



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET
NEW YORK, NY 10007

REQUIRED FORMS

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 GARDENER

Exam. No. 8076

WHEN TO APPLY: From: January 7, 2009
To: January 27, 2009

APPLICATION FEE: \$35.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, April 18, 2009.**

WHAT THE JOB INVOLVES: Assistant Gardeners, under supervision, assist in and perform tasks such as planting, cultivating and caring for trees, flowers, plants, shrubs and other flora. Assist in and perform tasks involved in the maintenance and operations of greenhouses and nurseries. Assist in and perform tasks involved in operation and care of hand and power gardening tools and equipment. Perform simple record keeping and prepare simple written reports. Drive vehicles and operate other motorized equipment incidental to the performance of duties. All Assistant Gardeners perform related work.

Special Working Conditions: Assistant Gardeners may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Assistant Gardeners and environmental conditions experienced are: Standing, bending, kneeling and stooping for extended periods of time; climbing around and over various types of terrain; loading and unloading plants and horticulture supplies; operating mechanized equipment; and working outdoors in all kinds of weather. These tasks may be performed in City grounds and propagation facilities.

(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 \$33,840 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, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Unit, 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. One year of full-time experience in gardening work, including experience in each of the following: planting, cultivating and caring for trees, plants shrubs and lawns; or
2. A certificate from a horticulture or botanic program containing college-level courses, such as programs offered by the New York Botanical Garden, the Brooklyn Botanic Garden, etc.; or
3. A satisfactory combination of education and/or experience that is equivalent to "1" above. Thirty semester credits from an accredited college, at least fifteen of which must be in horticulture, agriculture, agronomy, plant pathology, botany, landscape design or architecture, entomology, forestry, floriculture, plant production, and/or crop management, may be substituted for the one year of the work experience described in "1" above.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may be given the test before we verify your qualifications. 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 you will not receive a score.

Driver 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.

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

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 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. **Education and Experience Test Paper:** Fill out sections **A.3 (as applicable), A.4, A.6, B, C 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. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online,** follow the online instructions.
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 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: You will be given a multiple-choice test. 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 will include questions on subjects to be determined.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, 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: Selective Certification for Commercial Pesticide Applicator - Category 3A License: If you have a Pesticide Applicator-Category 3A License issued by the New York State Department of Environmental Conservation, 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 the License. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

This requirement may be met at any time during the duration of the list. If you will meet the Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - G EG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying
(1) **online**, follow the onscreen instructions or

(2) **by mail**, follow the instructions included with the “Application for Examination.”

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 Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY. 10007

The City of New York is an Equal Opportunity Employer.
Title Code No. 81309;

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