



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

REQUIRED INFORMATION
APPLICATION

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE REAL PROPERTY MANAGER**  
**Exam No. 4514**

**WHEN TO APPLY:** From: November 6, 2013                      **APPLICATION FEE: \$68.00**  
 To: November 26, 2013  
**THE TEST DATE:** The multiple-choice test is expected to be held on **Wednesday, February 19, 2014.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
 BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Associate Real Property Managers under direction, with considerable latitude for independent judgment and action, and in addition to performing the work of Real Property Managers, supervise staff engaged in real property work; and perform very difficult and complex real property work in housing and other properties, and buildings owned, managed, or to be acquired by the City, or those at risk of being abandoned. All Associate Real Property Managers 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 \$46,371 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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, and completing any required information. 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 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. You may come to the DCAS Computerized Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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

**The DCAS Computerized Testing & Applications Centers will be closed on Monday, November 11, 2013.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computerized Testing & Applications 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."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Real Property Manager; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 an Associate Real Property Manager (ARPM). Task areas to be tested are as follows: manages real property managers and their work assignments; performs complex technical and specialized property management assignments and functions; report writing and analyses.

The test may include questions on Article 8a Loan Program; Federal Section 202- Housing for the Elderly; Section 8- the Housing Choice Voucher Program; Housing Development Fund Corporation (HDFC); general concepts in construction (e.g. how a building is made, general plumbing and heating); NYC Building Code; how other city agencies (e.g. HRA/DSS, NYCHA, FDNY, NYPD, DHCR, DOB) relate to work assignments; how the Red Cross relates to work projects; NYC real estate zoning rules and regulations; mortgage underwriting and budgeting compliance; real estate principles; policies and procedures regarding supervision of staff; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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

**Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: an ARPM observes a water stain on a ceiling panel and thinks through possible causes of the leak.

**Judgment & Decision-Making** - Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: an ARPM identifies the most cost-effective way to fix a repair.

**Planning & Organizing** - Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: an ARPM needs to identify 100 affordable housing units over the next year so he creates a plan to accomplish this goal.

**Management of Financial Resources** - Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished. Example: during an emergency, an ARPM determines how the money will be spent to house the displaced tenants.

**Management of Personnel Resources** - Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. Example: matching up Real Property Managers with tenants.

**Monitoring** - Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: keeping track of own and/or staff's performance to determine strengths and/or weaknesses.

**Time Management** - Managing one's own time and the time of others in order to promote effective use of work hours. Example: routing calls for repairs by location.

**Stress Tolerance** - Accepting criticism and dealing calmly and effectively with high stress situations. Example: an ARPM is able to respond to the needs of multiple tenants who are displaced by a fire in their building.

**Written Expression** - Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: an ARPM writes a report free of grammatical errors.

**Conflict Resolution** - Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: an ARPM invites tenants to the office to discuss their issues and resolve a conflict.

**Concern for Others** - Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. Example: arriving early to meetings or assisting a new colleague with a unique work assignment.

**Teamwork** - Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: hold unit meetings to develop trust between supervisors and the team.

**Integrity** - Acting in an honest and ethical manner. Example: a tenant sends you an expensive bouquet of flowers to thank you for your assistance and you turn it in to the disciplinary unit and Inspector General.

**Attention to Detail** - Being careful about detail and thorough in completing work tasks. Example: reviewing materials for accuracy.

**Self-control** - Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations. Example: staying professional despite dealing with difficult tenants.

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.

**Warning:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are 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
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 80122; Real Estate Management 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)