



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

YOUTH DEVELOPMENT SPECIALIST Exam No. 5176

WHEN TO APPLY: From: September 4, 2024

To: September 24, 2024

APPLICATION FEE: \$68.00

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 **Monday, December 9, 2024.**

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

WHAT THE JOB INVOLVES:

Youth Development Specialists under supervision, and with limited latitude for the exercise of independent judgment and initiative, work as part of an interdisciplinary team to provide secure, safe care, and skill-based therapeutic interventions for pre-adjudicated and post-adjudicated youth in juvenile detention facilities and other ACS operated or managed juvenile justice facilities and programs.

Youth Development Specialists facilitate youth learning of pro-social, academic, and vocational skills; mentor and guide youth individually and in groups; use a behavior management system to shape youth behavior, and encourage youth as they develop; encourage youth and family communication; build rapport with families to help them with their children; advocate for youth and their families; facilitate youth group meetings in the residential unit and elsewhere; address conflicts with crisis intervention methods such as verbal de-escalation, reframing strategies, and physical de-escalation techniques, using the least amount of physical intervention necessary; may serve as part of a rapid response team to respond to emergency situations; work with youth gangs and provide remediation activities; provide anti-bullying and violence reduction intervention; assist in the development of individualized and group treatment, programming, and safety plans; provide supervision, structure and guidance to youth, in all settings, follow all health protocols and safety and security protocols such as those concerning searches, headcounts, bed checks, intervention in volatile situations, the use of restraints, and others; conduct searches, establish ground rules and maintain protocols for the residential unit; reinforce youth behavior to support safety protocols, and assess youth's needs and risks and develop individualized safety plans; work with teachers and youth to support youth academic achievement; facilitate, engage and support youth in all activities, including school, wake-up and bedtime routines, meals, chores, recreation, religious services, court preparation, court attendance, family visits, health care visits and other activities as necessary; observe youth closely and record observations; complete required reports on attendance, incidents, and behavior observations; participate in youth admission and orientation processes; provide feedback to supervisors and managers to improve policies and procedures and complete special projects, as needed; may accompany youth to court appearances and allay youth's anxieties; drive transport vehicles and ensure youth safety in vehicles and court detention rooms; apply mechanical restraints during transport, in court detention rooms and in emergency situations as necessary; escort and accompany youth throughout the facility, including up and down flights of stairs, while maintaining order and ensuring safety; provide oversight and supervision of youth during meals, recreational programs and other activities, often standing and moving from post to post and/or interacting with youth for extended periods of time.

All Youth Development Specialists perform related work.

Special Working Conditions:

Youth Development Specialists are required to work shifts to cover the 24 hours/7 days a week operation of juvenile detention facilities, including overnights, Saturdays, Sundays, holidays and mandatory overtime. Juvenile detention facilities are located in the Bronx and Brooklyn. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

Some of the physical activities performed by Youth Development Specialists and environmental conditions experienced are: using physical restraint techniques as appropriate; restraining youths if the situation warrants it; attending, participating in and passing Safe Crisis Management (SCM) training as well as attending and participating in other mandated training to comply with laws, departmental policies, and applicable rules and regulations; standing for extended periods of time; walking up stairs; working 16 hours

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

continuously (when assigned a double tour); and working outdoors as well as indoors. For certain assignments, Youth Development Specialists may be required to drive a motor vehicle to transport youths in care in all kinds of weather.

(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 \$53,341 per annum. Youth Development Specialists receive annual salary increases reaching \$69,937 after seven years of employment. 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.)

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A four-year high school diploma or its educational equivalent **and** one of the following:
 - a. one year of full-time satisfactory experience working directly with juveniles or young adults (ages 10-24) in juvenile detention, education, vocational rehabilitation or education, antiviolence work, mental health, counseling, mentoring, youth/young adult leadership development, recreation, sports or athletics, health promotion, community organizing, and/or closely related activities; **or**
 - b. one year of full-time satisfactory experience working in security or public safety in one of the following settings:
 - i. an educational setting, for example as a school safety agent, or;
 - ii. in juvenile or young adult detention, or;
 - iii. in a community services setting which primarily serves juveniles and young adults (ages 10-24); **or**
 - c. one year of full-time satisfactory experience working in a health or human services field such as mental health, counseling, nursing, life or career coaching, casework, social work, probation, congregate care, physical fitness, or sports training; **or**
 - d. one year of honorable full-time United States military service commanding service members; **or**
2. An associate degree from an accredited college or university or completion of 60 semester credits of study at an accredited college or university, including or supplemented by six months of full-time satisfactory experience as described in "**1 a, b, or c**" above; **or**
3. A baccalaureate degree from an accredited college or university; **or**
4. A satisfactory combination of education and/or experience equivalent to the above; academic coursework in social work, counseling, education, recreation, criminal justice, psychology, biology, sociology, human services, or a closely related field may be substituted for experience as described in "**1. a, b, or c**" above at the rate of 12 semester credits from an accredited college or university for 6 months of experience; however, all candidates must possess a four-year high school diploma or its educational equivalent.

Notes:

Experience described in 1 "a" & "c" above can include internships, volunteer work, athletic programs, or closely related experience.

Verifiable experience working as a correction officer in a facility specifically assigned to juveniles or young adults (ages 10 to 24) may be qualifying under "**1b**" above-; however, experience as a correction officer working with an adult population (over age 24) is not qualifying.

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.

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

Medical Requirement: Medical guidelines have been established for the position of Youth Development Specialist. Candidates will be examined to determine whether they can perform the essential functions of the position of Youth Development Specialist. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Section 180-1.8(i)(1) of the New York State Juvenile Detention Facilities Regulations [9 NYCRR § 180-1.8(i)(1)] states that each facility shall observe the following:

- i. Health Examination - A physical examination, including a tuberculin skin test with a chest x-ray where such test is positive, and serological tests as indicated, shall be required of all staff as a condition of employment.
- ii. Annual re-examinations, including a tuberculin skin test with a chest x-ray where such test is positive, shall be required of staff having frequent and regular contact with children.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position.

The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

Section 424-a of the NYS Social Services Law requires an inquiry as to whether a candidate who is actively being considered for employment and who will have the potential for regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Register checks will be obtained as part of the background screening process for selected candidates where the inquiry of the Vulnerable Persons' Central Register did not uncover disqualifying information. Candidates who have been the subject of an indicated report on the State Central Register of child abuse or maltreatment may be excluded from employment as a Youth Development Specialist.

Under Section 378-a of the Social Services Law and Section 845-b of the Executive Law, the Administration for Children's Services must request that the Justice Center for the Protection of People Special Needs request and receive criminal history information of candidates who will have regular and substantial unsupervised or unrestricted contact with individuals receiving services. Convictions will be reviewed and evaluated to determine if the convictions are directly related to the job or pose an unreasonable risk, considering the factors set forth in Article 23-a of the Correction Law. Executive Law Section 845-b(5) lists the following convictions that constitute presumptive cause for disqualification:

- A felony conviction at any time for a sex offense;
- A felony conviction within the past 10 years involving violence;
- A conviction for abandoning a child and/or endangering the welfare of an incompetent, physically disabled or vulnerable elderly person pursuant to sections 260.00, 260.25, 260.32 or 260.34 of the Penal Law;
- Any similar offense in any other jurisdiction outside of New York State.

If an applicant's criminal history reveals a conviction for any of these types of crimes, he or she cannot be hired unless the Justice Center determines that the health, safety, and welfare of the provider's clients would not be jeopardized.

Appointment into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). As per 28 C.F.R. Section 115.317, the Administration for Children's Services will not hire or promote anyone who may have contact with residents in juvenile facilities, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

All candidates considered for appointment will be fingerprinted and subject to a criminal history check.

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 to meet the education and experience requirements):** 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 Department of Citywide Administrative Services (DCAS) website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for an evaluation as follows: If you wish to claim semester credits in one or more of the acceptable fields listed in paragraph "4" in the How to Qualify section, request a **"course-by-course"** evaluation (which includes a "document-by-document" evaluation) of your foreign education. Otherwise, request 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 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 a Youth Development Specialist.

Task areas to be tested are as follows: Coordination with fellow staff, correspondence and supervision duties.

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

Attention to Detail: Being careful about detail and thorough in completing work tasks. **Example:** A Youth Development Specialist generates accurate reports, including logbooks and one-to-one group logs.

Coaching and Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** A Youth Development Specialist

conducts a 1-on-1 session with a resident to discuss the resident's well-being.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handling complaints by developing a constructive solution. **Example:** A Youth Development Specialist prevents residents from causing harm to themselves or others and mediates various types of conflicts in order to minimize the likelihood of further altercations.

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 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 Youth Development Specialist coordinates the movement of residents during fire drills in a specific order/location based on which dorm/hall the resident occupies.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Youth Development Specialist develops methods that allow residents and fellow staff members to accomplish daily tasks more effectively.

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 Youth Development Specialist recognizes oppositional/questionable body language such as gang sign calls and attitude changes.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Youth Development Specialist builds a cooperative relationship with residents based on mutual trust and encourages task completion by promoting rewards (e.g., STRIVE points).

Written Comprehension: The ability to understand written words and paragraphs. **Example:** A Youth Development Specialist interprets and understands documents detailing policies, procedures and mental health care plans.

Written Expression: The ability to use English words or sentences in writing so that others will understand. **Example:** A Youth Development Specialist produces clear and concise incident and behavioral observation reports, tally point sheets, log books, security sheets, emails, and Construction Community Liaison notifications.

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
- 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 the education and experience 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 License and/or Special Experience:

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

Municipal Government Experience (MGE):

At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.

Experience in a Juvenile Detention or Juvenile Placement Facility (JDP):

At least six (6) months of satisfactory full-time experience working in a juvenile detention facility or juvenile placement facility with responsibility for the custody, direct care, supervision, counseling, and accountability of juveniles or young adults (ages 10-24).

Experience Working with Young Adults (WWA): At least one (1) year of satisfactory, full-time experience working directly with young adults (ages 18-24).

Experience Working with Youth (WWY): At least one (1) year of satisfactory, full-time experience working directly with youth (ages 12-18).

Driver License (MVO):

A motor vehicle Driver License that is valid in the State of New York. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

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**), 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 Languages (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. 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 Gender-Based Positions (MAL):

The eligible list resulting from this examination may be certified to fill vacancies based on gender where a bona fide occupational qualification requires gender selection. If you select this Selective Certification, and you identify as male, you may be given consideration for positions requiring male staffing. Follow the instructions given to you on the day of the multiple-choice 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 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" 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.

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. 52287; Social Service Occupational Group.

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