



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

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NOTICE OF EXAMINATION

**ASSISTANT CHEMIST (HHC)
Exam. No. 0161
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: June 2, 2010 To: June 22, 2010
APPLICATION FEE: \$45.00
Payable only by money order to DCAS (EXAMS) or payable online by credit card, bank card or debit card.

WHAT THE JOB INVOLVES: Assistant Chemists, under supervision, with moderate latitude of independent judgment and decision making, perform clinical laboratory procedures, examinations, and related tests. All Assistant Chemists perform related work.

Some of the physical activities performed by Assistant Chemists and environmental conditions experienced are: Lifting and carrying packages weighing approximately 20 pounds for a distance of 30 feet; performing duties in confined work areas; wearing protective garments such as respirators, gloves, lab coats, and goggles; handling and manipulating laboratory equipment and instruments/tools such as glass and plastic ware and lab tools, etc; adjusting settings on machines which require fine finger and hand coordination and control; collecting, transporting and processing biological samples; walking and standing for extended periods of time, and handling hazardous chemicals.

Special Working Conditions: Assistant Chemists may be required to work assigned shifts including nights, weekends and holidays.

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 \$44,623 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By Mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**.

DCAS will not accept applications in person from candidates

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

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

1. A License as a Clinical Laboratory Technologist issued by the New York State Education Department; or
2. A limited permit to practice as Clinical Laboratory Technologist issued by the New York State Education Department.

At the time of appointment, the candidate must possess a **valid License as a Clinical Laboratory Technologist issued by the New York State Education Department**. This license must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

Residency: City residency is not required for this position.

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

REQUIRED FORM(S):

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:** Fill out Sections **B and C**. This 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and examination title and number in the box provided. **If you are applying online**, follow the online instructions.

THE TEST: Your score will be determined by a license and experience test. You will receive a score of 70 points for meeting the licensing requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

Experience: For a maximum of three years of satisfactory, full-time experience within the last five years performing microbiological, virological, serological, chemical, immunohematological, or biophysical procedures and examinations and any other test or procedure conducted by a laboratory as defined by public health law on material derived from the human body which provides information for the diagnosis, prevention, or treatment of a disease or assessment of a human medical condition, you will receive:

- (A) 10 points for at least 1 year but less than 2 years of experience; or
- (B) 20 points for at least 2 years but less than 3 years of experience; or
- (C) 30 points for at least 3 years of experience.

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.

Experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the license and experience test, your name will be placed in final 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.

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

ADDITIONAL INFORMATION:

Redeployment of public service retirees: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

This examination is for the Health and Hospitals Corporation (HHC). If you would like to apply for Assistant Chemist in agencies under the jurisdiction of the Commissioner, DCAS, you must submit a separate application and fee for Exam. No. 0141 from June 2, 2010 through June 22, 2010.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY. 10007.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 218100; Chemistry Occupational Group

**For information about other exams, call 212-669-1357
Internet: nyc.gov/dcas**