NYC DCAS
Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

CERTIFIED IT ADMINISTRATOR (DATABASE)
Exam No. 0112

WHEN TO APPLY:	From: August 7, 2019	APPLICATION FEE: $88.00
	To: August 30, 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:

Certified IT Administrators (Database) are responsible for highly technical and supervisory responsibilities in database administration and development, including planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, conducting security management, data modeling, auditing, and supporting complex database systems and related functions. All Certified IT Administrators (Database) perform related work, including technical writing, end user support and disaster recovery support and, when necessary, perform the duties of related or lower titles and Assignment Levels.

Special Working Conditions:

Certified IT Administrators (Database) 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:

The current minimum salary is $79,564 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO QUALIFY:

This is a computer-based Education and Experience Test. Your professional/vendor certification(s), education, and experience will be evaluated online and you will receive immediate tentative results. 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 last day of the Application Period (August 30, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

Professional/Vendor Certification, Education and Experience Requirements: By the **last day of the Application Period** you must have **one (1)** of the following professional/vendor certifications:

Apache Cassandra Administrator Associate Certification
Apache Cassandra and DataStax Enterprise Professional Certification
Apache Cassandra Developer Associate Certification
AWS Certified Big Data Specialty
AWS Certified Cloud Practitioner
AWS Certified Developer
AWS Certified DevOps Engineer Professional
AWS Certified Solutions Architect (various levels)
AWS Certified SysOps Administrator Associate
Certified Data Professional (CDMP), Institute for the Certification of Computing Professionals (ICCP)
Dell/EMC Certification - Data Protection (various levels and concentrations)
Dell/EMC Certification - Data Science (various levels and concentrations)
Dell/EMC Certification - Storage (various levels and concentrations)
Google Cloud Certified Professional Data Engineer
IBM Certified Advanced Database Administrator-DB2 9 DBA for Linux, Unix, Windows v9
IBM Certified Advanced Database Administrator-DB2 Universal Database v8.1 for Linux, Unix, and Windows
IBM Certified Advanced Deployment Professional – Tivoli Security Management Solutions 2006
IBM Certified Advanced Deployment Professional – Tivoli Storage Management Solutions 2006
IBM Certified Advanced Deployment Professional – Tivoli Storage Manager v5.3
IBM Certified Advanced Deployment Professional – Tivoli Workforce Scheduler v8.3

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

IBM Certified Database Administrator (various concentrations: DB2 11.1 DBA for z/OS, DB2 11.1 for Linux UNIX and Windows)
IBM Certified Database Administrator-DB2 11.1 for Linux, Unix and Windows
IBM Certified Database Administrator-DB2 9 DBA for Linux, Unix, Windows v9
IBM Certified Database Administrator-DB2 UDB (Universal Database) v8.1 for Linux, Unix, and Windows
IBM Certified Database Associate (various concentrations: DB2 Fundamentals for z/OS, DB2 9 Fundamentals, etc.)
IBM Certified Database Associate-DB2 11.1 Fundamentals for Linux, Unix and Windows
IBM Certified DB2 Database Administrator – DB2 Universal DB for z/OS v11.1
IBM Certified Solutions Designer – DB2 Business Intelligence V8
IBM Certified Solutions Expert DB2 UDB (Universal Database) V7.1 Database Administration for OS/390 or Z/OS
IBM Certified Solutions Expert DB2 UDB (Universal Database) V7.1 Database Administration for Unix, Windows, and OS/2
IBM Certified Solutions Expert-DB2 Content Manager OnDemand iSeries
IBM Certified Solutions Expert-DB2 Content Manager OnDemand Multiplatform
IBM Certified Solutions Expert-Informix Dynamic Server v.7 System Administrator
IBM Certified Solutions Expert-Informix Dynamic Server v.9 System Administrator
IBM Certified Specialist – System z Technical Support v2
IBM Certified Specialist (various concentrations: SPSS Statistics for Level 1 v2, Virtual Storage v2, Storage Technical v2, etc.)
IBM Certified System Administrator (various concentrations: DB2 11 for z/OS, DB2 12 for z/OS, etc.)
MCSA: SQL 2016 BI Development
MCSA: BI Reporting
MCSA: SQL 2016 Database Administration
MCSA: SQL 2016 Database Development
MCSA: SQL Server 2012/2014
MCSE: Data Management and Analytics
MCSE: Core Infrastructure
Microsoft Certified Azure Administrator
Microsoft Certified Azure Data Engineer Associate
Microsoft Certified Azure Data Scientist Associate
Microsoft Certified Database Administrator - MCDBA
Microsoft Certified Professional SQL 2016
Microsoft Certified Systems Engineer – MCSE
Microsoft Certified Technology Specialist SQL 2005
Microsoft Technology Associate (MTA) - Database Fundamentals
Microsoft Technology Associate(MTA) SQL 2016/2017
MongoDB Certified DBA
MongoDB Certified DBA Associate
MongoDB Certified Developer
Oracle Autonomous Database (various levels)
Oracle Big Data Cloud (various levels)
Oracle Business Intelligence Certified Professional
Oracle Certified Associate
Oracle Certified Master
Oracle Certified Professional
Oracle Certified Professional, MySQL 5.6 Database Administrator
Oracle Certified Professional, MySQL 5.7 Database Administrator
Oracle Certified Specialist
Oracle Cloud Infrastructure (various levels)
Oracle Data Warehouse (various levels)
Oracle Database 10g Administrator Certified Master
Oracle Database 10g Administrator Certified Professional
Oracle Database 10g Administrator Certified Professional w/ Special Accreditation
Oracle Database 12c Administrator Certified Professional (OCP)
Oracle Database 12c: Advanced Administration
Oracle Database 12c: Oracle Certified Master (OCM)
Oracle Database Administration 2019 Certified Professional
Oracle Database Backup Cloud (various levels)
Oracle Database Cloud (various levels)
Oracle Database Application Development (various levels)
Oracle Exadata Cloud (various levels)
Oracle MySQL Cloud (various levels)
PostgreSQL 10 Associate Certification
PostgreSQL 10 Professional Certification
PostgreSQL 11 Associate Certification
PostgreSQL 11 Professional Certification
PostgreSQL 9.6 Associate Certification
PostgreSQL 9.6 Professional Certification
PostgreSQL Associate, EnterpriseDB
PostgreSQL Professional, EnterpriseDB
SAP Certified Technology Associate - SAP HANA
Teradata Database Certification (various levels: DBA, Advanced DBA, Associate Master, Developer, etc.)
VMware Certified Professional (VCP)

Note: Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

In addition to meeting the professional/vendor certification requirement above, all candidates must also have the following:

1. A baccalaureate degree from an accredited college or university, **and** two years of satisfactory full-time (not classroom based) experience in database administration. Experience must include database design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; **OR**

2. A four-year high school diploma or its educational equivalent **and** six years of satisfactory full-time (not classroom based) information technology experience (IT) of which at least two years must have been database administration experience as described in "1" above; **OR**

3. A satisfactory equivalent of education and/or experience equivalent to "1" or "2" above. Undergraduate education may be substituted for experience on the basis that 30 undergraduate semester credits from an accredited college or university is equivalent to 6 months of information technology experience, but may not be substituted for the required database administration experience. A masters degree in computer science or a related field from an accredited college or university may substitute for one year of database administration experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) database administration experience as described in "1" above.

In order to receive credit for experience (not classroom based) in database administration as described in "1" above, for each employment you must have performed at least nineteen (19) out of thirty-seven (37) tasks listed in the following Task Groups of the IT Task Inventory (0100 to 0140):

Major Task Group#	Major Task Group
0100.0000	TESTING DATABASE CODE AND/OR CONFIGURATION (4 Tasks)
0110.0000	TECHNICAL WRITING (2 Tasks)
0120.0000	VERSION CONTROL (DEVELOPMENT AND/OR ADMINISTRATION) (3 Tasks)
0130.0000	DATABASE ADMINISTRATION (19 Tasks)
0140.0000	DATA MODELING AND DATABASE DESIGN (9 Tasks)

In order to receive credit for experience (not classroom based) in IT as described in "2" and "3" above, for each employment you must have performed at least one (1) task listed in the entire IT Task Inventory (0100 to 0250).

The complete IT Task Inventory is as follows:

0100.0000 TESTING DATABASE CODE AND/OR CONFIGURATION (4 Tasks)

0100.0001 Develop test plans.

0100.0002 Develop test conditions and validate testing.

0100.0003 Create test run streams, execute test, and produce output.

0100.0004 Create/maintain test error reporting and tracking for error identification and resolution.

0110.0000 TECHNICAL WRITING (2 Tasks)

0110.0001 Develop user reference manuals or documentation.

0110.0002 Develop procedures, best practices and standards documentation.

0120.0000 VERSION CONTROL (DEVELOPMENT AND/OR ADMINISTRATION) (3 Tasks)

0120.0001 Upon approval, migrate programs and modules using tools; move programs and modules to requested libraries/data sets.

0120.0002 Use various tools to ensure programs/data are kept in sync with changes in the surrounding systems.

0120.0003 Activate roll-back procedures in the event new release is problematic.

0130.0000 DATABASE ADMINISTRATION (19 Tasks)

0130.0001 Develop physical database design.

0130.0002 Perform database migrations.

0130.0003 Perform logical to physical database transformation.

0130.0004 Evaluate database access profiles, defining primary and alternate indices and entity relationships.

0130.0005 Manage physical structures; create database objects such as tables, indexes, and views.

0130.0006 Manage database storage based on design; determine operating system requirements for storage. Estimate file sizes and growth. Specify distribution of files on an operating system.

0130.0007 Manage database security; create users and roles. Grant and revoke object and system privileges to users and roles.

0130.0008 Perform database auditing.

0130.0009 Assist in development and maintenance of database backup procedures for production and development databases.

0130.0010 Assist in database recovery due to media failure, user error, or system crashes.

0130.0011 Assist in database programming for application support. Such support may include loading and reorganizing data.

0130.0012 Assist Systems Administrator with configuring and maintaining servers that host the database system.

0130.0013 Utilize software tools to create, maintain, and manage user access and authorization schemas for applications and databases.

0130.0014 Create/save/restore/test databases for system or user testing.

0130.0015 Process, analyze, report, and resolve hardware and/or software trouble tickets to determine problematic areas.

0130.0016 Analyze end-user requests for information and create ad hoc reports from various databases using query and reporting tools.

0130.0017 Operate and monitor security products that create and manage user accounts to provide access to system resources.

0130.0018 Use and support enterprise backup and recovery procedures (scheduled and unscheduled).

0130.0019 Install, maintain and troubleshoot High Availability (HA) and/or Disaster Recovery (DR) configurations.

0140.0000 DATA MODELING AND DATABASE DESIGN (9 Tasks)

0140.0001 Analyze the information requirements of the database system and translate those requirements into a relational and/or hierarchical database design.

0140.0002 Identify and define data elements of entities in a system or application producing complete documentation of all entity and attribute definitions and descriptions.

0140.0003 Apply/implement metadata standards for data elements (e.g., naming conventions, formats, and default values) for system/applications.

0140.0004 Maintain a repository for data element definitions and, from that repository, produce data dictionary reports.

0140.0005 Develop and maintain Data Definition Language (DDL) code and database scripts for database definitions.

0140.0006 Assist in the preparation and support of data conversion, migration and Extract, Transform, Load (ETL) tools.

0140.0007 Analyze table change requests and their impact on other tables.

0140.0008 Perform Data Manipulation Language (DML) in Online Transaction Processing (OLTP) and/or Online Analytical Processing (OLAP) environment, such as bulk load, to and from databases, etc.

0140.0009 Develop logical data structures (database design).

0200.0000 APPLICATIONS DEVELOPMENT (7 Tasks)

0200.0001 Perform application maintenance (e.g. patches, enhancements, etc.).

0200.0002 Debug/resolve application problems for end users and/or other business units.

0200.0003 Develop logical data structures.

0200.0004 Analyze business requirements and translate into programming instructions (code).

0200.0005 Develop and conduct tests to determine bugs and errors.

0200.0006 Test and evaluate new computer applications software.

0200.0007 Use data modeling tools (e.g. ERWIN, OLAP) to develop and store data model diagrams and entity-relationship diagrams.

0210.0000 HELP DESK (7 Tasks)

0210.0001 Conduct and/or facilitate repairs of computer software, hardware, or peripheral equipment.

0210.0002 Escalate questions and problems involving computer software (including business application software), hardware, connectivity, or peripheral equipment to the appropriate specialist.

0210.0003 Conduct follow-up checks to ensure that problems are resolved to end user's satisfaction.

0210.0004 Provide end user training for operating systems and hardware.

0210.0005 Report security violations and/or vulnerabilities.

0210.0006 Diagnose and resolve problems in response to reported LAN incidents.

0210.0007 Research, evaluate, and provide feedback on problematic trends and patterns in LAN support requirements.

0220.0000 SERVER MANAGEMENT (8 Tasks)

0220.0001 Install, configure, and maintain server hardware.

0220.0002 Install, configure, and maintain server software.

0220.0003 Diagnose and resolve server hardware/software problems.

0220.0004 Monitor, evaluate, and enhance server performance and capacity issues.

0220.0005 Install, configure, and maintain Mail Servers.

0220.0006 Install, configure, and maintain various software packages.

0220.0007 Draft systems documentation for server software and hardware.

0220.0008 Test servers, operating systems, and hardware for failures, vulnerabilities, etc.

0230.0000 STORAGE MANAGEMENT (4 Tasks)

0230.0001 Use and support enterprise backup, or disaster recovery activities.

0230.0002 Initiate backup and recovery procedures (scheduled and unscheduled).

0230.0003 Use and support enterprise storage software and hardware, including network attached storage, and storage area networks.

0230.0004 Install, configure, and maintain backup software.

0240.0000 GENERAL PROJECT MANAGEMENT (5 Tasks)

0240.0001 Assist in the determination of the project life cycle.

0240.0002 Report back to Project Manager(s) or executive management any delays, risks, or failures.

0240.0003 Provide project leadership.

0240.0004 Provide team supervision.

0240.0005 Perform Project Management duties.

0250.0000 MISCELLANEOUS GENERAL TASKS (8 Tasks)

0250.0001 Analyze systems document changes or changes to text used to create documents, and their impact on other documents or text.

0250.0002 Deploy, manage, and support Computer Telephony Integration (CTI).

0250.0003 Provide first-line diagnosing/troubleshooting of computer problems relating to applications software packages.

0250.0004 Provide first-line diagnosing/troubleshooting of computer problems relating to operating systems, database connectivity, basic hardware issues, network issues, security, and/or password problems.

0250.0005 Develop and maintain problem tracking and resolution database systems.

0250.0006 Use tools for automating test scripts.

0250.0007 Develop online help.

0250.0008 Develop and maintain customer support policies, procedures, and standards.

The education requirement must be met by January 31, 2020. The professional/vendor certification and experience requirements must be met by the last day of the Application Period (August 30, 2019).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required <u>only</u> 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 (August 30, 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.

Residency:

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, 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	**Brooklyn**	**Queens**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

Staten Island	**Bronx**
135 Canal Street	1932 Arthur Avenue
3rd Floor	2nd Floor
Staten Island, NY 10304	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 (August 30, 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 <u>only</u> 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:

1. If you wish to claim a diploma/degree only and do not wish to claim any semester credits in the area(s) described in the How to Qualify section on pages 2-3, ask for a "document-by-document" evaluation of your foreign education.
2. If you wish to claim a diploma/degree and/or semester credits in the area(s) described in the How to Qualify section on pages 2-3, ask for a "course-by-course" evaluation (which includes 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 January 31, 2020.

THE TEST:

Your score will be determined by a professional/vendor certification, education and experience test. You will receive a score of 70 points for meeting the minimum professional/vendor certification, 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:

Additional Credit:

If you have satisfactory full-time specialized database administration experience, including Database Administration, Data Modeling and Database Design, Testing Database Code and/or Configuration, Technical Writing, and Version Control (Development and/or Administration) 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
5 or more years	30 points

In order to receive credit for experience (not classroom based) in database administration, you must have performed at least nineteen (19) out of the thirty seven (37) tasks listed in following Task Groups of the IT Task Inventory (0100 to 0140):

Major Task Group#	Major Task Group
0100.0000	TESTING DATABASE CODE AND/OR CONFIGURATION (4 Tasks)
0110.0000	TECHNICAL WRITING (2 Tasks)
0120.0000	VERSION CONTROL (DEVELOPMENT AND/OR ADMINISTRATION) (3 Tasks)
0130.0000	DATABASE ADMINISTRATION (19 Tasks)
0140.0000	DATA MODELING AND DATABASE DESIGN (9 Tasks)

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.**

Professional/vendor certification, education and experience must be obtained by **the last day of the application period.**

The maximum score you may receive on this test is 100.

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

THE TEST RESULTS:

Immediately after you have completed the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. Your score will become final at the time of establishment of the eligible list for this examination, your name will be placed in final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when 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:

Special Insert: The Special Insert, which is attached to the Notice of Examination, is a guide to completing the online examination and has information on how you can maximize your score. Scroll past the end of the Notice of Examination in order to read the Special Insert.

Investigation:

All eligibles must pass a background investigation by the Department of Investigation.

Selective Certification for Professional/Vendor Certifications: If you have professional/vendor certification(s) listed in the **HOW TO QUALIFY** section, you may be considered for appointment to positions requiring these professional/vendor certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these professional/vendor certifications. You will be eligible for Selective Certification for the professional/vendor certifications that you used to meet the minimum qualification requirements, which you must select in the Selective Certification section of the Online Education and Experience Test. If you possess any additional professional/vendor certifications listed in the **HOW TO QUALIFY** section, you will be eligible for Selective Certification for these professional/vendor certifications if you select them in the Selective Certification section of the Online Education and Experience Test. If you acquire any additional Professional/Vendor certifications listed in the HOW TO QUALIFY section during the duration of the list, please follow the directions below to submit a request by mail to DCAS. Your certification will be checked by the appointing agency at the time of appointment.

Selective Certification For Special Experience:

Geospatial Database Administrator (11E): At least five (5) years of satisfactory, full-time experience using Geographical Information Systems (GIS). Experience must include spatial database design and administration; supervising GIS resources, and managing spatial database tasks and/or database projects. Experience must include, but is not limited to: ArcGIS Server, ESRI Enterprise Geodatabases, Oracle, Oracle Spatial, GeoServer, and PostgresSQL/PostGIS. **If you wish to apply for Geospatial Database Administrator Selective Certification, enter code "11E" in the Selective Certification Section of the Online Education and Experience Test.**

Multi-Large-Scale System Support Management (477): At least five (5) years of satisfactory, full-time experience in design, deployment, administration, and operations of Enterprise level SAN and NAS systems. Experience must include all levels of the project lifecycle from architecting to deployment, to managing day to day operations, to troubleshooting Enterprise class data storage systems in multiple OS environments. **If you wish to apply for Multi-Large-Scale System Support Management Selective Certification, enter code "477" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Engineering - IBM DB2 (DBE): At least five (5) years of satisfactory, full-time experience in IBM DB2 database engineering. Experience must include but is not limited to: building and configuration multiple DB2 databases; developing, designing, configuring and documenting database architecture, including software, hardware and physical layout (Processor configurations, SAN LUNs, data file layouts). **If you wish to apply for DBA Engineering - IBM DB2 (DBE) Selective Certification, enter code "DBE" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Engineering - Microsoft SQL (875): At least five (5) years of satisfactory, full-time experience in Microsoft SQL database engineering, including but not limited to: building and configuring multiple Microsoft SQL databases; developing, designing, configuring and documenting database architecture, including software, hardware and physical layout (Processor configurations, SAN LUNs, data file layouts). **If you wish to apply for DBA Engineering - Microsoft SQL Selective Certification, enter code "875" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Engineering – Oracle (888): At least five (5) years of satisfactory, full-time experience in Oracle database engineering, including but not limited to: building and configuring multiple Oracle databases; developing, designing, configuring and documenting database architecture, including software, hardware and physical layout (Processor configurations, SAN LUNs, data file layouts). **If you wish to apply for DBA Engineering – Oracle Selective Certification, enter code "888" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Operations - IBM DB2 (88A): At least five (5) years of satisfactory, full-time experience in an IBM DB2 database administrator role, including but not limited to: database performance testing, troubleshooting, fixing data corruption, performing backup and disaster recovery, reviewing logs, establishing and responding to automated monitoring, performance tuning; configuring and maintaining different types of replications, and managing distributed databases. **If you wish to apply for DBA Operations - IBM DB2 Selective Certification, enter code "88A" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Operations - Microsoft SQL (46T): At least five (5) years of satisfactory, full-time experience in a Microsoft SQL database administrator role, including but not limited to: database performance testing, troubleshooting, fixing data corruption, performing backup and disaster recovery, reviewing logs, establishing and responding to automated monitoring, performance tuning; configuring and maintaining different types of replications, and managing distributed databases. **If you wish to apply for DBA Operations - Microsoft SQL Selective Certification, enter code "46T" in the Selective Certification Section of the Online Education and Experience Test.**

DBA Operations – Oracle (580): At least five (5) years of satisfactory, full-time experience in an Oracle database administrator role, including but not limited to: database performance testing, troubleshooting, fixing data corruption, performing backup and disaster recovery, reviewing logs, establishing and responding to automated monitoring, performance tuning; configuring and maintaining different types of replications, and managing distributed databases. **If you wish to apply for DBA Operations – Oracle SQL Selective Certification, enter code "580" in the Selective Certification Section of the Online Education and Experience Test.**

Municipal Experience (MET): 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. **If you wish to apply for Municipal Experience Selective Certification, enter code "MET" in the Selective Certification Section of the Online Education and Experience Test.**

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet these requirements at some future date, please submit documentation 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 three digit code(s) of the Selective Certification(s) you are requesting on your correspondence.

Your experience will be checked by the appointing agency at the time of appointment.

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.

Special Insert: Guide to Completing the Online Examination:

This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee
Education level
Employment/Work Experience
Licenses, Certificates, and/or Registrations
Selective Certification
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions:

1. You must complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do not complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.

2. You must have one of the professional/vendor certifications listed in the **HOW TO QUALIFY** section of the Notice of Examination (NOE) in order to qualify for this examination. If you do not have one of the listed professional/vendor certifications, you will be found **Not Qualified** and your application fee will not be refunded.

3. In addition to the professional/vendor certification, you must have the required education and work experience described in the **HOW TO QUALIFY** section of the NOE in order to qualify for this examination. If you do not have one of the listed professional/vendor certifications, **and** the required education and experience, you will be found **Not Qualified** and your application fee will not be refunded.

4. You should fill in the highest level of education that you received before you fill in your work experience.

Completing the Work Experience Section: For each job task that you selected in either the **Minimum Qualification Requirements** section or the **Additional Credit** section you must enter the following information:

1. **Year and month that you started and ended performing the task.**

In the box labeled **Start Date** select the year and month that you started performing the task from the dropdown menu.

In the box labeled **End Date** select the year and month that you ended performing the task from the dropdown menu.

2. **Length of time that you spent performing the task.**

Select the length of time that you spent performing the task during the time period indicated above. For example, assume that you indicated that you started performing a task on 10/2004 and ended performing the task on 10/2006, a period of 24 months. During this time period you performed this task for 12 months; therefore, you should select 12 months from the drop-down menu.

3. **Number of hours per week that you worked at the job(s) where you performed the task.**

If you worked 35 hours per week or more, select 35+
If you worked less than 35 hours per week, then select the number of hours worked per week from the drop-down menu.

4. If you worked at more than one job during the time that you performed a task, you should combine the number of hours that you spent at each job. Thirty-five hours per week constitutes a full-time job; therefore, you cannot get more credit if you worked more than 35 hours per week. For example, assume that you performed a task from 5/2005 through 5/2006. During this time you performed this task for 12 months, and you had two part-time jobs. You worked 10 hours per week at one job and 15 hours per week at the other job, for a total of 25 hours per week. You should select **75%** from the drop-down menu.

5. If you performed the same task at several jobs, you should combine the length of time and the number of months you performed the task at each job. For example, assume that you performed a task at job #1 for 6 months from 5/2003 through 5/2004, and you performed the same task at job #2 for 12 months from 5/2004 through 5/2005. This information should be entered as follows: Start Date: 5/2003; End Date: 5/2005; Number of Months: 18.

Completing the Work Experience Section: Minimum Qualification Requirements section ONLY
1. There are two types of work experience: **IT experience and specialized IT experience.**

2. **IT experience** is work experience where you performed any of the tasks listed in the entire IT Task Inventory (0100 to 0250).

3. **Specialized IT experience** is database administration experience where you performed at least nineteen (19) out of thirty-seven (37) of the specialized tasks in the Major Task Groups (0100 to 0140) listed in the NOE. If you have a master's degree in computer science or a related computer field or a baccalaureate degree from an accredited college or university you may use only **specialized IT experience** to meet the minimum qualification requirements.

4. If you have a high school diploma or its educational equivalent as described in the NOE or a high school diploma and undergraduate credits from an accredited college or university, you must have performed at least one or more task(s) listed in the entire IT Task Inventory for a total of up to 48 months (depending

on how many college credits you possess), in addition to the 24 months of **specialized IT** experience as previously described in (3) above in order to meet the minimum qualification requirements.

Completing the Work Experience Section: Additional Credit section ONLY

1. **Specialized IT** experience is database administration experience where you performed the tasks in the Major Task Groups (0100 to 0140) listed in the NOE. In order to receive additional credit, you must have performed at least 19 out of thirty-seven (37) of specialized tasks in the Major Task Groups listed in the NOE.

2. Any **non-specialized IT** experience is not acceptable and will not receive additional credit.

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