



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE INVESTIGATOR

Exam No. 3505

<p>WHEN TO APPLY: From: February 6, 2013</p> <p style="text-align: center;">To: February 26, 2013</p>	<p>APPLICATION FEE: \$68.00</p> <p>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 1, 2013.</p>	

WHAT THE JOB INVOLVES: This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions.

Under administrative direction with wide latitude for the exercise of independent initiative and judgment, supervises a large staff of investigators performing professional investigations of varying levels of complexity. Administrative Investigators direct criminal and non-criminal investigations designed to prevent or detect violations of law or violations of rules and regulations of municipal agencies or of Federal and State programs administered by municipal agencies; direct criminal investigations involving social benefit program fraud, tax fraud or City property theft; direct non-criminal investigations involving complaints against the City, employee discipline matters or investigations to verify or evaluate personal qualifications for City employment or licensure; plan, direct, and control a portion of all agency investigations and studies involving possible illegal, fraudulent, improper conduct or improper practices; manage and control the chain of custody of all information and evidence gathered by investigation for criminal or administrative prosecution, civil litigation and appropriate action as mandated by rules, regulations and other legislative enactments.

Administrative Investigators direct the activities of staff who perform surveillances; interview subjects and/or witnesses; utilize databases and web programs to gather information; examine and analyze financial, public and/or agency records; maintain investigative records; prepare reports; and make decisions as to appropriate action to be taken following investigations; direct the training and development of staff in investigative techniques; participate in joint investigations of confidential matters in conjunction with the Inspector General and/or prosecutorial offices; manage pilot projects to establish cost effectiveness and more efficient ways to control, detect and deter fraud and abuse in agency administered programs; maintain cooperative relationships with authorized representatives from Federal, State and municipal agencies regarding investigative, legal and administrative issues and/or concerns; testify at hearings and court proceedings; or perform assignments equivalent to those described. Under administrative direction, with very wide latitude for the exercise of independent initiative and judgement, perform very difficult and responsible administrative investigation work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, perform the most difficult and responsible administrative investigation work. All Administrative Investigators 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: Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Monday, February 18, 2013.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Investigator or Associate Fraud Investigator; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Card. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions on:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems.

Quantitative Analysis and Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data.

Judgment and Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.

Management of Financial Resources: Determining how money will be spent to get the work done and accounting for these expenditures.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action.

Persistence: Persisting in the face of obstacles until desired outcome is achieved.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

Persuading and Influencing Others: Causing others to change or modify their opinions, views or behaviors using a variety of strategies.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

Coaching and Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

Integrity: Acting in an honest and ethical manner.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner.

Initiative and Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

Attention to Detail: Being careful about detail and thorough in completing work tasks.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10020; The Managerial Service.

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