ERIC L. ADAMS
Mayor

LOUIS A. MOLINA
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PAINTER (CUNY)
Exam No. 5100
(For The City University of New York Only)

WHEN TO APPLY: **From: April 9, 2025**

To: April 29, 2025

APPLICATION FEE: $96.00

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, July 8, 2025**.

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

WHAT THE JOB INVOLVES:

Painters (CUNY), under supervision, do inside and outside patching and painting of a general nature, including all coats. They work on and from ladders, platforms and scaffolds as jobs may require; erect ladders; may rig lines and scaffolds; prepare, fill, and prime surfaces for painting; mix paint components and match colors; apply paint with a brush, roller, or spray gun to surfaces; apply plaster to surfaces, including skimming walls and taping joints; take proper care of all materials, tools and equipment; keep work records as required; may hang wallpaper; and may operate a motor vehicle in the performance of assigned duties. All Painters (CUNY) perform related work.

Special Working Conditions:

Some of the physical activities performed by Painters (CUNY) and environmental conditions experienced are: working on and from ladders, platforms and scaffolds; erecting scaffolds and ladders; lifting and carrying objects weighing up to 65 pounds; bending, kneeling and crouching while working; working in confined spaces; and using vision to check color matches.

(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 $50.66 per hour for a 35-hour work week. 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 will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a painter; or
2. At least three years of full-time satisfactory experience as a painter and sufficient full-time satisfactory apprentice painter experience to make up a total of five years of acceptable experience. Six months of acceptable experience will be credited for each year of apprentice painter experience.

The experience requirement must be met by the last day of the Application Period (April 29, 2025).

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.

(number of hours worked per week/35) x (number of months worked)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

You have until midnight Eastern time on the last day of the Application Period (April 29, 2025) 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 (April 29, 2025), 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 experience which you obtain after the end of the Application Period (April 29, 2025).

License Requirement:

For appointment to certain positions, candidates will be required to possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Residency Requirement:

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 City University of New York.

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 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 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/Home/Faq.* **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	**Brooklyn**	**Queens**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

Staten Island	**Bronx**
135 Canal Street	1932 Arthur Avenue
3rd Floor	2nd Floor
Staten Island, NY 10304	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 via *nyc.gov/CivilServiceNowNYC* and select the applicable subject.

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 (April

29, 2025) 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 (April 29, 2025), 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.

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 a Painter (CUNY). Task areas to be tested are as follows: Preparation & Application, and Work Orders.

The test may include questions on knowledge of methods and techniques for preparing wood, metal, plaster, and other surfaces for finishing and refinishing; knowledge of mixing paints and matching colors; knowledge of the methods, techniques and materials used in the painting trade, including their applications and uses; knowledge of the safety and cleaning practices and procedures applicable to the painting trade; knowledge of the tools and equipment used in the painting trade, including their design, uses, cleaning, repair, and maintenance; knowledge of various types of paints, stains, varnishes, lacquers and other additives, including their applications and uses; knowledge of repairing water damage; 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:

Deductive Reasoning: the ability to apply general rules to specific problems to come up with logical answers. **Example**: A Painter (CUNY) may use this ability when determining what tools and materials to use to complete a project.

Information Ordering: 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**: A Painter (CUNY) may use this ability when following the proper procedures, in order, to complete a project.

Memorization: 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**: A Painter (CUNY) may use this ability when determining the specific material type that goes on certain surfaces.

Number Facility: the degree to which adding, subtracting, multiplying & dividing can be done quickly & correctly. This can be steps in other operations like finding percentages. **Example**: A Painter (CUNY) may use this ability when determining how much paint will be needed to paint a room.

Problem Sensitivity: 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**: A Painter (CUNY) may use this ability when assigned to paint a wall and sees that there is water damage that needs to be taken care of first.

Spatial Orientation: the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. **Example**: A Painter (CUNY) may use this ability when working in a room and being aware of the surrounding objects.

Written Comprehension: the ability to understand written sentences and paragraphs. **Example**: A Painter (CUNY) may use this ability when understanding instructions for a project.

Written Expression: the ability to use English words or sentences in writing so that others will understand. **Example**: A Painter (CUNY) may use this ability when filling out work orders.

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 & Application 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*
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: using the "Account Access, User ID, Password or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 the experience requirements and pass the multiple-choice test, your name will be placed in final score order on a CUNY eligible list, you will be given a list number and you will be notified by email of your test results. The CUNY 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 CUNY eligible list.

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:
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 City University of New York; 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 City University of New York; 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:

Appointment of New York City Civil Service Employees: Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is their date of appointment to CUNY.

Selective Certification for Certificates:
If you have a certfcation listed below, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your

certification will be checked by CUNY at the time of appointment.

1. **Selective Certification For USEPA Certification in Renovation, Repair, and Painting (RRP):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP).

2. **Selective Certification For USEPA Certification in Lead-Based Paint Activities (ILB):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Lead-Based Paint Activities (ILB) (Abatement).

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit request by contacting DCAS via the following link: *nyc.gov/CivilServiceNowNYC* using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

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

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" folder 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.

This examination is for positions with The City University of New York (CUNY) only and not City agencies and NYC Health + Hospitals. If you would like to apply for Painter with City agencies, you must submit a separate application and fee for Exam No. 5099 from April 9, 2025 through April 29, 2025. If you would like to apply for Painter (NYC H+H) with NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 5101 from April 9, 2025 through April 29, 2025.

PENALTY FOR MISREPRESENTATION:

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