NYC
Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

RESEARCH ASSISTANT
Exam No. 8040

WHEN TO APPLY:	From: May 2, 2018	APPLICATION FEE: $61.00
	To: May 22, 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:

Research Assistants, under general supervision, conduct research activities, special studies and writing assignments of more than ordinary difficulty and responsibility; perform research activities by collecting information and data of current and historical nature for use in the preparation of reports; obtain source materials by means of library research, examination of records, published materials, or personal interviews; prepare written reports; maintain records of factual and statistical information; handle telephone and correspondence requests for information requiring research; perform quantitative analysis and prepare reports. All Research Assistants 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 $42,288 per annum. This rate is subject to change.

HOW TO QUALIFY:

This is a computer-based Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. 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.

You will **not** receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (May 22, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** six months of satisfactory, full-time experience in research which involves gathering, organizing, and analyzing data and report writing; **or**
2. An associate degree from an accredited college or university or completion of 60 semester credits at an accredited college or university **and** two years and six months of satisfactory, full-time experience as described in "1" above; **or**
3. A four-year high school diploma or its educational equivalent **and** four years and six months of satisfactory, full-time experience as described in "1" above; **or**
4. A satisfactory combination of education and/or experience that is equivalent to "1" "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college or university for one year of full-time experience. Completion of nine semester credits, at the undergraduate or graduate level from an accredited college or university, in statistics, quantitative methods, mathematics, or research can be substituted for six months of experience. However, all candidates must have a four year high school diploma or its educational equivalent **and** at least six months of required experience **or** the nine specialized credits.

The education requirement must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (May 22, 2018).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (May 22, 2018) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the application period (May 22, 2018). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience online.

In order to receive credit for research experience as described above, for each employment you must have performed **at least seven (7)** of the tasks listed in the following **Research Assistant Task Inventory**:

Research Assistant Task Inventory

0100.0000	**Performs research work which involves gathering, organizing, and analyzing data and report writing. (10 Tasks)**
0100.0001	Collects information and data of current and historical nature for use in the preparation of reports.
0100.0002	Obtains source materials by means of library research, examination of records, published materials, or personal interviews.
0100.0003	Computes and analyzes data collected, using statistical formulas and computers or calculators.
0100.0004	Checks source data to verify completeness and accuracy.
0100.0005	Enters data into computers for use in analyses or reports.
0100.0006	Compiles reports, charts, or graphs that describe and interpret findings of analyses.
0100.0007	Prepares reports based on researched and analyzed data.
0100.0008	Checks reports prepared for accuracy and completeness.
0100.0009	Maintains records of factual and statistical information.
0100.0010	Responds to telephone and correspondence requests for information requiring research.

You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (May 22, 2018).

Residency Requirement: 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://a856-eeexams.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:

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

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (May 22, 2018). If you have questions about applying for this examination, you may contact DCAS at *OASys@dcas.nyc.gov*.

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 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. **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 Evaluation Guide: (Required <u>only</u> 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 Department of Citywide Administrative Services (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. **However**, if you intend to substitute the nine specialized undergraduate or graduate credits for six months of required experience, as stated under "4" in the "How to Qualify" section on page 1, ask for a **"course-by-course"** evaluation (which includes a **"document-by-document" (general)** evaluation). You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

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 experience performing research work which involves gathering, organizing, and analyzing data and report writing, you will receive:

0.5 points for each month of experience

In order to receive credit for satisfactory full-time experience performing research work which involves gathering, organizing, and analyzing data and report writing, for each employment you must have performed **at least seven (7)** of the tasks listed in the **Research Assistant Task Inventory**. (For more information, see **Item #6** in the "Guide for Completing the Online Examination" section on page 5.)

You will receive a maximum of one month of experience credit for each month 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.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (May 22, 2018) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (May 22, 2018). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience <u>online</u>.

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:

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 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. 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 when 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 Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croation, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, 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. If you wish to indicate language(s) you speak and/or know for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate the language(s) you speak and/or know.

Selective Certification for the Ability to Use Microsoft Access: If you have at least six (6) months of satisfactory, full-time experience using Microsoft Access, including advanced knowledge of constructing tables; designing forms and reports; and, building queries to join, filter and sort data, you may be considered for appointment to positions requiring the ability to use Microsoft Access through a process called Selective

Certification. Your ability to use Microsoft Access will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability. 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 this Selective Certification.

Selective Certification for the Ability to Use Microsoft Excel: If you have at least six (6) months of satisfactory, full-time experience using Microsoft Excel, including advanced knowledge of functions including but not limited to: VLOOKUP, IF statements, and Pivot Tables, you may be considered for appointment to positions requiring the ability to use Microsoft Excel through a process called Selective Certification. Your ability to use Microsoft Excel will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability. 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 this Selective Certification.

Selective Certification for the Ability to Use SAS and/or R Statistical Analysis Software: If you have at least six (6) months of satisfactory, full-time experience analyzing data using SAS and/or R to perform data management and data cleaning, performing basic statistics such as calculating proportions, means and medians, and conducting bivariate analysis, you may be considered for appointment to positions requiring the ability to use SAS and/or R statistical analysis software through a process called Selective Certification. Your ability to use SAS and/or R statistical analysis software will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability. 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 this Selective Certification.

Selective Certification for Incident Command Structure (ICS) Certificate: If you possess a valid Incident Command Structure (ICS) certificate such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. Your certificate will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. 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 this Selective Certification.

Selective Certification for Positions Requiring Criminal Justice Program Research Experience: If you possess at least six (6) months of satisfactory, full-time experience researching criminal justice program initiatives, **and** such experience was not part of your baccalaureate degree program, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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 this Selective Certification.

Selective Certification for Positions Requiring Organizational Research Experience: If you possess at least six (6) months of satisfactory, full-time experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency, **and** such experience was not part of your baccalaureate degree program, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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 this Selective Certification.

Selective Certification for Positions Requiring Scientific, Public Health and/or Mental Hygiene Research Experience: If you possess at least six (6) months of satisfactory, full-time experience conducting research and analysis in physical, biological or environmental science; public health; and/or mental hygiene, **and** such experience was not part of your baccalaureate degree program, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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 this Selective Certification.

Selective Certification for Positions Requiring Health Information Technology Systems Experience: If you possess at least six (6) months of satisfactory, full-time experience using health information technology systems and/or electronic health records operations for the purpose of researching, collecting and coordinating surveillance data from hospitals, community health centers, and/or private practices, **and** such experience was not part of your baccalaureate degree program, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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 this Selective Certification.

Selective Certification for Municipal Experience: If you have 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, you may qualify for preferred consideration for positions requiring this experience. Your experience will be verified at the time of the appointment interview. 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 this Selective Certification.

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 Devlopment 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.

PENALTY FOR MISREPRESENTATION:

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

GUIDE FOR COMPLETING THE ONLINE EXAMINATION:

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form and payment of fee
- Education (Degrees/Diplomas)
- Education (College Credits)
- Education (Subject Area)
- 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. **Completing the Application**: You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. If you do not complete your application, which includes payment of the application fee, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the Online Education and Experience Test, where you may save your education and experience.

2. **Qualification Requirements**: You **must** meet the **EDUCATION AND EXPERIENCE REQUIREMENTS** listed on page 1 in order to qualify for this examination. If you do not meet the qualification requirements, you will be found "**Not Qualified**" and your application fee will **not** be returned.

3. **Completing the Education (Degrees/Diplomas) section**: For each degree/diploma 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 and you may be found "Not Qualified" and your application fee will **not** be returned.

4. **Completing the Education (College Credits) section**: If you wish to claim college credits you earned or will earn by June 30, 2018 to be substituted for experience, enter the number of college credits you completed for each accredited college or university that you attended. If you claimed a diploma or degree in the Educational Level section and wish to claim credits you completed above this diploma or degree, enter the number of credits you earned for the degree as well as additional credits that you have earned or will earn by June 30, 2018. The college credits you enter in the Education (College Credits) section must account for the total number of college credits you have obtained or will obtain by June 30, 2018. If any of the college credits claimed were gained in a foreign country, follow the instructions in "**3**" above regarding a foreign education evaluation.

5. **Completing the Education (Subject Area) section**: If you wish to claim undergraduate and/or graduate college credits in statistics, quantitative methods, mathematics, and/or research as described in the **HOW TO QUALIFY** section, enter the total number of college credits in statistics, quantitative methods, mathematics, and/or research that you have earned or will earn by June 30, 2018 for each accredited college or university that you attended. Education (Subject Area) credits must be included in the total number of college credits entered in the Education (College Credits) section. If any of the college credits claimed were gained in a foreign country, follow the instructions in "**3**" above regarding submitting a "**course-by-course**" foreign education evaluation (which includes a "**document-by-document**" (**general**) evaluation directly to DCAS.

6. **Completing the Employment/Work Experience section**: For each job you must fill out the information requested. For each job, you **must** select the tasks **you performed** from the tasks listed in the dropdown menu. In order to receive credit for experience in research which involves gathering, organizing, and analyzing data and report writing, for **each** job you must select at least seven (7) tasks from the tasks listed under Task Category #0100.0000. For example, if you select six (6) or fewer tasks from Task Category #0100.0000, the job will not receive credit.
   A. A maximum of one year of full-time experience will be credited for each 12-month period.
   B. Part-time experience will be pro-rated according to the following ranges:
      I. 35 hours per week or more = 100%
      II. 34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

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