



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST

Exam No. 1120

SECOND AMENDED NOTICE – SEPTEMBER 2, 2020

WHEN TO APPLY: From: July 9, 2020

APPLICATION FEE: \$68.00

To: July 29, 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

This Notice of Examination is being amended to add additional selective certifications.

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

WHAT THE JOB INVOLVES:

Administrative Community Relations Specialists, under general or executive direction, with wide latitude for the exercise of independent initiative, judgement and decision-making, are responsible for planning, developing, coordinating, evaluating and/or administering programs which promote effective community relations and are responsive to problems in areas such as housing and development, transportation, education, health and environmental protection, public benefits access and social services; coordinating, evaluating and administering a health education program to meet the needs of poverty area residents; managing a program involving community organization or development and coordinating its integration with other functions being performed within a large human services agency; directing a major activity or program of the agency in which a number of diverse or complex functions must be integrated; and evaluating for quality, effectiveness and the meeting of community needs, all programs which deal with matters such as addiction services and police-community relations. All Administrative Community Relations Specialists perform related work.

Special Working Conditions:

Administrative Community Relations Specialists may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (July 29, 2020).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; **or**
2. A four-year high school diploma or its educational equivalent **and** eight years of satisfactory, full-time experience described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities described in "1" above; **or**
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university for each year of experience up to a maximum of four years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university for each year of experience, up to a maximum of two years. However, all candidates must possess a four-year high school diploma or its educational equivalent **and** two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (July 29, 2020).

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 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.

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 29, 2020) 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 (July 29, 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. An incomplete examination will not be entitled to the appeals process.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (July 29, 2020).

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with 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 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 (July 29, 2020) 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 (July 29, 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.
- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at

<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 (July 29, 2020).

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 in the "How to Qualify" section. 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 performing broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating, and/or administering a large community service program or activity for: **You will receive:**

At least 1 year but less than 2 years	Up to 6 points
At least 2 years but less than 3 years	Up to 12 points
At least 3 years but less than 4 years	Up to 18 points
At least 4 years but less than 5 years	Up to 24 points
5 or more years of experience	Up to 30 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. You will receive a maximum of one year of experience credit for each year you worked. 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.

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 29, 2020) 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 (July 29, 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.

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, 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:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Cantonese (CAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Mandarin (MAN), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (WAL), Yiddish (YDD), and/or you know American Sign Language (ASL), you may be given preferred consideration for positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you wish to apply for this Selective Certification, follow the on-screen 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).

Selective Certification for License, Certificate, or Registration: If you have the licenses, certifications, or registrations listed below, you may be considered for appointment to positions requiring these licenses, certifications, or registrations through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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 license(s), certificate(s), and registration will be checked by the appointing agency at the time of appointment. This license, certificate, or registration must be maintained for the duration of your employment.**

Selective Certification for Positions Requiring a Licensed Clinical Social Worker (LCS) (Department of Youth and Community Development Only): A valid New York State Registration as a Licensed Clinical Social Worker (LCSW).

Selective Certification for Positions Requiring a Licensed Master Social Worker (LMS) (Department of Youth and Community Development Only): A valid New York State Registration as a Licensed Master Social Worker (LMSW).

Selective Certification for Positions Requiring a Certified Application Counselor (CAC) (Department of Health and Mental Hygiene Only): A valid New York State of Health Certification as a Certified Application Counselor.

Selective Certification for Positions Requiring Incident Command Structure Experience (ICS) (Department of Health and Mental Hygiene Only): A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate.

Selective Certification for Sustainability (SUS) (Department of Education Only): If you have at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").

Selective Certification for Energy Management (Foundational) (EMF) (Department of Education Only): If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), you may receive preferred consideration for relevant positions.

Selective Certification For Special Experience:

If you have the special experience listed below, you may be considered for appointment to positions requiring this special experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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 special experience will be checked by the appointing agency at the time of appointment.**

Selective Certification for Positions Requiring Case Management Experience (CAR) (Department of Youth and Community Development and Department of Social Services Only): At least three (3) years of satisfactory full-time professional experience in care coordination and/or case management.

Selective Certification for Positions Requiring Community Engagement Experience (NBS) (Department of Youth and Community Development, Department of Design and Construction, and Department of Social Services Only): At least two (2) years of satisfactory full-time executive experience with neighborhood studies, community based plans, neighborhood advisory boards, elected officials, government agencies, community boards, community based organizations, and/or as a community construction liaison.

Selective Certification for Positions Requiring Construction Industry Engagement Experience (IEE) (Department of Buildings and Housing Preservation and Development Only): At least two (2) years of satisfactory full-time experience working with architects, engineers, tradespersons, and other stakeholders in the construction industry and/or related community and professional organizations.

Selective Certification for Positions Requiring Tenant Advocacy Experience (ETA) (Department of Buildings and Housing Preservation and Development Only): At least two (2) years of satisfactory full-time experience assisting tenants affected by construction work in occupied multiple dwellings engage with government agencies, educating tenants on their rights during construction work, and/or monitoring Tenant Protection Plans (TPPs).

Selective Certification for Microsoft Excel Experience (EXL) (Department of Education Only): At least one (1) year of satisfactory full-time professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables.

Selective Certification for Municipal Experience (MGE): At least one (1) year of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.

Selective Certification for Project Management Experience (PMX) (Department of Education Only): At least one (1) year of satisfactory full-time professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting. This experience must include relationship management and strong negotiation skills.

Selective Certification for Facilitation Experience (TRN) (Department of Education Only): One (1) year of satisfactory full-time professional experience in facilitating community and/or educational workshops, trainings and professional developments for DOE families and parent leader structures such as CCECs, PA/PTA, SLTs and DLTs.

Selective Certification for Program Administration and Evaluation Experience (EAX): (1) At least one (1) year of satisfactory full-time experience in the fields of labor and employment law, workplace rights, and/or workforce development with responsibility for developing, planning, implementing, managing and/or evaluating programs; **or** (2) At least one (1) year of satisfactory full-time experience in the fields of financial empowerment, financial inclusion, asset building, community and economic development, and/or community wealth building with responsibility for developing, planning, implementing, managing and evaluating programs.

Selective Certification for Research and Data Analysis Experience (DAA) (Department of Consumer Affairs and Department of Social Services Only): (1) At least one (1) year of satisfactory full-time experience in the fields of labor and employment law, workplace rights, and/or workforce development conducting research, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and identify opportunities to improve program performance; **or** (2) At least one (1) year of satisfactory full-time experience in the fields of financial empowerment, financial inclusion, asset building, community and economic development, and/or community wealth building conducting research, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and identify opportunities to improve program performance.

Selective Certification for Educational Administration Experience (EAE) (Department of Education Only): One (1) year of satisfactory full-time managerial experience in the area of social services in an educational program(s) and/or institution(s).

Selective Certification for Community Engagement Experience (CEG) (Department of Education Only): One (1) year of satisfactory full-time professional experience in working in an education environment with DOE families and parent leaders structures such as CCECs, PA/PTA, SLTs and DLTs, Neighborhood Advisory Boards, Community Action Boards, and Community Based Organizations.

Selective Certification for Emergency Management Experience (EMR) (Department of Education Only): (1) Two (2) years of satisfactory full-time emergency management experience in a large public organization or a business that supports the public at large regarding emergency management; **or** (2) At least two (2) years of satisfactory full-time supervisory and/or oversight experience for the development and implementation of citywide emergency preparedness and response plans, protocols, operational tools, training and exercises, evaluation and other activities.

Selective Certification for Field Engagement with Digital Communication Tools Experience (CDF) (Department of Social Services Only): At least one (1) year of satisfactory full-time field engagement with digital communication tools experience. Conducting outreach in communities and utilizing technology including iPads and cell phones for consistent reporting to supervisors and colleagues for real-time information tracking.

Selective Certification for Employee Management and Conflict Resolution (CMR) (Department of Social Services Only): (1) At least one (1) year of satisfactory full-time experience supervising employees who conduct outreach work and/or resolving conflict or facilitating resolutions; **or** (2) At least one (1) year of satisfactory full-time experience developing and maintaining relationships with an eye to conflicts resolution management either with clients, community members, and/or employees.

Selective Certification for Positions Requiring Public Relations Experience (EPR) (Department of Health and Mental Hygiene Only): At least two (2) years of satisfactory full-time professional experience in public relations.

Selective Certification for Positions Requiring Organizational Change in Mental Health Service Providers and Networks Experience (MHO) (Department of Health and Mental Hygiene Only): At least one (1) year of satisfactory full-time experience assisting community based organizations or other service providers implement quality improvement processes or other organizational changes to optimize mental health treatment services, development and service delivery systems.

Selective Certification for Positions Requiring Health Program Management Experience (PHP) (Department of Health and Mental Hygiene Only): At least two (2) years of satisfactory full-time supervisory experience in health program management within an educational, health or mental health care setting or institution.

Selective Certification for Positions Requiring Needs Assessment and Survey Experience (NAS) (Department of Health and Mental Hygiene Only): At least two (2) years of satisfactory full-time experience conducting surveys to identify public health needs, problems, and available resources.

Selective Certification for Positions Requiring Planning and Design for Promoting Public Health Experience (PHD) (Department of Health and Mental Hygiene Only): At least one (1) year of satisfactory full-time experience demonstrably integrating city planning and/or urban design principles and practices for the promotion of public health through place-based approaches; and/or the conduct and analysis of health impact assessments; and/or the utilization of geographic information systems for public health analysis.

Selective Certification for Positions Requiring Digital/Social Media Experience (DSM): At least one (1) year of satisfactory full-time professional experience working with website and social media management, including but not limited to creating YouTube channels, Pinterest pages, Flickr accounts, and writing/editing for Twitter and/or Facebook.

Selective Certification for Positions Requiring Financial Management Experience (FNC) (Department of Health and Mental Hygiene Only): At least three (3) years of satisfactory full-time professional experience in financial planning, forecasting, or financial reporting to Divisions/ Bureaus/ and programs that provide and promote effective community relations and are responsive to problems in health and environmental protection or health education programs meeting the needs of poverty area residents.

Selective Certification for Positions Requiring Housing Homeless Veteran Experience (HOT) (Department of Veterans' Services Only): At least three (3) years of satisfactory full-time professional experience in working with homeless veterans', developing and sustaining a system that rapidly rehouses all those that become homeless, and preventing homelessness within the veterans' community.

Selective Certification for Positions Requiring Veterans Aftercare and Supportive Services Experience (VAS) (Department of Veterans' Services Only): At least three (3) years of satisfactory full-time professional experience in working with veterans that were recently housed and require aftercare and supportive services to maintain housing stability.

Selective Certification for Positions Requiring Veterans Care Coordination Experience (VCC) (Department of Veterans' Services Only): At least three (3) years of satisfactory full-time professional experience with increasing access to healthcare within the veterans' community, suicide prevention, community-based wellness education programs, working in care coordination and/or case management with the veterans' community.

Selective Certification for Positions Requiring Military Caregiver Experience (VCM) (Department of Veterans' Services Only): At least two (2) years of satisfactory full-time professional experience working with military caregivers, persons that provide in-home care for veterans with a disabling physical illness, mental illness or injury, working with military family members who have suffered a loss and/or the survivor community.

Selective Certification for Positions Requiring Veterans Engagement and Benefits Experience (VEB) (Department of Veterans' Services Only): At least two (2) years of satisfactory full-time professional experience with engaging the local veterans' and servicemembers' community about their benefits, coordination with local veteran service organizations, working with the Veterans Advisory Board, and/or addressing the complex needs of veterans and their families.

Selective Certification for Positions Requiring Veteran Research and Data Analysis Experience (VRD) (Department of Veterans' Services Only): At least one (1) year of satisfactory full-time experience in conducting research on matters that affect the veterans' community, analyzing policy and/or using research and data to develop, manage and evaluate programs to assess the impact of and/or identify opportunities to improve program performance.

Selective Certification for Positions Requiring Veteran Intergovernmental Affairs Experience (VIA) (Department of Veterans' Services Only): At least one (1) year of satisfactory full-time experience in veterans' issues at the city, state, and federal levels, managing the relations between local government and external stakeholders, including but not limited to veterans' advocacy groups, non-profits, and/or private institutions.

Selective Certification For Special Education:

If you have the special education listed below, you may be considered for appointment to positions requiring this special education through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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 special education will be checked by the appointing agency at the time of appointment.**

Selective Certification for Positions Requiring an Advanced Certificate in Youth Studies (AYS) (Department of Youth and Community Development Only): 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).

Selective Certification for Positions Requiring a Masters of Art in Youth Studies (MYS) (Department of Youth and Community Development Only): 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 above Selective Certification requirements may be met at any time during the duration of the list. If you meet this 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.

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. 10022; Managerial Service.

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