



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE MANAGEMENT AUDITOR

Exam No. 9520

WHEN TO APPLY: From: April 3, 2019

APPLICATION FEE: \$68.00

To: April 23, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% 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 consistent with differing degrees of latitude, independent judgment, scope, complexity, and significance of public impact. These assignments entail work in the following areas: manages several teams of auditors conducting complex financial, operational, or management audits including reviews of computer and information systems; in special situations, may manage one team of auditors conducting the most complex or sensitive audits, risk management, directing and administering the auditing activities of an agency, auditing division or other organizational unit with an auditing, accounting, or financial function, including execution of auditing or accounting programs and projects involving normal auditing or accounting principles, practices and related problems for the purpose of promoting the efficiency and effectiveness of operations, enhancement of revenue and/or the reduction of agency operating costs. All Administrative Management Auditors perform related work.

Special Working Conditions:

Administrative Management Auditors 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 Management Auditor; 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 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.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply 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**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ>

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

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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. Education and Experience Test:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (April 23, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).
- 3. 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 which 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 "**document-by-document**" 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 June 30, 2019.

THE TEST:

You will be given an education and experience test. Your score on this test will be used to determine your place on an 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 the City of New York as a permanent (not provisional) employee in managing audit functions and audit staff at the administrative, managerial, executive, or supervisory level 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 experience with an employer other than the City of New York, managing audit functions and audit staff at the administrative, managerial, executive, or supervisory level 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

Graduate degrees in Accounting, Finance, Information Technology, or Business Management completed at an accredited college or university:	You will receive:
Completion of a graduate degree in Accounting	10 points
Completion of a graduate degree in Finance	10 points
Completion of a graduate degree in Information Technology	10 points
Completion of a graduate degree in Business Management	10 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.

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, 2019 or experience which you obtain after the end of the Application Period.

Education must be obtained by June 30, 2019 and experience must be obtained by **the last day of the Application Period (April 23, 2019).**

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written 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.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you 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 Education:

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.

Auditing Experience in a Public Health or Health Services Setting: If you possess at least two (2) years of full-time satisfactory auditing 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, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**AHS**" on your Education and Experience Test and submit it in the Online Application System (OASys).

Experience in Medical Billing: If you possess at least two (2) years of full-time satisfactory medical billing experience in a hospital or physician's office, including but not be limited to entering, collecting and verifying insurance information with payers via websites; entering explanations of benefits (EOBs); processing rejections, denials and appeals; using classification and coding systems (such as ICD-10, CPT, HCPCS, and/or RCMS); and, knowledge of HIPAA guidelines and Medicaid, Medicare and commercial insurance billing practices and regulations, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**MDB**" on your Education and Experience Test and submit it in the Online Application System (OASys).

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

Certification for Project Management Professional (PMP): If you possess a valid certificate as a Project Management Professional (PMP) issued by the Project Management Institute, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**PMP**" on your Education and Experience Test and submit it in the Online Application System (OASys).

Certification for Certified Fraud Examiner (CFE): If you possess a valid certificate as a Certified Fraud Examiner (CFE), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**FRD**" on your Education and Experience Test and submit it in the Online Application System (OASys).

Certified Information Systems Auditor (CISA): If you possess a valid certificate as a Certified Information Systems Auditor (CISA), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**401**" on your Education and Experience Test and submit it in the Online Application System (OASys).

Certified Internal Auditor (CIA): If you possess a valid certificate as a Certified Internal Auditor (CIA) you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**CIA**" on your Education and Experience Test and submit it in the Online Application System (OASys).

Certification for Incident Command Structure (ICS): If you possess a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-30.b, IS-31.b, IS-100.c, IS-200.HCa, IS-700.b, IS-703.a, or IS-800.c certificate, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, select "**ICS**" on your Education and Experience Test and submit it in the Online Application System (OASys).

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements 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 specific selective certification(s) 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, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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.

The City of New York is an Equal Opportunity Employer.

Title Code No. 10010; The Managerial Service.

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