



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

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|----------------------|
| REQUIRED INFORMATION |
| APPLICATION          |

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**MOTOR VEHICLE OPERATOR (NYC Health + Hospitals)  
 Exam Nos. 8303 and 8322  
 (For NYC Health + Hospitals Only)**

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

**WHEN TO APPLY:**

| <u>Exam No.</u> | <u>Application and Scheduling Period</u> |
|-----------------|--|
| 8303            | June 26, 2017 - August 31, 2017          |
| 8322            | December 27, 2017 - February 28, 2018    |

**APPLICATION FEE: \$54.00**

**If you choose to pay the application fee with a credit/debit/gift card you, will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**THE TEST SCHEDULE:** Testing for the title of Motor Vehicle Operator (NYC Health + Hospitals) is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from July 2017 - June 2018:

| <u>Exam No.</u> | <u>Testing Period</u>               |
|-----------------|-------------------------------------|
| 8303            | July 1, 2017 - August 31, 2017      |
| 8322            | January 2, 2018 - February 28, 2018 |

**Monthly Schedule:** A monthly schedule of the days and times for applying, scheduling and testing will be available within the week prior to the 1<sup>st</sup> day of each month at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

**DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS:** This exam will be administered at the DCAS Computer Based Testing and Application Centers:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**Queens**  
 118-35 Queens Boulevard  
 5<sup>th</sup> Floor  
 Forest Hills, NY 11375

Seating is limited. Once the Computerized Testing Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Motor Vehicle Operator (NYC Health + Hospitals) test at any of the locations, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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.

**Test dates and times are subject to change.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**WHAT THE JOB INVOLVES:** Motor Vehicle Operators (NYC Health + Hospitals), under supervision, operate motor vehicles such as passenger cars, ambulettes, vans, hearses, trucks, wreckers, forklifts, and tractor-trailer trucks. In a small garage/fleet, they may dispatch personnel, motor vehicles and equipment. Motor Vehicle Operators may drive a truck carrying employees and material to and from work locations or act as a chauffeur for an official. Motor Vehicle Operators check the tires, oil and fuel of the vehicle, replenish fluids as needed, and check to see that the lights, horn and brakes appear to be operating properly. They change tires or wheels; assist in the loading and unloading of materials, equipment and passengers; operate motorized equipment that is mounted on, or transported by, the vehicle; are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle; prepare trip reports; and perform related work.

**Special Working Conditions:** Motor Vehicle Operators (NYC Health + Hospitals) may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Motor Vehicle Operators (NYC Health + Hospitals) and environmental conditions experienced are: driving in all kinds of traffic and weather conditions; bending; lifting and loading small packages up to 50 lbs.; changing tires; sitting for long periods of time; and using hand trucks.

(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 \$37,200 per annum. This rate is subject to change.

**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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

| <u>Manhattan</u>   | <u>Brooklyn</u>   | <u>Queens</u>  |
|--|---|--|
| 2 Lafayette Street<br>17 <sup>th</sup> Floor<br>New York, NY 10007 | 210 Joralemon Street<br>4 <sup>th</sup> Floor<br>Brooklyn, NY 11201 | 118-35 Queens Boulevard<br>5 <sup>th</sup> Floor<br>Forest Hills, NY 11375 |

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based 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 will be given the test before we review 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.

**Education and Experience Requirements:** There are no formal education or experience requirements.

**Residency Requirement:** New York City residency is not required for this position.

**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. Additionally, it is expected that many vacancies will require possession of the appropriate Commercial Driver License (see "Selective Certification" below).

**Medical Requirement:** In accordance with applicable Federal, state and local laws and regulations, NYC Health + Hospitals 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 and that they can perform the essential functions of the position. During the medical examination, eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination and/or to perform the essential functions of the job.

**English Requirement:** Candidates 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 + Hospitals.

**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 70.000 to pass the test. The multiple-choice test may include questions on: rules of the road; defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms; solving problems with basic arithmetic operations; vehicle readiness check, basic equipment check and related safety procedures; planning travel routes; delivery and pickup procedures; loading and unloading procedures; and other related areas.

The test will include questions which may require the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to understand directions that are written out for them.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to prepare trip reports.

**Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to memorize the faster route to a destination.

**Problem Sensitivity:** determining when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to plan car maintenance to prevent issues that may arise.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to prioritize work assignments and orders to complete them in an efficient order.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to troubleshoot problems with a vehicle.

**Spatial Orientation:** determining where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability to apply the brakes at the appropriate time to avoid a collision.

**Time Sharing:** the ability to shift back and forth between two or more sources of information. Example: A Motor Vehicle Operator (NYC Health + Hospitals) may use this ability when dealing with traffic and choosing the best route to take.

**THE TEST RESULTS:** If you pass the multiple-choice test, your name will be placed in final score order on a NYC Health + Hospitals 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

#### **ADDITIONAL INFORMATION:**

**Reemployment of Public Service Retirees:** NYC Health + Hospitals has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals 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.

**Selective Certification for Commercial Driver License:** If you possess a Class A, B or C Commercial Driver License valid in the State of New York 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. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses.

**Selective Certification for Commercial Driver License with Passenger Endorsement:** If you possess a Class A, B or C Commercial Driver License valid in the State of New York with passenger endorsement, 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. Follow the instructions given to you on the day of the test to indicate your interest in such Selective

Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) with passenger endorsement for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses.

**Selective Certification for Commercial Driver License with no Airbrake Restriction:** If you possess a Class A, B or C Commercial Driver License valid in the State of New York with no airbrake restriction, 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. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) with no airbrake restriction, for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses.

**Drug/Alcohol Screening Requirement (For Commercial Driver License Selective Certification only):**

You must pass a drug and alcohol screening in order to be appointed. If appointed you will be subject to random drug and alcohol testing for the duration of your employment.

**Selective Certification for Foreign Language:** If you can speak a foreign 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 given to you on the day of the test to indicate your interest in such Selective Certification.

**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 - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

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

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

**This examination is for positions with NYC Health + Hospitals only. If you would like to apply for Motor Vehicle Operator in City agencies, you must submit a separate application and fee for Exam No. 8302 from June 26, 2017 through August 31, 2017 or Exam No. 8321 from December 27, 2017 through February 28, 2018.**

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

NYC Health + Hospitals is an Equal Opportunity Employer.  
Title Code No. 912120; Plan of Titles for NYC Health + Hospitals.

**For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas); for NYC Health + Hospitals: [nyc.gov/hhc](http://nyc.gov/hhc)**