



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

HEALTH SERVICES MANAGER

Exam No. 0104

WHEN TO APPLY: From: July 3, 2019

APPLICATION FEE: \$68.00

To: July 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:

Health Services Manager is a management class of positions with several assignment levels. Health Services Managers, under direction, with wide latitude for the exercise of independent judgment and initiative, plan, develop, and administer public health or mental hygiene programs of considerable size and/or complexity. The duties of a Health Services Manager may include administrative supervision of clinical, as well as other professional, clerical, fiscal, analytical, and support staff; and responsibility for contract administration, allocation of funds, monitoring, evaluation, and contract compliance in one or more service areas. All Health Services Managers perform related work.

Within the following agencies, Health Services Managers may also be assigned the following duties and responsibilities:

In the Department of Health and Mental Hygiene, under direction, with wide latitude for the exercise of independent judgment and initiative, Health Services Managers may administer the non-medical aspects of Health District(s); plan, develop, and administer public health programs such as lead poisoning control, disease intervention, personal health services, child and adolescent health, laboratory services, and environmental health; and perform related work.

In the Fire Department, under executive direction and with very wide latitude for the exercise of independent judgment and initiative, Health Services Managers may administer various sections of the Bureau of Health Services including, heading the Counseling Service Unit; conducting candidate medical evaluation, incumbent medical evaluation, incumbent medical treatment and/or World Trade Center monitoring/treatment; offering psychological assessments, counseling and referral services to Uniformed Fire Members, EMS, Civilian employees and their families; and perform related work.

In the Department of Education, under general direction, Health Services Managers may plan, direct, administer and control review and evaluation of student health and wellness programs; maintain administrative supervision of professional staff and support personnel; and perform related work.

In the Department of Correction, under general direction, Health Services Managers oversee correctional health care programs, provide oversight, review policy and collaborate with other stakeholders to provide services to the inmate population; and 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.)

Special Working Conditions: Health Services Managers may be required to work shifts including nights, Saturdays, Sundays, and holidays. Health Services Managers may be on call 24 hours a day, 7 days a week.

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 nonmanagerial 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 may not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (July 23, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** five years of full-time satisfactory experience in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program **at least 18 months of which must have been in a managerial or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

administrative capacity requiring independent decision-making concerning program management, planning, evaluation for quality improvement and assurance, allocation of resources, and the scheduling and assignment of work; **or**

2. Education and/or experience equivalent to "1" above. Graduate credits from an accredited college or university in hospital administration, public health, community health, public administration, business administration, management or administration may be substituted for a maximum of two (2) years of the required experience on the basis of 30 semester credits for one (1) year of the required non-managerial experience. **However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial or administrative experience** as described in "1" above.

Administrative work experience includes the authority to make critical decisions about matters of significance. Experience which primarily consists of clerical office support activities is not qualifying.

The education requirement must be met by January 31, 2020. The experience requirement must be met by the last day of the Application Period (July 23, 2019).

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 have until midnight Eastern time on the last day of the Application Period (July 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). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (July, 23, 2019).

The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with individuals receiving services has been found responsible for serious or repeated acts of abuse or neglect through a check of the Vulnerable Persons' Central Register that includes a Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who are on the Staff Exclusion List will not be hired or assigned to such a position.

Assignment Of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have the potential for regular and substantial contact with individuals who are cared for by the agency, is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates where the inquiry of the Vulnerable Persons' Central Register did not uncover disqualifying information. Candidates who have been the subject of an indicated child abuse and maltreatment report may be excluded from employment.

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 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 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 instructions 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 apply for this examination online. 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

The DCAS Computer-based Testing & Applications Centers will be closed on Thursday, July 4, 2019.

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 (July 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 the evaluation as follows: A. If you wish to claim **only** a baccalaureate degree as stated in paragraph "1" in the How to Qualify section, then ask for a **"document-by-document" (general)** evaluation of your foreign education. B. If you wish to **also** claim graduate semester credits in one or more of the acceptable fields stated in paragraph "2" in the How to Qualify section, then ask for a **"course-by-course"** evaluation (which includes a **"document-by-document"** evaluation). 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 January 31, 2020.

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 on pages 1 and 2. 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 managerial or administrative experience, in a health services setting, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program for:

You will receive:

At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
At least 5 years	30 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. **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 January 31, 2020 or experience which you obtain after the end of the Application Period (July 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 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience at the Department of Education Only: 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Health Program Management Experience (PMH):** At least one (1) year of satisfactory, full-time managerial or administrative experience in health program management for an educational program(s) and/or institution(s).
2. **Selective Certification for Positions Requiring Mental Health Program Management Experience (PMM):** At least one (1) year of satisfactory, full-time managerial or administrative experience in mental health program management for an educational program(s) and/or institution(s).
3. **Selective Certification for Positions Requiring Occupational Therapy Management Experience (OTM):** At least one (1) year of satisfactory, full-time managerial or administrative experience in occupational therapy management for an educational program(s) and/or institution(s).
4. **Selective Certification for Positions Requiring Physical Therapy Management Experience (PTM):** At least one (1) year of satisfactory, full-time managerial or administrative experience in physical therapy management for an educational program(s) and/or institution(s).

Selective Certification for Language Ability, License, Certificate, Registration, Education or Special Experience at the Department of Health and Mental Hygiene Only: If you have the language ability, license, certificate, registration, education or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this language ability, license, certificate, registration, education or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this language ability, license, certificate, registration, education or experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your language ability, license, certificate, registration, education and experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin)(MAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL). You must pass a qualifying test for this certification.
2. **Selective Certification for Positions Requiring Health Information Technology Systems Management Experience (PHP):** At least two (2) years of satisfactory, full-time managerial or administrative experience overseeing and coordinating health information technology systems and/or electronic health records operations for the purpose of collecting and coordinating surveillance data from hospitals, community health centers, and/or private practices for chronic diseases such as diabetes, cancer, smoking, and hypertension.
3. **Selective Certification for Positions Requiring Budget Management Experience (BGT):** At least two (2) years of satisfactory, full-time managerial or administrative experience at a hospital, community health center, private medical practice, mental hygiene program, social services program, environmental program or public health program in the preparation, modification, administration and/or management of budgets and expenditures.
4. **Selective Certification for Positions Requiring Management Experience in Emergency Preparedness and Response (EMR):** At least two (2) years of satisfactory, full-time managerial or administrative experience and oversight for the development and implementation of citywide public health emergency preparedness and response plans, protocols, operational tools, training and exercises and evaluation.
5. **Selective Certification for Positions Requiring a Clinical Social Worker License (LCS):** A license as a Clinical Social Worker valid in the State of New York. This license must be maintained for the duration of your employment.
6. **Selective Certification for Positions Requiring a Master Social Worker License (LMS):** A license as a Master Social Worker valid in the State of New York. This license must be maintained for the duration of your employment.
7. **Selective Certification for Positions Requiring a Histological Technician or Clinical Laboratory Technologist License (LHT):** A license as a Histological Technician or a Clinical Laboratory Technologist valid in the State of New York. This license must be maintained for the duration of your employment.
8. **Selective Certification for Municipal Experience (MGE):** 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.
9. **Selective Certification for Mental Health Training (MHT):** At least two (2) years of satisfactory full-time experience facilitating groups, providing training and developing curriculum on mental health topics such as suicide, depression, and/or substance abuse.
10. **Selective Certification for Needs Assessment and Survey Experience (NAS):** At least two (2) years of satisfactory, full-time experience conducting surveys with health care professionals (i.e. primary care providers, clinical staff, and pharmacists) to identify public health needs, problems and available resources.

11. **Selective Certification for Providing Education on Smoking Cessation and Chronic Disease Management (TAB):** At least one (1) year of satisfactory, full-time experience providing health services in one or more of the following public health topics: Tobacco Control, Smoking Cessation and/or Chronic Disease management.
12. **Selective Certification for Providing Nutrition Services and Safety Training (DNS):** At least one (1) year of satisfactory, full-time experience providing services in one or more of the following public health topics in Nutrition Services and Safety Training: SNAP/WIC/Farmers Market benefits; child nutrition; and/or food safety.
13. **Selective Certification for Positions Requiring Experience in a School Setting (SHE):** At least one (1) year of satisfactory, full-time experience working with children and/or adolescents (5-19 years old) in a school, educational program and/or a health care setting in a teaching, counseling, mentoring, social work, nursing, or therapist role.
14. **Selective Certification to fill Certain Positions in School Health (SHP):** At least one (1) year of satisfactory, full-time experience working in a school or educational program, providing health services to children and/or young adults.
15. **Selective Certification for Certain Positions in Vision Program (VSP):** At least one (1) year of satisfactory, full-time experience assisting in an optometry, ophthalmology, and/or community or school-based eye care or vision screening program.
16. **Selective Certification for Positions Requiring Experience in Asthma Specific Hands-On Training in School Health (AST):** At least one (1) year of satisfactory, full-time experience conducting Asthma specific hands on training with school age children in a school setting and/or community center.
17. **Selective Certification for Positions Requiring Asthma Educator Certification (AEC):** A valid Asthma Educator Certification issued by the National Asthma Educator Certification Board (NAECB).
18. **Selective Certification for NY State of Health Certified Application Counselor (CAC):** A Health Certified Application Counselor Certification valid in the State of New York.
19. **Selective Certification for Incident Command Structure Certification (ICS):** A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series Certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b Certificate.
20. **Selective Certification for Positions Requiring Experience in Scientific, Public Health or Public Policy Research (SPH):** At least one (1) year of satisfactory, full-time experience conducting research and analysis in physical, biological or environmental science or public health or public policy, and such experience was not part of your formal education program.
21. **Selective Certification for Experience in Medical Billing (MDB):** At least two (2) years of satisfactory, full-time medical billing experience in a hospital or physician's office. This experience should include 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, Medicaid, Medicare and commercial insurance billing practices and regulations.
22. **Selective Certification for Positions Requiring Experience in Organizational Change in Mental Health Service Providers and Networks (168):** At least two (2) years of satisfactory, full-time experience assisting community based organizations or other service providers implement quality improvement processes or other organizational changes to optimize mental health treatment services, development and service delivery systems.
23. **Selective Certification for Positions Requiring Experience utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT) (FME):** At least one (1) year of satisfactory, 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 the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.
24. **Selective Certification for Positions Requiring Experience with Medicaid and Managed Care Policy Analysis and/or Value Based Payment (MMC):** At least two (2) years of satisfactory, full-time experience working with value based payment structures, Medicaid managed care, Delivery System Reform incentive Program (DSRIP) and other aspects of Medicaid redesign, and/or Medicaid and Managed Care legislation and Policy Analysis.
25. **Selective Certification for Positions Requiring Contract Administration Experience in a Public Health or Health Services Setting (ECA):** At least one (1) year of satisfactory, full-time 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 analyses, 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.
26. **Selective Certification for Positions Requiring the Certificate in Collaborative Institutional Training Initiative (CIT):** A valid Collaborative Institutional Training Initiative (CITI Program) Certificate in Social/Behavioral Research with Human Subjects.
27. **Selective Certification for Positions Requiring Experience with Creative Design and/or Communications Software Applications in Public Health and/or Mental Hygiene Settings (CCD):** At least one (1) year of satisfactory, full-time experience working in a Public Health and/or Mental Hygiene agency, facility or program using applications such as: Localytics, Sysomos, Pastperfect, Extensis Portfolio, Communication Project Request System, Adobe Creative suite and Cloud (InCopy, Photoshop, Dreamweaver, and InDesign), TeamSite, Webtrends, Java, Simply Measured, and such experience was not part of a formal educational program.
28. **Selective Certification for Digital/Social Media Experience (DSM):** At least one (1) year of satisfactory, full-time professional experience working with website and social media management, including but not limited to creating YouTube channels, Pinterest pages and Flickr accounts and writing/editing for Twitter and/or Facebook.
29. **Selective Certification for Positions Requiring a Valid NYS Certificate of Qualification for Laboratory Work (LAM):** A valid Certificate of Qualification for Laboratory Work issued by the New York State Department of Health.
30. **Selective Certification to fill Certain Positions in Homeless and/or Assisted Outpatient Treatment Programs (HOT):** At least one (1) year of satisfactory, full-time experience providing direct service to homeless and/or assisted outpatient populations.

31. **Selective Certification to fill Certain Positions in Substance Misuse Prevention and Control (SMP):** At least one (1) year of satisfactory, full-time experience providing direct service to people involved in substance misuse and abuse.
32. **Selective Certification to fill Certain Positions in Health and Criminal Justice Initiatives (HCJ):** At least one (1) year of satisfactory, full-time experience collaborating with law enforcement or other criminal justice entities involved in treating people with health and mental health issues.
33. **Selective Certification for Experience Working with the Intellectual / Developmentally Challenged (SEP):** At least one (1) year of satisfactory, full-time experience working with intellectual / developmentally challenged populations.
34. **Selective Certification as a Registered Nurse (RPN):** A registration as a registered nurse (RN) valid in the State of New York.
35. **Selective Certification for Doctors of Medicine (M.D.) and Doctors of Osteopathic Medicine (D.O.) (DMO):** Valid Degree in Doctors of Medicine (M.D.) or Doctors of Osteopathic Medicine (D.O.).
36. **Selective Certification for Position Requiring Supervising Counseling Experience (SCE):** At least two (2) years post-masters in a full-time supervisory position supervising subordinates who provide mental health or mental health related services including assessment, counseling, referral, psycho-education, and related services.
37. **Selective Certification as a Licensed Mental Health Counselor (MHC):** License as a Licensed Mental Health Counselor (LMHC) valid in the state of New York.
38. **Selective Certification as a Credentialed Alcoholism and Substance Abuse Counselor (SAC):** A certificate as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in the State of New York.
39. **Selective Certification for Driver License (MVO):** A motor vehicle Driver License valid in the State of New York. Possession of this license must be maintained throughout employment.
40. **Selective Certification for Human Resources Certification (SRM):** A valid human resources certificate such as the PHR, SPHR, SHRM-CP and/or SHRM-SCP.
41. **Selective Certification for Positions Requiring Experience Using SPSS (SPS):** At least one (1) year of satisfactory, full-time experience analyzing data using SPSS to perform data management, data cleaning and basic statistics such as calculating proportions, means and medians, and conducting bivariate analysis.
42. **Selective Certification for Positions Requiring Experience Using SAS (SAS):** At least one (1) year of satisfactory, full-time experience analyzing data using SAS to perform data management, data cleaning, perform basic statistics such as calculating proportions, means and medians, and conducting bivariate analysis.
43. **Selective Certification for Positions Requiring Experience Using R (SAE):** At least one (1) year of experience analyzing data using R to perform data management, data cleaning, and basic statistics such as calculating proportions, means and medians, and conducting bivariate analysis.
44. **Selective Certification for Positions Requiring Experience Using GIS (GIS):** At least one (1) year of experience analyzing data using GIS to perform geospatial data analysis, map production, and/or the maintenance of geospatial data.

Selective Certification for Special Experience at the NYC Fire Department Only: 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Supervising Counseling Services Experience (LCE): At least one (1) year of satisfactory, full-time managerial or administrative experience supervising subordinates who provide psychological assessments, counseling and referral services to Uniformed Fire Department Members, EMS, and/or civilian employees and their families.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet the Selective Certification 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 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" folders 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 number and your profile number 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 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. 10069; The Managerial Service.

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