TO TAKE EXAMINATION : This examination is open to each employee of the Department of Mental Health, Mental Retardation, and Alcoholism Services who on the last date of the application period:

- (1) is permanently (not provisionally) employed in or appears on a Preferred list (see Note, below) for the title of Consultant (Mental Health Standards and Services); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with your agency's personnel office. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations for the City of New York.

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. **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.1, A.2, A.3, A.4, and B. This form must be

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Experience Test Paper for your records.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the eligibility 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

You will receive credit for a maximum of an additional seven years of experience, attained in the last fifteen years. Part-time experience 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 must be obtained by the last day of the application period.

- I) For experience in a government oversight agency for mental health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism services, as an administrator or director of a mental hygiene program, or in contract negotiation and monitoring, or as a technical consultant in program planning and evaluation, you will receive:
 - A) 15 points for at least 1 but less than 2 years of experience; or
 - B) 20 points for at least 2 but less than 4 years of experience; or
 - C) 25 points for at least 4 but less than 5 years of experience; or
 - D) 30 points for 5 or more years of experience.

- II) For experience supervising personnel performing direct care in a social services, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency, you will receive:
 - A) 10 points for at least 1 but less than 2 years of experience; or
 - B) 15 points for at least 2 but less than 4 years of experience; or
 - C) 20 points for at least 4 but less than 5 years of experience; or
 - D) 25 points for 5 or more years of experience.

- III) For experience providing direct care in a social services, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency, you will receive:
 - A) 5 points for at least 1 but less than 2 years of experience; or
 - B) 10 points for at least 2 but less than 4 years of experience; or
 - C) 15 points for at least 4 but less than 5 years of experience; or
 - D) 20 points for 5 or more years of experience.

THE TEST RESULTS: If you pass the 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.

