



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**HUMAN RIGHTS SPECIALIST
Exam. No. 2026
AMENDED NOTICE - MARCH 19, 2003**

WHEN TO APPLY: From: February 6, 2003 **APPLICATION FEE: \$40.00**
To: February 26, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

This Notice of Examination is amended to eliminate reference to assignment levels.

WHAT THE JOB INVOLVES: Human Rights Specialists, under direction, perform work in intergroup relations activities in a designated area for the Commission on Human Rights; 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 \$35,582 per annum.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

- (1) A baccalaureate degree from an accredited college plus two years of satisfactory full-time experience in intergroup relations*, community relations, civil rights law enforcement, community organizing and advocacy, investigations related to law enforcement, labor or industrial relations, education, social work, or law; or
- (2) A four year high school diploma or its educational equivalent and four years of satisfactory, full-time experience as described under (1) above; or
- (3) A satisfactory combination of education and/or experience that is equivalent to (1) or (2) above. Thirty graduate semester credits leading towards a post-baccalaureate degree in social work, education, labor relations or law may be substituted for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent and must possess at least one year of experience as described under (1) above.

* "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and to mediate tensions between different groups.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.3, A4, and B. This

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

- 3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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 date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (1) For satisfactory full-time experience in a civil rights law enforcement agency in intergroup relations, community relations, civil rights law enforcement, community organizing and advocacy, or investigations relating to law enforcement, you will receive
 - (A) 10 points for at least one year but less than two years of experience; or
 - (B) 20 points for at least two years but less than four years of experience; or
 - (C) 30 points for at least four years of experience.

- (2) For satisfactory full-time experience, in other than a civil rights law enforcement agency, in intergroup relations, community relations, community organizing and advocacy, or investigations relating to law enforcement, you will receive
 - (A) 5 points for at least one year but less than two years of experience; or
 - (B) 10 points for at least two years but less than four years of experience; or
 - (C) 15 points for at least four years of experience.

Additionally, 5 points will be given for completion of a 35 hour course in mediation and conflict resolution given by the Institute for Mediation and Conflict Resolution, or an equivalent course given by a similar organization or institution.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak Arabic, Bengali, Chinese (Mandarin), Chinese (Cantonese), French, Haitian (Creole), Hindi, Korean, Punjabi, Russian, Spanish, or Urdu, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

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Title Code No. 55016; The Human Relations Service

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