



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

CLIMBER AND PRUNER

Exam No. 0174

WHEN TO APPLY: From: June 17, 2020

APPLICATION FEE: \$68.00

To: July 7, 2020

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.

THE TEST DATE: Qualifying Practical Testing is expected to begin on a date to be determined.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Climber and Pruners, under supervision, perform all types of work required for the planting, maintenance, and removal of trees and large shrubs; climb, prune, cut, and fell trees and large shrubs; spray trees and large shrubs to protect them against insects, fungi, or other parasites; plant, transplant, and care for trees and large shrubs; perform tree inspection work; operate manual and power-driven equipment; operate cars and trucks; and operate other motorized equipment incidental to the performance of the above duties. All Climber and Pruners perform related work.

Special Working Conditions:

Climber and Pruners may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Climber and Pruners and environmental conditions experienced are: climbing in and out of an aerial lift device (bucket truck); climbing up in a tree using rope and harness or bucket; operating a chainsaw; operating heavy motorized equipment such as bucket truck, chipper, loader, and stump grinder; lifting and moving heavy objects; standing for extended periods of time; and working outdoors in a restricted space in an urban environment in all kinds of weather, including severe weather conditions.

(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 \$55,806 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the 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 experience which you obtain after the end of the Application Period (July 7, 2020).

EXPERIENCE REQUIREMENTS:

Six months of satisfactory, full-time experience as a climber and pruner or arborist performing all types of tree work required for the planting, maintenance, and removal of trees and large shrubs including climbing, pruning, bracing, cutting and felling trees and large shrubs and operating manual, powerdriven, and motorized equipment required for the performance of these duties.

Experience as a groundsperson, such as a groundskeeper, gardener, or lawn services/landscape worker, is not acceptable towards meeting this requirement.

The experience requirement must be met by the last day of the Application Period (July 7, 2020).

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (July 7, 2020) to clearly specify in detail all of your relevant experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 7, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for experience which you obtain after the end of the Application Period (July 7, 2020).

You may be given the Qualifying Practical Test before we check your qualifications.

Driver License Requirement: At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify you. If appointed, you are required to obtain a New York State Class B Commercial Driver License with no restrictions within your probationary period. This New York State Class B Commercial License with no restrictions must be maintained for the duration of your employment.

Drug/Alcohol Screening Requirement: You must pass a drug/alcohol screening in order to be appointed, and if appointed you will be subject to random drug and alcohol tests for the duration of your employment.

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>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions in 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 Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (July 7, 2020) to clearly specify in detail all of your relevant experience on your Education and Experience Exam and submit it in the Online Application System (OASys).
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 7, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience with a Municipal, State, or Federal park or forest service performing climbing and pruning duties as described in the Experience Requirements section for:	You will receive:
At least 2 years but less than 3 years	Up to 10 points
At least 3 years but less than 5 years	Up to 20 points
5 or more years	Up to 30 points
If you have satisfactory full-time experience with a non-government tree company, park, or forestry company, or utility performing climbing and pruning duties as described in the Experience Requirements section for:	You will receive:
At least 2 years but less than 3 years	Up to 5 points
At least 3 years but less than 5 years	Up to 10 points
5 or more years	Up to 15 points
If you possess a current certification as a Certified Arborist by the International Society of Arboriculture, you will receive 5 points.	

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You have until midnight Eastern time on the last day of the Application Period (July 7, 2020)

to clearly specify in detail all of your relevant certification and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period on July 7, 2020, your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded. Experience and certification must be obtained by the last day of the Application Period (July 7, 2020).

Qualifying Practical Test: The Qualifying Practical Test will consist of two subtests. Candidates who do not satisfactorily complete both of the subtests will be given a failing rating on the entire examination. In the first subtest: each candidate will be required to tie into a clip using an accepted safety knot; properly attach the clip to the safety saddle; tie a tautline hitch, or Blake's hitch (use of a secured foot lock is acceptable) and demonstrate its use; climb a tree, using the above equipment, and crotch in at a designated spot; move through the tree to designated spots; and descend to the ground. In the second subtest: each candidate will be required to demonstrate how to safely operate an aerial lift device, use a chainsaw to prune and remove limbs, and safely operate a wood chipper.

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 Self-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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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 exam, and the qualifying practical 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>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

ADDITIONAL INFORMATION:

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 81303; Parks Operation and Maintenance Service.

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