



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

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| <b>REQUIRED FORMS</b>                              |
| AFFIRMATION FORM                                   |
| FOREIGN EDUCATION<br>FACT SHEET<br>(IF APPLICABLE) |

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

## HIGHWAY TRANSPORTATION SPECIALIST

### Exam No. 2040

**WHEN TO APPLY:** June 6, 2012 to June 26, 2012

**APPLICATION FEE:** \$63.00 payable by credit card, bank card, or debit card.

**WHAT THE JOB INVOLVES:** This is a professional supervisory class of positions involved in the supervision of a squad, section or unit conducting highway transportation and traffic studies. There are three Assignment Levels within this class of positions.

**At Assignment Level I:** Highway Transportation Specialists, under general supervision, in the field or the office, carry out, and supervise staff conducting professional highway transportation and traffic projects, studies and investigations. They perform traffic work of moderate difficulty in such specialized fields as traffic control, parking, signals, communications, construction and maintenance; use computers to collect and analyze information; participate in studies to determine the need for, type, size, location and use of proposed additional metered and non-metered parking facilities; develop standards and specifications for facilities and equipment; test traffic and other equipment utilized in the operation, repair, and maintenance of parking facilities; conduct, or direct a group conducting surveys, studies and investigations of traffic conditions to develop ways and means of reducing congestion, and accidents, and to improve the operation of street and highway transportation facilities; conduct, or direct a group conducting street and highway transportation and traffic studies on conditions, problems, changes, and improvements relating to such matters as traffic safety, access, circulation, density, flow, speeds, accidents, volume, volume/capacity analysis, vehicle occupancy, roadway inventory, and the use of electronic detection, control and recording equipment; analyze traffic volume counts and make recommendations to increase the capacity of highways and arterial streets in a specified area of the city; recommend temporary routing and detours of traffic; participate in studies for traffic signal installation, modernization, and signal timing schedules for isolated, arterial and grid coordinated signal installations; study and make recommendations on commercial routes, bus routes, bus stops, taxi stands, and special curb permits; analyze transportation and traffic data. May operate a motor vehicle. All Highway Transportation Specialists perform related work.

Some of the physical activities performed by Highway Transportation Specialists and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending stairs to get to areas to be inspected; standing for extended periods of time; maintaining balance while walking over narrow walkways; wearing hard hats; bending and stooping during inspections; communicating orally; carrying clipboard and required forms; distinguishing colors and shapes; working in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

**Special Working Conditions:** Highway Transportation Specialists may be required to work shifts including nights, Saturdays, Sundays, 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 \$48,126 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

**Special Note:** For assignment to Assignment Level II, in addition to meeting the Qualification Requirements described below, individuals must have an additional year of experience as described in the "Qualification Requirements" listed under "2" below. For assignment to Assignment Level III, in addition to meeting the Qualification Requirements described below, individuals must have an additional two years of experience as described in the "Qualification Requirements" listed under "2" below.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, completing any required forms, and completing the online education and experience examination. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets. If you cannot apply online for this examination, you must submit a money order payable to DCAS (Exams) at the DCAS Computerized Testing Centers, but the application fee will be \$68.00 (\$5.00 more than if you applied online).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

You must complete the entire examination 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 by calling 212 669-7208.

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

## HOW TO QUALIFY:

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

- (1) A master's degree in transportation planning or transportation engineering from an accredited college or university; or
- (2) A baccalaureate degree in engineering from an accredited college or university and one year of full-time satisfactory experience performing technical work on highway transportation and traffic studies and area-wide traffic programs as described in the Highway Transportation Specialist Task Inventory shown below; or
- (3) A baccalaureate degree from an accredited college or university and two years of full-time satisfactory experience as described in "2" above; or
- (4) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and six years of full-time satisfactory experience as described in "2" above.
- (5) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and/or experience as described in "2" above to make up the equivalent of six years of education and experience. One year of experience credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college or university, up to a maximum of four years of the required experience.

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).

**Note:** If you have an associate degree in any major or college credits and have not completed a baccalaureate degree, you must list the number of college credits in the College Credits page in order to receive credit. You **must** also complete information about your high school education on the Education (Degrees/Diplomas) page.

In order to receive credit for performing technical work on highway transportation and traffic studies and area-wide traffic programs experience as described in "2," "3," "4," and "5" above, for each employment you must have performed **at least seven (7)** of the tasks listed in the following Highway Transportation Specialist Task Inventory:

### Highway Transportation Specialist Task Inventory

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|-----------|---|
| 0100.0001 | Maintains files for traffic improvement projects and traffic safety issues - paper and electronic – of complaints, requests, proposals, etc., with correspondence, documentation, calculations, memos, reports, plans, drawings, etc., for each case or project.                                  |
| 0100.0002 | Reviews traffic safety complaints and traffic improvement requests to determine what type of action is needed and prioritizes the handling of each request/complaint based on their type and importance.  |
| 0100.0003 | Prepares orders for the manufacturing and/or installation of traffic signs and signals, street-name signs, pavement markings, parking meters, red-light cameras, special guide/directional signs, and other traffic control devices.  |
| 0100.0004 | Collects various types of traffic and transportation data for investigations and traffic analysis or to verify data used on traffic studies performed by others.  |
| 0100.0005 | Conducts field investigations to determine the most appropriate way to resolve unsafe traffic and parking conditions, to gather information to plan traffic stipulations for projects or to determine the scope of proposed and ongoing projects and to address incoming complaints and requests. |

- 0100.0006 Conducts field inspections to identify existing conditions of signs, pavement markings, parking meters, red-light cameras and other traffic control devices in order for their repair, replacement or improvement.
- 0100.0007 Makes field visits to verify new designs or to compare proposed and existing conditions and configurations by making visual observations, taking site photos and measurements.
- 0100.0008 Surveys areas which have undergone major construction, markings, refurbishment or signs replacement, etc. to determine that all traffic control devices and features have been done according to the design specifications.
- 0100.0009 Evaluates various engineering/traffic studies for completeness, accuracy, and to determine traffic trends and patterns in order to improve traffic and parking conditions and public safety.
- 0100.0010 Conducts roadway capacity analysis by making field observations and gathering traffic and transportation data.
- 0100.0011 Uses computer and/or other electronic devices with specialized programs to collect, analyze, and evaluate transportation and traffic data.
- 0100.0012 Reviews traffic data in order to determine appropriate traffic control devices to optimize traffic conditions and to determine the level of service that is safe for pedestrians and vehicles.
- 0100.0013 Plans and conducts parking meter surveys to evaluate requests for changes to existing parking meters considering automobile turnover in parking facilities and other related data.
- 0100.0014 Reviews inspection reports to determine whether or not the maintenance contractors on traffic or parking improvement projects made the requested repairs.
- 0100.0015 Inspects completed and ongoing construction or refurbishment projects for traffic or parking improvement to ensure that contract stipulations have been satisfied, and the site is left in a safe condition by contractors.

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

**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 the City of New York.

**REQUIRED FORMS:**

1. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
2. **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 which is found online. When you contact the evaluation service, ask for 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 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 as listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing or supervising staff conducting technical work on professional highway transportation and traffic projects, studies and investigations for:**

**You will receive:**

**At least 1 year but less than 2 years** **10 points**

**At least 2 years but less than 3 years** **20 points**

**3 or more years** **30 points**

In order to receive credit for satisfactory experience performing or supervising staff conducting technical work on professional highway transportation and traffic projects, studies and investigations, for each employment you must have performed **at least seven (7)** of the tasks listed in the Highway Transportation Specialist Task Inventory shown in the How to Qualify section above.

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. **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:** Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final 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 Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement 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 documentation by mail to DCAS Bureau of Examinations-TELEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Positions Requiring Special Experience:**

1. **Intelligent Transportation Systems :** If you have six months of full-time, satisfactory experience **participating in and/or overseeing the design, operation, and application of Intelligent Transportation System Technologies (including but not limited to traffic surveillance cameras, vehicle detection systems, dynamic message signs, transit signal priority applications, and traffic modeling);** or

2. **Conducting HCS or Synchro Analysis:** If you have one year of full-time, satisfactory experience **conducting Highway Capacity Software (HCS) or Synchro analysis for designing signal timing plans, evaluating traffic operation and traffic flow;** or

3. **Designing and Reviewing Plans:** If you have one year of full-time, satisfactory experience **in designing and reviewing traffic regulatory sign plans and/or traffic pavement marking plans in a major municipality of over 1 million people.**

You may be considered for appointment to positions in the Division of Traffic of the Department of Transportation which require one of these experiences through a process called Selective Certification. If you meet any of these additional requirements you may be given preferred consideration for positions requiring one of these experiences. If you wish to apply for any of these Selective Certifications, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your special work experience will be checked by the appointing agency at the time of appointment. These requirements may be met at any time during the duration of the list. If you meet any of these Selective Certification requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Application Receipt:** You will be e-mailed 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.

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

**Special Insert: Guide for Completing the Online Examination**

This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee  
Education Level  
College Credits  
Employment/Work Experience  
Selective Certification  
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** meet one of the five qualification requirements in order to qualify for this examination. If you do **not** meet any of the qualification requirements, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored.

If you were educated in a foreign country, have a foreign baccalaureate degree, did **not** have an evaluation sent to DCAS from an approved evaluation service, and have a US master's degree in **other than** transportation planning or transportation engineering, select on the Education (Degrees/Diplomas) page "A Baccalaureate degree from an accredited college". Indicate the Exact Title of *your US Master's* degree (e.g. Masters of Social Work), click on US, then fill in all the other information as required.

4. **College Credits:** If you have **not** completed any of the degrees listed in the drop-down box located lower on this page and have completed other degrees or college credits, you **must** list the number of college credits completed in the College Credits page in order to receive credit. You **must** also complete information about your high school education on the Education (Degrees/Diplomas) page.
5. **Completing the Employment/Work Experience section:** For each job you **must** fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%  
34 hours or less than will be pro-rated as a percentage of a 35 hour work week.

For each job you **must** select the tasks you performed from the tasks listed in the drop-down menu.

6. **Completing the Selective Certification section:** This section is optional and will **not** affect your score.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 22315; Highway Transportation Occupational Group.

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