



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO PRINCIPAL ADMINISTRATIVE ASSOCIATE

Exam No. 1507

(Only for agencies under the jurisdiction of the Commissioner of the NYC Department of Citywide Administrative Services)

WHEN TO APPLY: From: November 4, 2020

APPLICATION FEE: \$68.00

To: November 24, 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.

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

WHAT THE JOB INVOLVES:

Principal Administrative Associates, under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible office, supervisory or administrative functions utilizing manual and automated office systems. All Principal Administrative Associates perform related work.

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

THE SALARY:

The current minimum salary is \$47,418 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Bookkeeper, Cashier, Clerical Associate, Correction Administrative Aide, Eligibility Specialist, Paralegal Aide, Research Assistant, Research Assistant (Behavioral Sciences), Secretary, Senior Police Administrative Aide, Stenographic Specialist, Supervisor of Office Machine Operations or Legal Secretarial Assistant; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 (November 24, 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 (November 24, 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:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility 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 the City of New York as a permanent (not provisional) employee supervising staff performing clerical work of varying levels of difficulty or performing high level work in an administrative capacity for:

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

If you have satisfactory full-time experience with an employer other than the City of New York supervising staff performing clerical work of varying levels of difficulty or performing high level work in an administrative capacity for:

	You will receive up to:
At least 6 months but less than 12	2.5 points
At least 12 months but less than 18	5 points
At least 18 months but less than 24	7.5 points
At least 24 months but less than 30	10 points
At least 30 months but less than 36	12.5 points

At least 36 months but less than 42	15 points
At least 42 months but less than 48	17.5 points
At least 48 months but less than 54	20 points
At least 54 months but less than 60	22.5 points
At least 60 months but less than 66	25 points
At least 66 months but less than 72	27.5 points
72 or more months	30 points

If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) employee performing clerical work of varying levels of difficulty for:

You will receive up to:

At least 6 months but less than 12	2 points
At least 12 months but less than 18	4 points
At least 18 months but less than 24	6 points
At least 24 months but less than 30	8 points
At least 30 months but less than 36	10 points
At least 36 months but less than 42	12 points
At least 42 months but less than 48	14 points
At least 48 months but less than 54	16 points
At least 54 months but less than 60	18 points
At least 60 months but less than 66	20 points
At least 66 months but less than 72	22 points
At least 72 months but less than 78	24 points
At least 78 months but less than 84	26 points
At least 84 months but less than 90	28 points
90 or more months	30 points

If you have satisfactory full-time experience with an employer other than the City of New York performing clerical work of varying levels of difficulty for:

You will receive up to:

At least 6 months but less than 12	1.5 points
At least 12 months but less than 18	3 points
At least 18 months but less than 24	4.5 points
At least 24 months but less than 30	6 points
At least 30 months but less than 36	7.5 points
At least 36 months but less than 42	9 points
At least 42 months but less than 48	10.5 points
At least 48 months but less than 54	12 points
At least 54 months but less than 60	13.5 points
At least 60 months but less than 66	15 points
At least 66 months but less than 72	16.5 points
At least 72 months but less than 78	18 points
At least 78 months but less than 84	19.5 points
At least 84 months but less than 90	21 points
At least 90 months but less than 96	22.5 points
At least 96 months but less than 102	24 points
At least 102 months but less than 108	25.5 points
At least 108 months but less than 114	27 points
At least 114 months but less than 120	28.5 points

120 or more months

30 points

Administrative experience includes tasks which provide high level support to an office and/or top executive of an organization, **with the authority to make critical decisions about matters of significance**. Examples include performing the duties of an executive assistant or executive secretary to a high level executive, training and supervising staff, planning, assigning and reviewing staff work, ensuring the quality and timeliness of a unit's work product, representing a unit at meetings, workshops, and seminars, developing job descriptions and tasks and standards, communicating changes in policy and procedure to staff, and preparing productivity, status, and progress reports. Administrative experience does **not** include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting and copying materials.

You will receive a maximum of one year of experience credit for each year you worked.

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 have until midnight Eastern time on the last day of the Application Period (November 24, 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 (November 24, 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 (November 24, 2020).

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 promotion 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 are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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 Special Skills: If you meet one of the following requirements, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. 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 and education will be checked by the promoting agency at the time of promotion.

1. **Selective Certification for Typing (TYP):** For positions of secretary to a high level executive which require typing skills. You will be required to meet the typing skills requirement by demonstrating your ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.
2. **Selective Certification for Typing and Stenography (SDT):** For positions of secretary to a high level executive which require typing **and** stenographic skills. To qualify, you must pass a qualifying stenographic test and a qualifying typing test. The stenographic test will consist of dictation at the rate of ninety words per minute for three minutes. You will answer a 60-item multiple-choice test based on the dictation. In order to achieve a passing score, you must have no more than 10 incorrect answers on this multiple-choice test. You will be required to meet the typing skills requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

Selective Certification for Special Experience: If you meet one of the following requirements, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. 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 special experience will be checked by the promoting agency at the time of promotion.

1. **Selective Certification for Positions Requiring Experience in Medical Billing (MDB):** At least two (2) years of satisfactory full-time professional experience working with regulatory and operational requirements of billing government programs such as Medicare and Medicaid and private payer insurance programs, collection practices, claims, reimbursement, and rate approvals; or electronic billing processes and procedures such as Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS) and International Classification Disease (ICD-9 & ICD-10) coding systems; or medical coding and third-party operating procedures and practices.
2. **Selective Certification for Microsoft Excel Experience (EXL):** 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.
3. **Selective Certification for Municipal Government Experience (MGE):** At least five (5) years 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.
4. **Selective Certification for Experience with the New York City Financial Management System (FMG):** At least two (2) years of satisfactory full-time professional experience using the New York City Financial Management System, performing tasks included but not limited to the accounting of City funds, administering budgets and revenues, and/or processing payments.
5. **Selective Certification for Payroll Experience (920):** At least three (3) years of satisfactory full-time professional experience in the preparation, reconciliation, certification, and/or auditing of payroll, or supervision of staff performing such work.

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 promotion, 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. 10124; Office Worker Occupational Group.

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