



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE PROCUREMENT ANALYST Exam No. 3107

WHEN TO APPLY: From: May 3, 2023

APPLICATION FEE: \$68.00

To: May 23, 2023

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:

Administrative Procurement Analysts, under direction, with wide latitude for independent action and decision making, perform one or more of the following or similar assignments: supervise a procurement unit or program of some size or complexity within an agency involving the acquisition of goods, services, and construction; prepare overall work schedules and coordinate workflow. Administrative Procurement Analysts oversee and manage pre-solicitation review activities; evaluate solicitation documents and work with program/user personnel to ensure that user needs are satisfied in a timely, cost effective manner, and that technical specifications are in compliance with applicable regulations and are clearly understood by vendors and contractors; review and approve contract specifications before advertising to ensure conformity to the agency's requirements and federal/state/city mandates; review submissions and/or draft recommendations for contract awards, modifications, various procurement documents, and extensions of time on contracts; supervise the review of specifications by users in order to determine the most cost effective way of obtaining the required items; review work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines; consult with and advise the Agency Chief Contracting Officer (ACCO) and other superiors on contracting and procurement policies; confer with, consult and advise department heads on problems relating to the procurement of goods, services, and construction; make recommendations pertaining to vendor responsibility decisions, vendor performance, product performance, and vendor integrity. Under direction of the ACCO, with considerable latitude for independent action and decision making, Administrative Procurement Analysts serve in the capacity of Deputy ACCO in agencies requiring large scale procurement involving the acquisition of goods, services, and construction; enforce and monitor agency compliance with Chapter 13 of the City Charter and with the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws, rules, and regulations; direct and supervise a procurement program of significant size or complexity within the agency involving the acquisition of goods, services, and construction; develop procedures for administration of contract and procurement activities; coordinate training activities for agency and procurement staff; manage the procurement staff in daily activities involving major procurement and contracting functions and in specifications for services, and negotiations of prices and terms with vendors, contractors, and suppliers; may direct, coordinate, and control the planning, implementation, and supervision of the central purchase of goods, services, and construction used by one or more City agencies. Administrative Procurement Analysts, in the temporary absence of the ACCO, may perform the duties of that position. All Administrative Procurement Analysts 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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for appointments to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointments to 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 June 30, 2023 or experience and professional procurement certifications which you obtain after the end of the Application Period (May 23, 2023).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; **or**
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above, but not for the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Procurement involves the purchasing of goods, construction or construction-related services, human services, professional services, and standardized services. "Procurement experience" includes preparing documentation for solicitations; checking specifications for adequacy; analyzing bids and proposals for fair and reasonable pricing and/or responsiveness; and assessing whether bidders are responsible.

"Standardized services" includes services that do not typically require a provider to have experience in a specialized field or hold an advanced degree. A standardized service is highly commoditized and procurements for such services are generally awarded based on the lowest price. Examples of Standardized Services include: security, janitorial, secretarial, transportation, office machine repair, collection, and food related services. Contracts for services such as plumbing, electrical, and HVAC for maintenance and repair not related to new construction also fall into this category.

"Contract administration experience" includes management of a procurement unit or program through the planning and evaluation of procurement documents and activities; reviewing and drafting recommendations for solicitation, contract awards, and modifications; and ensuring contract compliance with an understanding of all the major components of the contract.

"Professional experience" in the procurement of goods and services or contract administration does not include experience which consists primarily of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials.

"Administrative, managerial or executive work experience" must include the authority to make critical decisions about matters of significance.

In order for experience in a job to be acceptable, you must have dedicated at least 60% of your time performing duties which involved the procurement of goods or services or the administration of contracts.

The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (May 23, 2023). Professional procurement certifications used to meet the minimum experience requirement must be obtained by May 23, 2023.

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.

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

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 (May 23, 2023) 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 (May 23, 2023), your examination will be considered incomplete, 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, 2023 or experience and professional procurement certifications which you obtain after the end of the Application Period (May 23, 2023).

Residency Requirement Advisory:

Under the 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 City of New York.

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/faqs>. **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 the DCAS Computer-based Testing & Application Centers 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.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

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.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

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 and available at the DCAS Computer-based Testing & Application 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 (May 23, 2023) 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 (May 23, 2023), your examination will be considered incomplete, 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 (May 23, 2023).

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 performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level in government service (City, State, Federal), 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 months or more	30 points

If you have satisfactory full-time experience working for a non-governmental employer performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level for: **You will receive up to:**

At least 6 months but less than 12 months	2.5 points
At least 12 months but less than 18 months	5 points
At least 18 months but less than 24 months	7.5 points
At least 24 months but less than 30 months	10 points
At least 30 months but less than 36 months	12.5 points
At least 36 months but less than 42 months	15 points
At least 42 months but less than 48 months	17.5 points
At least 48 months but less than 54 months	20 points
At least 54 months but less than 60 months	22.5 points
60 months or more	25 points

For possession of the following currently maintained professional procurement certifications: **You will receive:**

Certified Purchasing Manager (CPM)	1 point
Certified Purchasing Professional (CPP)	1 point
Certified Purchasing Professional Manager (CPPM)	3 points
Certified Green Purchasing Professional (CGPP)	3 points
Certified Professional Public Buyer (CPPB)	3 points
Certified Public Procurement Officer (CPPO)	3 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience and professional procurement certifications used to meet the minimum requirements cannot be used to gain additional credit.**

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 must clearly specify in detail all of your relevant education, experience, and professional procurement certifications on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for experience or professional certifications which you obtain after the end of the Application Period (May 23, 2023).

You have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant education, experience, and professional procurement certifications 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 (May 23, 2023), your examination will be considered incomplete, 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 professional procurement certifications must be obtained by the last day of the Application Period (May 23, 2023).

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) 500-7190, 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, and/or new telephone number.

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 email 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.

ADDITIONAL INFORMATION:

Selective Certification for Professional Procurement Certification(s) (PPC): If you have a valid and current certification as a Certified Purchasing Manager (CPM), Certified Purchasing Professional (CPP), Certified Purchasing Professional Manager (CPPM), Certified Green Purchasing Professional (CGPP), Certified Professional Public Buyer (CPPB), and/or Certified Public Procurement Officer (CPPO), 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. 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 any of 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 qualify for Selective Certification, you may be given preferred consideration for positions requiring this special experience. 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. **Selective Certification for Specialized Procurement Analyst Experience (SAP):** At least one (1) year of full-time satisfactory experience in the procurement of transportation specific commodity groups, such as construction materials for roads, buildings, signs and markings materials, safety specific materials and equipment relating to workzone safety in the transportation industry, and familiarity with PESH, COSH, and OSHA Regulations concerning safety standards.
2. **Selective Certification for Information Technology Applications Experience (ITE):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Accounting Management Information System (FAMIS), Contract Tracking Systems (CTS), Contract Processing System (CPS), and/or Galaxy to process procurement documents and contracts.
3. **Selective Certification for Educational Environment Experience (EDE):** At least one (1) year of full-time satisfactory experience working in an educational environment to process procurement documents and contracts.
4. **Selective Certification for Information Technology Procurement Experience (TPE):** At least one (1) year of full-time satisfactory experience processing Information Technology Procurement documents and contracts including but not limited to hardware, software, and IT services.
5. **Selective Certification for Information Technology Applications Experience (Citywide Systems) (TEC):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Management System (FMS), Vendor Information Exchange System (VENDEX), and/or NYC Comptroller's Omnibus Automated Image Storage and Information System (OASIS), to process procurement documents and contracts.
6. **Selective Certification for Specialized Management Procurement Analyst Experience (MPE):** At least two (2) years of full-time satisfactory experience in supervision or management of procurement related to engineering, capital construction, construction of bridges, traffic-related operations, transportation and urban-related planning and management. Eighteen months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional procurement work in the areas described above.
7. **Selective Certification for Cost Price Analysis and Negotiation Experience (ANE):** At least six (6) months of full-time satisfactory experience with negotiating prices by analyzing proposers' costs including labor, material, and general & administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.
8. **Selective Certification for Background Check and Compliance Experience (BCC):** At least six (6) months of full-time satisfactory experience conducting background investigations and/or fact gathering regarding vendors and/or principal owners/officers of those entities utilizing one or more of the following information technology applications: Vendor Information Exchange System (VENDEX) and/or Lexis Nexis; and drafting summaries of findings.
9. **Selective Certification for Child Care Contract Experience (CCC):** At least six (6) months of full-time satisfactory experience managing contracts for child care services, including obtaining permits and establishing site control.
10. **Selective Certification for Positions Requiring Minority/Women Owned Business Enterprises (M/WBE) Procurement, Vendor, Supplier or Supplier Assistance Experience (MWB):** At least six (6) months of full-time satisfactory experience working on contracts or related to efforts to increase contracting opportunities for Minority/Women Owned Business Enterprises ("M/WBEs").
11. **Selective Certification for Emergency Preparedness and Response Experience (EMR):** At least six (6) months of full-time satisfactory experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters and/or Emergency Field Operations and/or Emergency Preparedness Grants Management & Administration, and/or Healthcare and Community Readiness.
12. **Selective Certification for FEMA Training (FMA):** Completion of any of the following FEMA courses such as **FEMA-IS-100.c:** An Introduction to the Incident Command System; **FEMA-IS-200.c:** Basic Incident Command System for Initial Response Single Resource and Initial Action Incident; **FEMA-IS-700.b:** An Introduction to the National Incident Management System (NIMS); **FEMA-IS-800.d:** An Introduction to the National Response Framework.
13. **Selective Certification for Professional Experience Utilizing Procurement Templates (PUT):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions that include but are not limited to Small Purchase Request Template for Competitive and MWBE Purchases; Request for Proposal (RFP) Model for Other Than Human Services; Model RFP for Human Services.
14. **Selective Certification for Performance Based/Outcomes-Driven Contracting (ECA):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration function that include any or all of the following: ConTrak and ConTrak-Purchasing; active contract management; results-driven contracting; finance and budget applications; furniture requisition.
15. **Selective Certification for Maternal and Infant Reproductive Health Contracts and Procurement Administration Services (MIR):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of a Maternal and Infant Reproductive Health program.
16. **Selective Certification for Mental Health, Substance Use Disorder, and/or both (Behavioral Health) Contracts and Procurement Administration Services (MHD):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of a program that incorporates Mental Health, Substance Use Disorder, and/or both (Behavioral Health).
17. **Selective Certification for Early Intervention Contracts and Procurement Administration Services (EIC):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of an Early Intervention program.
18. **Selective Certification for Professional Experience Performing Contract Management (PMA):** At least six (6) months of full-time satisfactory experience performing contract management functions that include any or all the following: Developing Local Law 63 Postings; developing contract scopes and budgets; subcontractor review and approval; managing contracts, including results-driven contracts; managing contract budgets; managing M/WBE Subcontracting Goals; managing project labor agreements; ensuring that vendors meet the terms of their contracts, including developing corrective action plans.

19. **Selective Certification for Professional Experience Supervising Contract Management Staff (CDM):** At least six (6) months of full-time satisfactory experience supervising contract management functions that include any or all the following: Developing Local Law 63 Postings; developing contract scopes and budgets; subcontractor review and approval; managing contracts, including results-driven contracts; managing contract budgets; managing M/WBE subcontracting goals; managing project labor agreements; ensuring that vendors meet the terms of their contracts, including developing corrective action plans.
20. **Selective Certification for Positions Requiring New York City Financial Management System (FMG), PASSPort and/or Automated Procurement Tracking (APT) Experience (FME):** At least one (1) year of full-time satisfactory experience utilizing the New York City Financial Management System ("FMS"), PASSPORT and/or Automated Procurement Tracking ("APT") for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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 and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 82976; The Managerial Service.

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