



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### EDUCATION ANALYST

Exam No. 1021

**WHEN TO APPLY:** From: June 2, 2021

To: June 22, 2021

**APPLICATION FEE: \$68.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.**

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

#### WHAT THE JOB INVOLVES:

Education Analysts perform professional and/or administrative work of varying degrees of difficulty and responsibility in the preparation and administration of budgets of the Department of Education of the City of New York; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning organization and operations of the Department of Education of the City of New York; and in personnel administration in a central headquarters or field-based office in the Department of Education of the City of New York. Education Analysts utilize computers in the performance of these duties. All Education Analysts perform related work.

#### Special Working Conditions:

Education Analysts 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 \$54,562 per annum. This rate is subject to change.

There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

#### 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 will not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies, or a closely related field, or a Juris Doctor degree from an accredited law school; or

2. A baccalaureate degree from an accredited college or university **and** two years of satisfactory full-time professional experience for educational program(s) and/or educational institution(s) in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management.

**The education requirement must be met by June 30, 2021. The experience requirement must be met by the last day of the Application Period (June 22, 2021).**

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). The law school must be accredited by the American Bar Association or the California Bar Association.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 (June 22, 2021) to clearly specify in detail all of your relevant education 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 (June 22, 2021), 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 education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).**

**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](http://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.**

You may come to a DCAS Computer-based Testing & Applications Center to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

**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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

**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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 Exam:** 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 (June 22, 2021) to clearly specify in detail all of your relevant education and 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 (June 22, 2021), 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.
- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside

the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (June 22, 2021).

### THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the 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:

**If you have satisfactory full-time experience with City, State or Federal Government working with the budget of a large public concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or internal or external audit and advisory; or fiscal management for:** **You will receive up to:**

At least 6 months but less than 12 months	9 points
At least 12 months but less than 18 months	12 points
At least 18 months but less than 24 months	15 points
At least 24 months but less than 30 months	18 points
At least 30 months but less than 36 months	21 points
At least 36 months but less than 42 months	24 points
At least 42 months but less than 48 months	27 points
48 or more months	30 points

**If you have satisfactory full-time experience with other than City, State or Federal Government working with the budget of a large private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or internal or external audit and advisory; or fiscal management for:** **You will receive up to:**

At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points
At least 48 months but less than 54 months	24 points
At least 54 months but less than 60 months	27 points
60 or more months	30 points

**If you have satisfactory full-time experience with City, State or Federal Government in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation for:** **You will receive up to:**

At least 6 months but less than 12 months	9 points
At least 12 months but less than 18 months	12 points
At least 18 months but less than 24 months	15 points
At least 24 months but less than 30 months	18 points
At least 30 months but less than 36 months	21 points
At least 36 months but less than 42 months	24 points
At least 42 months but less than 48 months	27 points
48 or more months	30 points

<b>If you have satisfactory full-time experience with other than City, State or Federal Government in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation for:</b>	<b>You will receive up to:</b>
At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points
At least 48 months but less than 54 months	24 points
At least 54 months but less than 60 months	27 points
60 or more months	30 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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$ .

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 will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.

**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 (June 22, 2021) to clearly specify in detail all of your relevant education, registration, 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 (June 22, 2021), 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.**

**Education must be obtained by June 30, 2021. Experience must be obtained by the last day of the application period (June 22, 2021).**

#### **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](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto: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, your name will be placed in final score order on the 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](http://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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Procurement License, Certificate or Registration (PPC):** If you possess a valid procurement certification such as Certified Purchasing Manager (CPM), and/or Certified Professional Public Buyer (CPPB), and/or Certified Public Procurement Officer (CPPO), and/or Institute for Public Procurement (NIGP Certificate), you may be considered for appointment to positions requiring these certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certificates. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your certificate will be checked by the appointing agency at the time of appointment.**

**Selective Certification For Special Experience:**

If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring 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, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

1. **Analytics Experience (ALE):** At least two (2) years of satisfactory, full-time professional experience analyzing, disaggregating and synthesizing complex data, identifying and effectively communicating trends, and aligning data to business objectives. This experience must include knowledge of statistics and analytical reporting.
2. **Budget Experience (BGT):** At least two (2) years of satisfactory, full-time professional experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.
3. **Business Analysis Experience (BNA):** At least two (2) years of satisfactory, full-time professional experience in the areas of requirements management, business systems design and modification, and business needs assessment and solutions. This experience must include knowledge of MS Office Suite, operating systems, testing methods and database types.
4. **Coaching Experience (COE):** At least two (2) years of satisfactory, full-time professional experience in any of the following coaching disciplines: Business, Executive, career coaching, performance coaching, or coaching for leadership.
5. **Contract Data Analysis (DAA):** At least two (2) years of satisfactory, full-time professional experience performing analytic reviews of contracts, procurements or fiscal data. This experience must include being able to produce reports through quality control reviews to communicate trends or data inconsistencies in contracts.
6. **Data Warehousing Experience (ADW):** At least two (2) years of satisfactory, full-time professional experience in Data Warehousing including advanced design, development, and maintenance of data warehouse and data mart systems.
7. **Educational Environment Experience (EPE):** At least two (2) years of satisfactory, full-time professional experience working in an educational program(s) and/or educational institution(s).
8. **Finance Experience (FAB):** At least two (2) years of satisfactory, full-time professional experience working with large financial datasets in Excel. Experience should include creating formulas, summarizing data, and an understanding of dashboards.
9. **Microsoft Access (45R):** At least two (2) years of satisfactory, full-time professional experience using Microsoft Access. This experience must include advanced knowledge of Access, including but not limited to Visual Basic for Applications, ActiveX, SQL, split databases architecture, HTML, and CSS.
10. **Microsoft Excel (EXL):** At least two (2) years of satisfactory, full-time professional experience using Microsoft Excel. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.
11. **Microsoft Office Suite (OFF):** At least two (2) years of satisfactory, full-time professional experience using Microsoft Word, Excel, and Powerpoint.
12. **Municipal Government Experience (MGE):** At least two (2) years of satisfactory, full-time professional experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.
13. **Operations Experience (22B):** At least two (2) years of satisfactory, full-time experience working in an operational capacity including experience with planning, delegation, analytical thinking, problem solving, strategic planning.
14. **Operations Experience in Global Initiatives (AOP):** At least two (2) years of satisfactory, full-time professional experience of developing progressive policies to address long lasting environmental and humanitarian concerns.
15. **Organizational Development Experience (ODE):** At least two (2) years of satisfactory, full-time professional experience in organizational capacity building strategies, learning and development, organizational assessment and diagnosis, large and small group facilitation, learning design, and designing and analyzing learning metrics.
16. **Organizational Research Experience (ORE):** At least two (2) years of satisfactory, full-time professional experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
17. **Personnel Administration Experience (PEM):** At least two (2) years of satisfactory, full-time professional experience in personnel administration which involves such areas as planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance

evaluation, workforce planning, recruitment, position classification, personnel management, training, labor and management relations, and employee benefits.

**18. Project Management Experience (PMX):** At least two (2) years of satisfactory, full-time professional experience managing projects which involves the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimates, risk management, and project monitoring and reporting. This experience must include relationship management and strong negotiation skills and knowledge.

**19. Public Health or Health Education Experience (PMH):** At least two (2) years of satisfactory, full-time professional experience in the field of Public Health, having taught Health Education or worked for a public education-related organization.

**20. School Support (SHE):** At least two (2) years of satisfactory, full-time professional experience in budget, finance, personnel and non-instructional administration in a school or directly supporting a school.

**21. Strategic Analysis and Negotiation Experience (ANE):** At least two (2) years of satisfactory, full-time professional experience utilizing one or more of the following information applications: Financial Accounting Management Information System (FAMIS), Vendor Information Exchange System (VENDEX), Procurement and Sourcing Solutions Portal (PASSPort), and/or Contract Tracking Systems (CTS) to perform analytic reviews of service provider performance statistics. This experience must include performing analytical reviews to evaluate proposals, reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.

**22. Structured Query Language (SQL):** At least two (2) years of satisfactory, full-time experience using Structured Query Language (SQL). This experience must include advanced knowledge of SQL, including but not limited to joints, views, primary keys, foreign keys and stored procedures.

**23. Talent Development Experience (TDE):** At least two (2) years of satisfactory, full-time professional experience in full cycle recruitment, workforce planning, career pathing, skill gap analysis, developing and managing talent pipeline, succession planning, and performance management.

**24. Training and Development (TRN):** At least two (2) years of satisfactory, full-time professional experience in training or leading training teams.

**The above Selective Certification requirements may be met at any time 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 Selective Certification you are requesting on your correspondence.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, 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.

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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](http://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. 12628; Education Analysis Occupational Group.

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