



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE TRANSPORTATION COORDINATOR

Exam No. 8537

WHEN TO APPLY: From: April 4, 2018

To: April 24, 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:

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions. Administrative Transportation Coordinators, under direction, with latitude for the exercise of independent judgment and action, direct and coordinate a division or divisions engaged in complex and difficult planning work in the field of transportation in areas such as highway safety projects, signals and communications, plans and surveys, highway transportation studies, traffic flow, providing recommendations for policy change in regards to traffic or transportation related matters, and the safety aspects of arterial construction plans; or direct comprehensive studies of present and future transportation needs of the City of New York to formulate city-wide plans concerning various programs which impact on transportation.

Administrative Transportation Coordinators can also direct the design, installation, and development of procedures for maintenance of traffic signs, markings, mechanical, electronic and computerized traffic control devices to expedite the movement of vehicular and pedestrian traffic on a city-wide or program-wide basis; serve as assistants to top-level management for highly difficult and technically complex transportation planning projects or issues; and liaise with other governmental bodies, the community or public, and/or private sector organizations in regards to traffic and transportation related matters. All Administrative Transportation Coordinators perform related work.

Special Working Conditions:

Administrative Transportation Coordinators 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.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

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

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

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

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application.

ELIGIBILITY TO BE PROMOTED:

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY:

If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. 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:

- 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.
- 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.
- Education and Experience Test:** Fill out **Sections A.1, A.2, A.3, A.4, A.5, A.6, 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.
- Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination): (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 is 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 **"course-by course"** 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. Your score on this test will be used to determine your place on the eligible list. On the education and experience test, you will receive a score of 70 points for meeting the eligibility 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 with a City of New York agency as a permanent (not provisional) employee in an administrative capacity or managing engineering or technical personnel, or a large support or operations staff in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, acquired in the last ten years for: **You will receive:**

Each month of satisfactory full-time experience

0.50
points

If you have satisfactory full-time experience in government service with an employer other than the City of New York in an administrative capacity or managing engineering or technical personnel, or a large support or operations staff in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, acquired in the last ten years for:

Each month of satisfactory full-time experience 0.42 points

If you have satisfactory full-time experience in an administrative capacity or managing engineering or technical personnel, or a large support or operations staff in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, in a non-government organization or not in the United States, acquired in the last ten years for:

Each month of satisfactory full-time experience 0.33 points

If you have satisfactory full-time experience with a City of New York agency as a permanent (not provisional) employee in a non-administrative or sub-managerial capacity in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, acquired in the last ten years for:

Each month of satisfactory full-time experience 0.25 points

If you have satisfactory full-time experience in government service with an employer other than the City of New York in a non-administrative or sub-managerial capacity in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, acquired in the last ten years for:

Each month of satisfactory full-time experience 0.16 points

If you have satisfactory full-time experience in a non-administrative or sub-managerial capacity in transportation planning, traffic engineering, traffic research, highway transportation analysis, or related fields, in a non-government organization or not in the United States, acquired in the last ten years for:

Each month of satisfactory full-time experience 0.08 points

Graduate credits completed at an accredited college or university in Public Administration, Public Policy, Construction Management/Administration, Urban Planning, Traffic Engineering, Transportation Planning, and/or Political Science: **You will receive:**

Completion of 3 to 11 semester credits 10 points

Completion of 12 to 23 semester credits 20 points

Completion of 24 or more semester credits 30 points

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. Each month 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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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 promotion to positions requiring this experience through a process called Selective Certification. Experience obtained in provisional service will not be considered when evaluating whether candidates qualified for 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 promoting agency at the time of promotion.**

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: **TRF, SGE**.

1. **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.**
2. **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.**
3. **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.**
4. **Budget Experience:** At least eighteen (18) months of full-time satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of budgets, and conducting economic research and studies. **To add Selective Certification for Budget Experience, enter "BGT" in Section D of the Education and Experience Test.**
5. **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.**
6. **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.**

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.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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.

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