



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS)
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE EDUCATION ANALYST

Exam No. 8036

WHEN TO APPLY: From: June 13, 2018

APPLICATION FEE: \$68.00

To: July 3, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

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

WHAT THE JOB INVOLVES:

The following are typical assignments within this class of positions. Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, Administrative Education Analysts plan and/or oversee a large-scale and/or highly technical and complex budget administration function that involves the distribution of funds, including monies disbursed under education laws based on school needs, in the areas of instructional services, continuing education, special education, district/central headquarters, and school administration as well as in accordance with legal mandates for the utilization of education monies; perform difficult and responsible work in the conduct of highly difficult and complex professional managerial organizational research work and policy studies of great importance to the Department of Education, which may involve exceptionally difficult quantitative analysis or cost effectiveness measures; perform difficult and responsible professional managerial personnel work covering administrative personnel, supervisory and non-supervisory pedagogical personnel, paraprofessional and support personnel performing school related functions, in such areas as personnel relations, recruitment, position classification, employee selection, employee benefits, management studies, workforce planning, performance evaluation and other related areas; plan and supervise the activities of one or more units or other subdivisions of professional and other staff engaged in the preparation and administration of budgets or in the conduct of highly complex economic research and studies, or the conduct of organizational research studies and coordinate their activities with those of other major organizational units, or in professional personnel administration activities; on behalf of the Chancellor, Deputy Chancellor, Community Superintendent, appropriate Executive Director and/or assigned staff, are responsible for the implementation of the Department of Education's policy in the areas of school budget, personnel management and related administration; conduct highly complex economic research and studies; prepare comprehensive reports on study findings and make recommendations to executive management for new and/or revised policies and procedures; may be in full charge of the agency's organizational research activities; establish and maintain cooperative relationships with executive personnel in other City and governmental agencies concerning problems and activities in organizational research analysis; oversee personnel benefit programs including occupational safety programs, employee blood program, health insurance programs, employee orientation programs and other related programs; may also perform managerial work involving budget analysis, staff development or labor relations activities; plan and supervise a personnel management program; or serve as personnel officer; or perform assignments equivalent to those described. All Administrative Education Analysts perform related work.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Working Conditions:

Administrative Education Analysts may be required to work various 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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO QUALIFY:

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 a score.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies, or a closely related field, or a Juris Doctor degree from an accredited law school, **and** two years of satisfactory full-time professional experience for educational program(s) and/or institution(s), in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, fiscal or economic research; management or methods analysis, operations research, organizational research or program evaluation; educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, fiscal management, or a related area, 18 months of this experience must have been in an executive, managerial, administrative, consultative or supervisory capacity; **or**
2. A baccalaureate degree from an accredited college or university **and** four years of satisfactory full-time professional experience as described in "1" above, including the 18 months of executive, managerial, administrative, consultative or supervisory experience described in "1" above: **or**
3. Education and/or experience equivalent to "1", or "2" above. Graduate education in areas other than those mentioned above may be substituted for the professional experience, but not for the 18 months of managerial experience described in "1" above, at the rate of 15 graduate semester credits from an accredited college or university for 6 months up to a maximum of 1 year of professional experience. However, all candidates must possess a baccalaureate degree from an accredited college or university and 18 months of executive, managerial, administrative, consultative or supervisory experience as described in "1" above.

Executive, managerial, administrative, or consultative work experience includes the authority to make critical decisions about matters of significance. Supervision must have included supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

The education requirement must be met by January 31, 2019. The experience requirement must be met by the last day of the Application Period (July 3, 2018).

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the last day of the Application Period (July 3, 2018).

Residency: 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 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, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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://a856eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based 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."

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. 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.

3. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.4, A.5 (if applicable), B, and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
4. **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 DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time professional experience for educational program(s) and/or institution(s) performing administrative, managerial, and/or executive duties in budget, organizational research, or personnel work, or a related area and/or supervising staff performing budget, organizational research, or personnel work for a City, State or Federal Governmental agency for:

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

You will receive:

If you have satisfactory full-time professional experience for educational program(s) and/or institution(s) performing administrative, managerial, and/or executive duties in budget, organizational research, or personnel work, or a related area and/or supervising staff performing budget, organizational research, or personnel work for other than a City, State or Federal Governmental agency for:

At least 2 years, but less than 4 years	10 points
At least 4 years, but less than 6 years	20 points
6 or more years	30 points

You will receive:

Executive, managerial, administrative, or consultative work experience includes the authority to make critical decisions about matters of significance. Supervision must have included supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

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 month 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.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will **not** receive credit for experience which you obtain after the end of the Application Period (July 3, 2018).

Experience must be obtained by **the last day of the Application Period.**

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, 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. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your 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. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience 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 mail 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: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:

Selective Certification For Special Experience:

If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. **Your experience will be checked by the appointing agency at the time of appointment.**

Note: In **Section D** of the Education and Experience Test, please enter the 3-digit code which corresponds to the Selective Certification(s) you wish to be considered for and separate each with a comma and no space. For example, if you wish to select Selective Certifications #1 and #2, enter the following in **Section D** of the Education and Experience Test: **ANB, ANO**.

1. **Budget Experience:** At least two (2) years of full-time satisfactory professional experience in the preparation, modification, or administration of budgets, and conducting economic research and studies. **To add Selective Certification for Budget Experience, enter "ANB" in Section D of the Education and Experience Test.**
2. **Organizational Research Experience:** At least two (2) years of full-time satisfactory professional experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency. **To add Selective Certification for Organizational Research Experience, enter "ANO" in Section D of the Education and Experience Test.**
3. **Personnel Administration Experience:** At least two (2) years of full-time satisfactory professional experience in personnel administration including planning and coordination of staff activities, managing and training personnel, conducting performance evaluations and workforce planning, classifying positions, and/or managing labor relations and employee benefits. **To add Selective Certification for Organizational Research Experience, enter "ANP" in Section D of the Education and Experience Test.**
4. **Microsoft Excel Experience:** At least one (1) year of professional experience working with Microsoft Excel including, but not limited to, using advanced functions (VLOOKUP, IF statements) and Pivot Tables. **To add Selective Certification for Microsoft Excel Experience, enter "EXL" in Section D of the Education and Experience Test.**
5. **Structured Query Language (SQL) Experience:** At least one (1) year of professional experience with Structured Query Language (SQL) including experience with Advanced SQL. The experience must include, but is not limited to, performing joins, setting up primary and foreign keys, and writing stored procedures. **To add Selective Certification for Structured Query Language (SQL) Experience, enter "SQL" in Section D of the Education and Experience Test.**
6. **Microsoft Access Experience:** At least one (1) year of professional experience using Microsoft Access including experience with Advanced Access. The experience must include, but is not limited to working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS. **To add Selective Certification for Microsoft Access Experience, enter "45R" in Section D of the Education and Experience Test.**

7. **Data Warehousing Experience:** At least one (1) year of professional experience in Data Warehousing including advanced design, development, and maintenance of data warehouse and data mart systems. **To add Selective Certification for Data Warehousing Experience, enter “ADW” in Section D of the Education and Experience Test.**
8. **Operations Experience in Global Initiatives:** At least two (2) years of full-time satisfactory professional experience of developing progressive policies to address long lasting environmental and humanitarian concerns. **To add Selective Certification for Operations Experience in Global Initiatives, enter “GIE” in Section D of the Education and Experience Test.**
9. **Training Experience:** At least two (2) years of full-time satisfactory professional experience in training or leading training teams. **To add Selective Certification for Training Experience, enter “MGT” in Section D of the Education and Experience Test.**
10. **Municipal Experience:** 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. **To add Selective Certification for Municipal Experience, enter “MGE” in Section D of the Education and Experience Test.**
11. **Public Health or Health Education Experience:** At least two (2) years of satisfactory, full-time professional experience in the field of Public Health, having taught Health Education or worked for a public education-related organization. **To add Selective Certification for Public Health or Health Education Experience, enter “PHP” in Section D of the Education and Experience Test.**
12. **Project Management Experience:** At least two (2) years of satisfactory, full-time professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting. This experience must include relationship management, strong negotiation skills and knowledge. **To add Selective Certification for Project Management Experience, enter “PMP” in Section D of the Education and Experience Test.**
13. **Business Analysis Experience:** At least two (2) years of satisfactory, full-time professional experience in the areas of requirements management, business systems design and modification, and business needs assessment and solutions. This experience must include knowledge of MS Office Suite, operating systems, testing methods and database types. **To add Selective Certification for Business Analysis Experience, enter “BNA” in Section D of the Education and Experience Test.**
14. **Analytics Experience:** At least two (2) years of satisfactory, full-time professional experience analyzing, disaggregating and synthesizing complex data, identifying and effectively communicating trends, and aligning data to business objectives. This experience must include knowledge of statistics, and analytical reporting. **To add Selective Certification for Analytics Experience, enter “ALE” in Section D of the Education and Experience Test.**
15. **Coaching Experience:** At least two (2) years of satisfactory, full-time professional experience in any of the following coaching disciplines: Business, Executive, career coaching, performance coaching, or coaching for leadership. **To add Selective Certification for Coaching Experience, enter “COE” in Section D of the Education and Experience Test.**
16. **Organizational Development Experience:** At least two (2) years of satisfactory, full-time professional experience in organizational capacity building strategies, learning and development, organizational assessment and diagnosis, large and small group facilitation, learning design, and designing and analyzing learning metrics. **To add Selective Certification for Organizational Development Experience, enter “ODE” in Section D of the Education and Experience Test.**
17. **Talent Development Experience:** At least two (2) years of satisfactory, full-time professional experience in full cycle recruitment, workforce planning, career pathing, skill gap analysis, developing and managing talent pipeline, succession planning, and performance management. **To add Selective Certification for Talent Development Experience, enter “TDE” in Section D of the Education and Experience Test.**

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 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 social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 10031; The Managerial Service.

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