



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE CONTRACT SPECIALIST

Exam No. 8041

WHEN TO APPLY: From: June 6, 2018

To: June 26, 2018

APPLICATION FEE: \$68.00

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:

Administrative Contract Specialists, under direction, with latitude for the exercise of independent judgement and decision making, manage and coordinate the operation of a major program involved in contract management. Administrative Contract Specialists directly supervise supervisory/professional personnel responsible for the day-to-day operations of a unit(s) of contract managers. Administrative Contract Specialists review contract proposals and performance reports to ensure compliance with the agency's requirements, and federal/state/city guidelines; evaluate prospective contractors' budgetary proposals and financial reports; provide technical expertise to contractors and subordinates; make recommendations to higher management concerning the awarding of contracts, provision of additional funding or defunding of contracted programs; make summary reports on contract performance, create a final report at contract closure, and monitor the program's performance to ensure optimum effectiveness and efficiency.

Special Working Conditions:

Administrative Contract Specialists 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 commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial 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.

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 (June 26, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, community relations contracting, or related fields; at least eighteen months of which must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or

2. A four year high school diploma, or its educational equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months of which must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or

3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

Administrative 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 is not qualifying.

The education requirement must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (June 26, 2018).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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).

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. 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.

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 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 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 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.2 (if applicable), A.4 (if applicable), 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 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"** evaluation of your foreign education. 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. On the education and experience test you will receive a score of 70 points for meeting the minimum 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 working for a City of New York Agency in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration, or community relations contracting for:

At least 1 year but less than 3 years	You will receive: 10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

If you have satisfactory full-time experience working for a non-City of New York Agency in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration, or community relations contracting for:

At least 1 year but less than 3 years	You will receive: 5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have satisfactory full-time experience working for a City of New York Agency, in a professional, non-supervisory, non-managerial capacity in one or more of the following fields: program evaluation, contract negotiation/management, business or public administration, community relations contracting, or a related field for:

At least 1 year but less than 3 years	You will receive: 3 points
At least 3 years but less than 5 years	6 points
5 or more years	9 points

If you have satisfactory full-time experience working for a non-City of New York Agency, in a professional, non-supervisory, non-managerial capacity in one or more of the following fields: program evaluation, contract negotiation/management, business or public administration, community relations contracting, or a related field for:

At least 1 year but less than 3 years	You will receive: 1 point
At least 3 years but less than 5 years	3 points
5 or more years	6 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period.

You will not receive credit for experience which you obtain after the end of the application period. Experience must be obtained by the **last day of the Application Period (June 26, 2018).**

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:**

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

Selective Certification for Incident Command Structure (ICS) Certification: If you have a valid Incident Command Structure (ICS) Certification, such as FEMA's Professional Development Series certificate or an IS-32.b, IS-200.B, is-250.A, is-700, IS-703.a, or IS-800.b certificate, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. **To add Selective Certification for Incident Command Structure (ICS), enter "382" in Section D of the Education and Experience Test.**

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, 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. Follow the instructions in Section D of the Education and Experience Test and indicate the language you speak to indicate your interest in such Selective Certification. **To add Selective Certification for Foreign Language and/or American Sign Language, specify the language and enter "FSL" in Section D of the Education and Experience Test.**

Selective Certification 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. **To add Selective Certification for this Selective Certification, state "MGE" in Section D of the Education and Experience Test.**

Selective Certification for Contract Administration Experience: If you have at least one (1) year of full-time satisfactory experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the negotiation, preparation, auditing and/or management and administration of contracts, grants, appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management, and such experience was not part of a formal education program, you may be considered for appointment to positions required this experience through a process called Selective Certification. **To add Selective Certification for Contract Experience, enter "PMS" in Section D of the Education and Experience Test.**

Selective Certification for PHR or SHRM-CP Certification: If you possess a valid PHR or SHRM-CP certificate, you may be considered for appointment to certain positions requiring this experience through a process called Selective Certification. **To add Selective Certification for having a PHR or SHRM-CP Certification, enter "SRM" in Section D of the Education and Experience Test.**

Selective Certification for Positions Requiring Experience utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT): If you have at least twelve months of full-time experience utilizing the New York City Financial Management System (FMS), PASSPORT and/or Automated Procurement Tracking (APT) for tasks including but not limited to administering budgets and revenues; accounting of City funds; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing, you may be considered for appointment to positions requiring such experience through a process called Selective Certification. **To add Selective Certification for Positions Requiring Experience Utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT) Contract Experience, enter "FME" in Section D of the Education and Experience Test.**

Selective Certification for the Ability to Use Microsoft Excel: If you have at least six months of 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. **To add Selective Certification for having the Ability to Use Excel, enter "EXL" 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 the requirement for Selective Certification 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 state 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 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. 10095; The Managerial Service.

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