



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE PROJECT MANAGER

Exam No. 8042

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 Project Managers under administrative direction, with extremely wide latitude for the exercise of independent judgement, initiative and action, perform extremely difficult, responsible and complex work in planning, coordinating and overseeing the development and progress of a major capital project program including making determinations of costs, of time estimates and of sources of funding associated with construction projects. In an agency with a very large capital budget, Administrative Project Managers are responsible for development, negotiation, and administration of the overall capital budget. The decisions made by Administrative Project Managers impact on the City's capital budget.

Administrative Project Managers can also direct a large staff of project management professionals engaged in managing the timely and cost-effective implementation of major capital projects for a particular client agency or programmatic type; direct the oversight of major capital construction projects from initiation to completion; or serve as capital budget officers for agencies with very large and complex capital budgets; direct technical project management operations including project planning, budget, and scope development, vendor procurement, design and construction management, and project close-outs. In the temporary absence of a supervisor, Administrative Project Managers may assume the duties of that position. All Administrative Project Managers perform related work.

Special Working Conditions:

Administrative Project Managers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Administrative Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected, including exposed heights and confined spaces; standing for extended periods of time; distinguishing colors; bending, stretching, and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, moldy, dark, dusty, smoky, vermin infested, noisy, acrid, or containing fumes, emissions, extreme heat and cold, lead dust, asbestos, or other potentially hazardous material; and working outdoors in all kinds of weather.

(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 appointments to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointments to 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 will 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 in engineering, architecture, landscape architecture, construction management, business administration, or public administration, **and** five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; **or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

- (2) A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; **or**
- (3) Education and/or experience equivalent to "1" or "2" above. A Master's degree from an accredited college or university in one of the disciplines described in "1" above, a Juris Doctor degree from an accredited law school, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Note: Examples of "very large engineering projects" include but are not limited to bridges, tunnels, highways, railways, seaports, wastewater projects, and information technology systems.

Administrative, managerial or executive work experience must include the authority to make critical decisions about matters of significance.

The education requirement must be met by June 30, 2018. Experience and/or license(s) must be obtained by the last day of the Application Period (June 26, 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). The law school must be accredited by the American Bar Association or the California Bar Association.

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, experience and license(s) 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 and/or license(s) obtained after the end of the Application Period.

Residency Requirement Advisory: City residency is not required for this position.

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.3 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), B, C (if applicable), 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 in this examination) :** If you were educated outside the United States, you must have

your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education 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 "**course-by-course**" 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. 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 planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in an administrative, managerial, executive or supervisory capacity for: **You will receive:**

At least 1 year but less than 3 years	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 non-managerial and non-supervisory experience in planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project for: **You will receive:**

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
At least 5 years but less than 7 years	15 points
7 or more years	20 points

Graduate credits completed at an accredited college or university for engineering, architecture, landscape architecture, construction management, business administration, or public administration: **You will receive:**

Completion of 3 to 11 semester credits	5 points
Completion of 12 to 23 semester credits	10 points
Completion of 24 or more semester credits	15 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. **Education and 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. 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.

Education must be obtained by June 30, 2018 and 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.**

1. Selective Certification for Positions Requiring Contract Administration Experience: At least two (2) years of full-time satisfactory experience in an executive or managerial capacity in contract

administration, e.g. planning/budgeting capital improvement programs, processing construction related contracts payments and/or capital construction related change orders, and/or managing the design, negotiations and delivery of engineering of improvement projects. **To add Selective Certification for Contract Administration Experience, enter "ECA" in Section D of the Education and Experience Test.**

2. Selective Certification for Positions Requiring Wastewater Systems and Operations Experience: At least two (2) years of full-time satisfactory experience in an executive or managerial capacity in wastewater management, e.g. work systems for waterwaste collections, treatment, biosolids management, combined sewer storage, resource recovery, energy, management, advanced system upgrades, strategic planning, and coordination across operational units. **To add Selective Certification for Wastewater Systems and Operations Experience, enter "WSO" in Section D of the Education and Experience Test.**

3. Selective Certification for Positions Requiring Construction Environmental Health and Safety Experience: At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in construction safety and environmental work, e.g. preparing and reviewing Job Hazard Analysis, Health and Safety Plans and conducting EHS audits and inspections with knowledge of OSHA 1926-*Safety and Health Regulations for Construction*, New York City and State safety and environmental laws, rules and regulations. **To add Selective Certification for Construction Environmental Health and Safety Experience, enter "CHS" in Section D of the Education and Experience Test.**

4. Selective Certification for Positions Requiring Risk Management Experience: At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in risk management work, e.g. risk identification, risk impact quantification, managing a project risk register or risk log, or development of a probabilistic model. **To add Selective Certification for Risk Management Experience, enter "RME" in Section D of the Education and Experience Test.**

5. Selective Certification for Positions Requiring Scheduling Experience: At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in Critical Path Method scheduling, e.g. developing Critical Path Method project schedules, performing time impact analysis, or claims support analysis. **To add Selective Certification for Scheduling Experience, enter "SCD" in Section D of the Education and Experience Test.**

6. Selective Certification for Positions Requiring Cost Estimating Experience: At least two (2) years of full-time satisfactory experience in an executive, managerial, or administrative capacity in cost estimating work, e.g. developing conceptual through definitive cost estimates (Class 5 to 1), quantity surveying, change order estimates, consultant's estimate review, or any cost engineering related tasks. **To add Selective Certification for Cost Estimating Experience, enter "CEX" in Section D of the Education and Experience Test.**

7. Selective Certification for Positions Requiring Project Management Experience in a Public Health or Health Services Setting: At least eighteen (18) months of full-time satisfactory project management 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. **To add Selective Certification for Project Management Experience in a Public Health or Health Services Setting, enter "PMS" in Section D of the Education and Experience Test.**

8. Selective Certification for AutoCad and/or ARCHIBUS Experience: At least twelve (12) months of full-time satisfactory experience using AutoCad and/or ARCHIBUS, and such experience was not part of a formal education program. **To add experience for AutoCad and/or ARCHIBUS Experience, enter "AAE" in Section D of the Education and Experience Test.**

9. Selective Certification for 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, you may qualify for preferred consideration for positions requiring this experience. **To add Selective Certification for Municipal Experience, enter "MGE" in Section D of the Education and Experience Test.**

10. Selective Certification for Positions Requiring Traffic Experience: At least two (2) years of full-time satisfactory experience supervising engineers in outdoor lighting and electrical projects managing projects, writing specifications, selecting contractors, and establishing installation schedules for roadways, highways, bridges, tunnels, parks and/or public spaces. **To add Selective Certification for Traffic Experience, enter "TRF" in Section D of the Education and Experience Test.**

11. Selective Certification for Positions Requiring Signals Experience: At least two (2) years of full-time satisfactory experience in project management and design for the development of Intelligent Transportation Systems (ITS), maintenance and protection of traffic, installation and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, smart phone applications, transit signal priority treatments, accessible pedestrian signals, traffic simulation modeling, and/or other transportation related technologies. **To add Selective Certification for Signals Experience, enter "SGE" in Section D of the Education and Experience Test.**

12. Selective Certification for Positions Requiring Intelligent Transportation Systems Experience: At least two (2) years of full-time, satisfactory experience in project management work overseeing the design, installation, and/or maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, Intelligent Transportation Systems (ITS) technologies, and/or other transportation related technologies. **To add Selective Certification for Intelligent Transportation Systems Experience, enter "IT2" in Section D of the Education and Experience Test.**

13. Selective Certification for Positions Requiring Organizational Research Experience: At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience using quantitative analysis, cost analysis, and other organizational research techniques in a private, not for profit, or government agency. **To add Selective Certification for Organizational Research Experience, enter "ORE" in Section D of the Education and Experience Test.**

14. Selective Certification for Positions Requiring City/Urban Planning and Design Experience: At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in such areas as planning, design, research, investigations and/or studies related to urban design development programs. **To add Selective Certification for City/Urban Planning and Design Experience, enter "UPD" in Section D of the Education and Experience Test.**

15. Selective Certification for Positions Requiring Capital Budget Experience: At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of capital budgets, and conducting economic research and

studies. **To add Selective Certification for Capital Budget Experience, enter "CPE" in Section D of the Education and Experience Test.**

16. Selective Certification for Positions Requiring Sewer and/or Water Experience: A valid New York State Professional Engineer's License and eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects. **To add Selective Certification for Sewer and/or Water Tunnel Experience, enter "EWS" in Section D of the Education and Experience Test.**

17. Selective Certification for Positions Requiring Tunnel Experience: A valid New York State Professional Engineer's License and eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in tunnel work, e.g., hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, geotechnical analysis, or design for tunnel bore machine launch and retrieval shafts. **To add Selective Certification for Tunnel Experience, enter "TNL" in Section D of the Education and Experience Test.**

18. Selective Certification for Positions Requiring Engineer in Charge of a Major Design or Field Division Experience: A valid New York State License as a Professional Engineer and six (6) years of full-time paid experience in civil, mechanical and/or electrical engineering work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity. **To add Selective Certification for Engineer in Charge of a Major Design or Field Division Experience, enter "EED" in Section D of the Education and Experience Test.**

19. Selective Certification for Positions Requiring Architect in Charge of a Major Design or Field Division Experience: A valid New York State Registration as an Architect and six (6) years of full-time paid experience in architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity. **To add Selective Certification for Architect in Charge of a Major Design or Field Division Experience, enter "EAC" in Section D of the Education and Experience Test.**

20. Landscape Architect in Charge of a Major Design or Field Division Experience: A valid New York State Registration as a Landscape Architect and six (6) years of full-time paid experience in landscape architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity. **To add Selective Certification for Landscape Architect in Charge of a Major Design or Field Division Experience, enter "LNA" in Section D of the Education and Experience Test.**

Selective Certification for Certification, License and Registration

1. Selective Certification for Incident Command Structure (ICS) Certification: A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-250.a, IS-700, or IS-800.b certificate. **To add Selective Certification for Incident Command Structure (ICS) Certification, enter "382" in Section D of the Education and Experience Test. This certification must be maintained for the duration of your employment.**

2. Selective Certification for a New York State Professional Engineering License: A valid New York State Professional Engineering License. **To add Selective Certification for a New York State Professional Engineering License, enter "PEC" in Section D of the Education and Experience Test. This license must be maintained for the duration of your employment.**

3. Selective Certification for New York State Registration as an Architect: A valid New York State Registration as an Architect. **To add Selective Certification for a New York State Registration as an Architect, enter "NYA" in Section D of the Education and Experience Test. This registration must be maintained for the duration of your employment.**

4. Selective Certification for New York State Registration as a Landscape Architect: A valid New York State Registration as a Landscape Architect. **To add Selective Certification for a New York State Registration as an Landscape Architect, enter "LNS" in Section D of the Education and Experience Test. This registration must be maintained for the duration of your employment.**

The above Selective Certification requirements may be met at any time 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 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.
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For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas