



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

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

**PSYCHOLOGIST (HHC)
Exam No. 4018
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: October 2, 2013

APPLICATION FEE: \$68.00

To: October 22, 2013

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Psychologists (HHC), under general supervision, with latitude for independent or unreviewed action or decision, perform professional work in the field of psychology. All Psychologists (HHC) perform related work.

Special Working Conditions: Psychologists (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$54,079 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Appointments to the higher assignment levels have additional requirements and are made at the discretion of the Health and Hospitals Corporation.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 information. 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, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computerized Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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 & Applications Centers will be closed on Monday, October 14, 2013.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: 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.

Education and Experience Requirements:

A. All candidates must have:

- (1) A doctorate in psychology, in any specialty area, from an accredited college or university; or

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- (2) Completion of two years of graduate work from an accredited college or university consisting of at least 60 graduate semester credits in psychology, in an accredited graduate program leading to a doctoral degree in psychology **plus** two years of satisfactory full-time experience, gained after admission to the accredited graduate program, in any specialty area under the supervision of a licensed psychologist or psychiatrist in a hospital, penal institution, social services agency, clinic, court, school or other agency or institution; or
- (3) Completion of a respecialization in clinical psychology from an accredited graduate program, **plus** one year of satisfactory full-time experience as described in (2) above.

B. In addition to meeting the requirements listed in "A" above, all candidates must have:

- (I) Completed the equivalent of three semester credits from an accredited graduate school in **each** of the following:
 - A. personality testing;
 - B. individual intelligence testing;
 - C. psychopathology or abnormal psychology; and
 - D. psychological and/or behavioral intervention; **and**
- (II) 240 hours of experience, under the supervision of a licensed psychologist, in **each** of the following:
 - A. personality testing;
 - B. individual intelligence testing; and
 - C. psychological and/or behavioral intervention. Experience in psychological and/or behavioral intervention may be under the supervision of a licensed psychiatrist.

Completion of an American Psychological Association (APA) approved doctoral program in professional psychology is evidence of meeting the course requirements listed in "B (I)" above. Completion of an APA approved internship in professional psychology is evidence of meeting all supervised experience requirements as described in "A" and "B (II)" above.

Externships are part of a doctoral program and will **not** be accepted for meeting minimum experience requirements. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for meeting minimum experience requirements.

Note: See the *Special Insert* on page 4 for detailed instructions on how to complete the Education and Experience Test.

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

Degree Requirement: All appointees will be required to have a doctoral degree in psychology within one year of the date of appointment. Employees who fail to obtain their doctorate within one year of their appointment may have their probationary periods and the period to obtain the degree extended for no more than six months. This degree must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

Residency: City residency is not required for this position.

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 New York City Health and Hospitals Corporation.

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.5, A.6, B, C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience in clinical psychology, developmental psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology, neuro-psychology, applied behavioral analysis, child/adolescent psychology, geriatric psychology, rehabilitation psychology, substance abuse/addiction psychology and/or trauma psychology for:

You will receive:

At least 1 year but less than 2 years	15 points
At least 2 years but less than 3 years	20 points
3 or more years	25 points

If you possess a valid license as a Psychologist issued by the New York State Department of Education, you will receive 5 points.

Externships are part of a doctoral program and will **not** be accepted for additional credit. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for additional credit.

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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education, experience, and license on your Education and Experience Test and submit it by the end of the application period. You will **not** receive credit for education which you obtain after January 31, 2014 or experience and license which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education, experience, and license once the application period has ended.

Education must be obtained by **January 31, 2014**. Experience and license 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 final score order on an HHC 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 Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification.

Selective Certification for Licensure: If you have a valid license as a Psychologist issued by the New York State Department of Education, 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 this license. If you wish to apply for this Selective Certification, state "PVL" in Section D of the Education and Experience Test. Your license will be checked by the appointing facility at the time of appointment. **This license must be maintained for the duration of your employment.**

Selective Certification for Specialty Experience in Psychology: If you have two years of satisfactory full-time experience, gained after admission to an accredited doctoral program, in one or more of the following specialty areas, you may be considered for appointment to positions requiring this specialty experience through a process called Selective Certification:

- Applied Behavioral Analysis (PBA)
- Child/Adolescent Psychology (PCP)
- Clinical Psychology(PCC)
- Clinical Health Psychology (PCH)

- Counseling Psychology (PCN)
- Developmental Psychology (PDP)
- Forensic Psychology (PFP)
- Geriatric Psychology (PGP)
- Neuro-Psychology (PNP)
- Rehabilitation Psychology (PRP)
- School Psychology (PSP)
- Substance Abuse/Addiction Psychology (PAD)
- Trauma Psychology (PTP)

If you qualify for one or more of the above Selective Certification areas, you may be given preferred consideration for positions requiring experience in this specialty area. If you wish to apply for these Selective Certifications, write the 3-letter code in parenthesis located to the right of each specialty area above in **Section D** of the Education and Experience Test. Your education or experience will be checked by the appointing facility at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Reemployment of public service retirees: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

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

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Psychologist in City agencies you must submit a separate application and fee for Exam. No. 4017 from October 2, 2013 through October 22, 2013.

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

SPECIAL INSERT: GUIDE TO COMPLETING THE EDUCATION AND EXPERIENCE TEST

Note: You must clearly specify in detail all of your relevant education, experience, and license on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience and license which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education, experience, and license once the application period has ended.

For all candidates, you must provide the following information:

For each work experience claimed in Section B of the Education and Experience Test:

- For the *Title of Immediate Supervisor* field: Enter either *licensed psychologist* or *licensed psychiatrist* (note: if your supervisor during your time of employment was not a licensed psychologist or psychiatrist, you will not receive credit).
- For the *Nature of Employer's Business* field: Enter where the experience was gained (hospital, clinic, etc.), **and** if it was an internship or externship (if applicable).

For the required course work claimed in Section A.6 of the Education and Experience Test:

- For the *Courses* field: Enter the name of the courses in each of the following areas: personality testing, individual intelligence testing, psychopathology or abnormal psychology, and psychological and/or behavioral intervention, and the number of graduate semester credits. (See the *How To Qualify* section "B (I)" above.)

For each work experience claimed in Section B of the Education and Experience Test towards the 240 hours requirement: (see the *How To Qualify* section "B (II)" above.)

- For the *Describe your duties/tasks/functions* field: Enter the number of hours of experience under the supervision of a *licensed psychologist* or *licensed psychiatrist*.
- For the *Title of Immediate Supervisor* field: Enter either *licensed psychologist* or *licensed psychiatrist* (note: if your supervisor during your time of employment was not a licensed psychologist or psychiatrist, you will not receive credit).

Note: Possession of a valid license as a Psychologist issued by the New York State Department of Education is evidence of meeting the minimum qualification requirements. Fill out **Section C** of the Education and Experience Test completely to receive credit.

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 & Applications Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 521100; Psychologist Occupational Group

**For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas**