



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

ASSOCIATE CONTRACT SPECIALIST Exam No. 5032

WHEN TO APPLY: From: September 4, 2024

To: September 24, 2024

APPLICATION FEE: \$82.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

THE TEST DATE: Multiple-choice testing is expected to begin on **Tuesday, December 3, 2024.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Associate Contract Specialists, under administrative supervision, with wide latitude for the exercise of independent judgment and decision making, perform complex professional/supervisory work involved in the development and management of contracts for social services programs. All Associate Contract Specialists 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 \$67,748 per annum. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will not receive credit for education which you obtain after January 31, 2025 or experience which you obtain after the end of the Application Period (September 24, 2024).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; **or**
2. A four-year high school diploma, or its educational equivalent, **and** six years of full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; **or**
3. Education and/or experience equivalent to "1" or "2" above. College credits obtained from an accredited college or university may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in "1" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time experience as described in "1" above.

Administrative experience in one or more of the acceptable fields must include the authority to make critical decisions about matters of significance. Experience in one or more of the acceptable fields which primarily consists of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials is not acceptable. Program evaluation experience must include determining a program's compliance with a contract, identifying areas of a program's strengths and weaknesses, recommending improvements, evaluating quality of services, and/or administering or supervising a program.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The education requirement must be met by January 31, 2025. The experience requirement must be met by the last day of the Application Period (September 24, 2024).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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. For more information, see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (September 24, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 24, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2025 or experience which you obtain after the end of the Application Period (September 24, 2024).

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

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 Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 24, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 24, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 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 which is located on the DCAS website <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**document-by-document**" (general) 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 day of the Application Period (September 24, 2024).

THE TEST:

The multiple-choice test will be given at a computer terminal. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Associate Contract Specialist. Task areas to be tested are as follows: supervision, contract development, fiscal monitoring of assigned contracts, program monitoring of assigned contracts, and report writing and record keeping.

The test may include questions on knowledge of contract development; knowledge of fiscal monitoring of contracts; knowledge of program monitoring of contracts; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

Category Flexibility is the ability to produce many rules so that each rule tells how to group a set of things in a different way. Each different group must contain at least two things from the original set of things. **Example:** An Associate Contract Specialist may use this ability when drafting pre-solicitation documentation.

Deductive Reasoning is the ability to apply general rules to specific problems to come up with logical answers. **Example:** An Associate Contract Specialist may use this ability when evaluating a program for compliance with laws, rules, and regulations.

Flexibility of Closure is the ability to identify or detect a known pattern (like a figure, word or object) that is hidden in other material. The task is to pick out the disguised pattern from the background material. **Example:** An Associate Contract Specialist may use this ability when identifying potentially problematic spending patterns of a program.

Inductive Reasoning is the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example:** An Associate Contract Specialist may use this ability when determining a provider's fitness for a Request for Proposal (RFP).

Information Ordering is the ability to follow 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:** An Associate Contract Specialist may use this ability when balancing a program budget.

Mathematical Reasoning is the ability to understand and organize a problem, and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** An Associate Contract Specialist may use this ability when balancing a program budget.

Memorization is the ability to remember information, such as words, numbers, pictures & procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example:** An Associate Contract Specialist may use this ability when recalling specific laws in order to judge a program's compliance.

Number Facility involves the degree to which adding, subtracting, multiplying & dividing can be done quickly & correctly. This can be steps in other operations like finding percentages. **Example:** An Associate Contract Specialist may use this ability when reallocating funds within a program budget.

Perceptual Speed involves the degree to which one can compare letters, numbers, objects, pictures or patterns, quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object. **Example:** An Associate Contract Specialist may use this ability when reviewing data in a spreadsheet.

Problem Sensitivity is the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example:** An Associate Contract Specialist may use this ability when evaluating a program site for compliance.

Selective Attention is the ability to concentrate on a task one is doing. This ability involves concentrating while performing a boring task and not being distracted. **Example:** An Associate Contract Specialist may use this ability when receiving a phone call while drafting correspondence.

Speed of Closure involves the degree to which different pieces of information can be combined and organized into one meaningful pattern quickly. It is not known beforehand what the pattern will be. The material may be visual or auditory. **Example:** An Associate Contract Specialist may use this ability when identifying potentially problematic behaviors on a site visit.

Time Sharing is the ability to shift back and forth between two or more sources of information. **Example:** An Associate Contract Specialist may use this ability when utilizing reference materials to write a report.

Written Comprehension is the ability to understand written sentences and paragraphs. **Example:** An Associate Contract Specialist may use this ability when reviewing Requests for Proposals (RFPs).

Written Expression is the ability to use English words or sentences in writing so that others will understand. **Example:** An Associate Contract Specialist may use this ability when drafting reports to upper management.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted—no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: testingaccommodations@dcas.nyc.gov.

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, City or 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.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs

- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet all the qualification requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were 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
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

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

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Certification or Registration:

If you have a certification or registration listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this certificate or registration through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate or registration. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification(s). **Your certificate(s) and/or registration(s) will be checked by the appointing agency at the time of appointment.** If you are appointed through Selective Certification based on possessing a certificate or registration, this certificate or registration must be maintained for the duration of your employment.

Advanced Certificate in Youth Studies (AYS): Possession of a valid Advanced Certificate in Youth Studies (AYS) from an accredited college or university.

Incident Command Structure Certification (ICS): Possession of a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.c, IS-200.c, IS-700.b, or IS-800.c certificate.

New York State Registration as a Licensed Clinical Social Worker (LCS): Possession of a valid New York State Registration as a Licensed Clinical Social Worker (LCSW).

New York State Registration as a Licensed Master Social Worker (LMS): Possession of a valid New York State Registration as a Licensed Master Social Worker (LMSW).

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Polish (**POL**), Portuguese (**POR**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Language (e.g. Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), 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 multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification For Special Experience:

If you have experience in the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification(s). **Your experience will be checked by the appointing agency at the time of appointment.**

Experience Utilizing the New York City Financial Management System, PASSPort and/or Automated Procurement Tracking (FME): At least two (2) years of satisfactory full-time experience utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT) for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.

Experience with Emergency Preparedness and Response Contracts (EMR): At least two (2) years of satisfactory full-time professional experience and oversight for the development and implementation of emergency preparedness and response contracts concerning plans, protocols, operational tools, training and exercises, evaluation and other activities.

Experience in Medical Billing (MDB): At least two (2) years of satisfactory full-time medical billing experience in a hospital or physician's office. Experience should include but not be limited to entering, collecting and verifying insurance information with payers via websites; entering explanations of benefits (EOBs); processing rejections, denials and appeals; using classification and coding systems (such as ICD-10, CPT, HCPCS, and/or RCMS); and knowledge of HIPAA guidelines and Medicaid, Medicare and commercial insurance billing practices and regulations.

Microsoft Excel (EXL): At least two (2) years of satisfactory full-time experience using Microsoft Excel, including advanced knowledge of functions including but not limited to VLOOKUP, IF statements and Pivot Tables.

Healthy Eating Programs Contracts Experience (HEP): At least two (2) years of satisfactory full-time experience in the preparation, modification, administration and/or management of budgets and/or contracts in programs, including but not limited to childcare settings, farmers markets, health centers, or social services, that support healthy eating and/or physical activity.

Active Living Designing Experience (ALD): At least two (2) years of satisfactory full-time experience in the preparation, modification, administration and/or management of contracts in the area of built environments and creating spaces that support physical activity.

Cancer Prevention Programs Experience (CRP): At least two (2) years of satisfactory full-time experience in the preparation, modification, administration and/or management of contracts in the area of cancer prevention and screening as well as knowledge of the healthcare systems in NYC.

MWBE Contracting Experience (WMB): At least two (2) years of satisfactory full-time experience in the preparation, modification, administration and/or management of procurements or contracts that involved setting or monitoring the achievement of Minority and Women Owned Business Enterprise (MWBE) utilization goals and/or experience with MWBE suppliers to provide quality assurance for policies and procedures to increase the utilization of MWBE certified firms.

Health Services Contract Administration Experience (HSC): At least two (2) years of satisfactory full-time experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility or in a public health, environmental health, or mental hygiene program, engaged in the negotiation, preparation, auditing and/or management and administration of contracts, grants appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management, and such experience was not part of a formal education program.

Information Technology Contracts Experience (ED1): At least two (2) years of satisfactory full-time experience utilizing one or more of the following information applications: Financial Accounting Management Information System (FAMIS), Vendor Information Exchange System (VENDEX), Procurement and Sourcing Solutions Portal (PASSPort), and/or Contract Tracking Systems (CTS) to perform analytic reviews of service provider performance. This experience must include performing analytical reviews to evaluate proposals, reviewing plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.

Educational Environment Experience (EDE): At least two (2) years of satisfactory full-time experience working in an educational environment to process procurement contracts. Experience in an education or administrative setting such as school, school support organization, or central education offices, engaged in the negotiation, preparation, auditing and/or administration of contracts, grants, appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management.

Contract Administration Experience (ECA): At least two (2) years of satisfactory full-time specialized procurement contract management, cost price or analysis experience. This may include the development or execution of procedures and administration of contract and procurement activities; manage contracting functions and negotiations of prices and terms with vendors, contractors, and suppliers.

Social Services in Education Programming Experience (SSE): At least two (2) years of satisfactory full-time managerial experience in the area of social services in educational programming in a community based organization, not for profit, or city agency.

Contract Administration of Specialized Building Maintenance Service (CBM): At least two (2) years of satisfactory full-time experience in the development and management of contracts for lead abatement services; mold assessment and remediation services; integrated pest management; elevator modernization, maintenance and repair services; heating and distribution services; lead paint and asbestos abatement services; and general building maintenance services in a multiple dwelling unit environment.

Strategic Analysis Experience (DAA): At least two (2) years of satisfactory, full-time professional experience analyzing, disaggregating and synthesizing complex data, identifying data inconsistencies and effectively communicating trends. This experience must include knowledge of statistics, and analytical reporting. This experience must include knowledge of MS Office Suite, operating systems, testing methods and database types.

Vendor Background Check and Compliance Experience (INV): At least two (2) years of satisfactory, full-time professional experience conducting background investigations and/or fact gathering regarding vendors and/or principal owners/officers of those entities utilizing one or more information technology applications such as Lexis Nexis; and drafting summaries of findings.

Municipal Government Experience (MGE): At least two (2) years of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.

Selective Certification For Special Education:

If you have education in the area listed below, you may be considered for appointment to positions requiring this education through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your education will be checked by the appointing agency at the time of appointment.**

Masters of Art in Youth Studies (MYS): Possession of a Masters of Art in Youth Studies (MYS) from an accredited college or university.

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 email to: LMACustomerService@dcas.nyc.gov, or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$102.50 (\$75.00 for DCJS, \$13.25 for FBI plus a \$14.25 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

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

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 40562; Contract Specialist Occupational Group.

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