



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

STAFF ANALYST
Exam No. 3116

AMENDED NOTICE – JULY 19, 2023

WHEN TO APPLY: From: May 4, 2023

APPLICATION FEE: \$68.00

To: May 24, 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.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, August 4, 2023.**

The Notice of Examination is amended to add additional Selective Certifications offered under the ADDITIONAL INFORMATION section.

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

WHAT THE JOB INVOLVES:

Staff Analysts perform professional work of varying degrees of difficulty and responsibility in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations; and in personnel administration; may supervise and train less experienced staff. Staff Analysts utilize computers in the performance of these duties. All Staff 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:

The current minimum salary is \$53,797 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. 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 an Admission Notice or score. (For more information see Exam Site Admission section.)

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies, or a Juris Doctor degree from an accredited law school; **or**
2. A baccalaureate degree from an accredited college or university **and** two years of satisfactory full-time professional experience in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; **or**
3. An associate degree or completion of 60 semester credits from an accredited college or university **and** four years of satisfactory full-time professional experience as described in "2" above; **or**
4. A four-year high school diploma or its educational equivalent **and** six years of satisfactory full-time professional experience as described in "2" above; **or**
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college or university for one year of experience. However, all candidates must have a high school diploma.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

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 24, 2023).

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 24, 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 24, 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 which you obtain after the end of the Application Period (May 24, 2023).

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.**

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 requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 24, 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 24, 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 to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (May 24, 2023).

THE TEST:

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Staff Analyst. Task areas to be tested are as follows: Personnel, General Documentation, Statistical Analysis and Research, Budgeting, Program and Policy Activities, and Communication.

The multiple-choice test may include questions on the knowledge of agency specific procedures necessary for the use of Microsoft Office (Word, Excel, Outlook) and necessary to create and manage documents and communicate with others; and basic arithmetic (addition, subtraction, multiplication, and division) necessary to analyze and summarize data and ensure accuracy.

The test may also include questions requiring standards of proper employee ethical conduct and the use of any of the following **skills and abilities**:

Judgment and Decision Making: Skill in judgment and decision making including reviewing multiple sources of information and choosing the most appropriate course of action. Example: A Staff Analyst may use this when addressing unexpected issues and situations.

Planning and Organizing: Skill in planning and organizing including establishing a method of execution to accomplish a specific goal over an extended period of time. Example: A Staff Analyst may use this skill to prioritize tasks and to ensure that deadlines are met.

Quantitative Analysis: Ability to conduct and interpret quantitative analyses and understand the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. Example: A Staff Analyst may use this ability to identify notable trends and observations in data.

Written Comprehension: Ability to understand the information and ideas presented in written sentences and paragraphs, in English. Example: A Staff Analyst may use this ability to read and understand policies, practices, and procedures, and to communicate with co-workers, supervisors, other agency units, other city entities, other organizations, elected officials.

Written Expression: Ability to effectively convey information and ideas in written words and sentences, in English. Example: A Staff Analyst may use this ability to communicate with co-workers, supervisors, other agency units, other city entities, other organizations, elected officials.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data

recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, 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) 500-7190, 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 meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by 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://www.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.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Certification and/or Special Experience: If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your certification(s) and/or experience will be checked by the appointing agency at the time of appointment.**

Selective Certification for Positions Requiring Experience in the Non-Medical Aspects of a Public Health District, Facility, or Program (NMP): Possession of at least one (1) year of full-time satisfactory experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, or other patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the preparation and administration of budgets, contracts, and/or grants; and/or, in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analyses; and/or in personnel administration, and such experience was not part of your baccalaureate degree program.

Selective Certification for Positions Requiring Experience in Scientific, Public Health or Public Policy Research (SPH): Possession of at least six (6) months of full-time satisfactory experience conducting research and analysis in physical, biological or environmental science or public health or public policy, and such experience was not part of your baccalaureate degree program.

Selective Certification for Positions Requiring Organizational Research Experience (ORE): Possession of at least six (6) months of full-time satisfactory experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency, and such experience was not part of your baccalaureate degree program.

Selective Certification for Positions Requiring Budget Experience (BGT): Possession of at least six (6) months of full-time satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of budgets, and conducting economic research and studies, and also possess a baccalaureate degree in accounting or finance.

Selective Certification for Positions Requiring Health Information Technology Systems Experience (HIT): Possession of at least six (6) months of full-time satisfactory experience using health information technology systems and/or electronic health records operations for the purpose of researching, collecting and coordinating surveillance data from hospitals, community health centers, and/or private practices, and such experience was not part of your baccalaureate degree program.

Selective Certification for Incident Command Structure (ICS) Certification (ICS): Possession of 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 Excel Experience (EXL): Possession of at least six (6) months of full-time satisfactory experience using advanced functions of Microsoft Excel, such as performing tasks that require the utilization of VLOOKUP, IF statements, and Pivot tables. This Selective Certification is limited to candidates whose full-time experience has a high emphasis in the use of Excel (50% of time was spent using Excel) and the main functions being performed while utilizing Excel can be considered "advanced functions" such as VLOOKUP, IF statements, and Pivot tables.

Selective Certification for Experience Using SAS and/or R Statistical Analysis Software (SAS): Possession of at least six (6) months of full-time satisfactory experience analyzing data using SAS and/or R to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conducting bivariate analysis.

Selective Certification for Municipal Government Experience (MGE): Possession of 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 over 1 million in population.

Selective Certification for Certified Application Counselors (CAC): Possession of a valid New York State of Health certification as a Certified Application Counselor.

Selective Certification for Investment Analysis Experience (IAE): At least two (2) years of satisfactory, full-time experience in analyzing and evaluating prospective investment opportunities or providing oversight and support of investment operations for multi-asset class portfolios including but not limited to Private Equity, Fixed Income, Public Equity, Real-Estate, Hedge Funds, Infrastructure and Alternative Credit.

Selective Certification for Performance and/or Financial Audits Experience (PFE): At least two (2) years of satisfactory, full-time experience in conducting performance or financial audits of entities to ascertain management effectiveness and efficiency, accountability, and program performance.

Selective Certification for Procurement or Contract Management Experience (MPC): At least two (2) years of satisfactory, full-time experience in procurement of goods and services, or contract negotiation/management.

Selective Certification in Reviewing Planning Proposals (RPP): At least one (1) year of satisfactory, full-time experience reviewing or analyzing housing, transportation, environmental, land use, or other planning proposals to ensure compliance with governmental regulations and policies.

Selective Certification for Professional Experience Performing Procurement Activities (PPA): At least six (6) six months of satisfactory, full-time experience performing procurement functions including but not limited to PASSPort, FMS, ConTrak and ConTrak-Purchasing; vendor integrity research; vendor responsibility reviews/determinations; processing contracts, including purchase orders, including processing PSRs, RFAs, RCAMS, and RFRs; budget and scope development; fair and reasonable determinations; managing contract evaluations; developing M/WBE subcontracting goals; developing performance-based and outcome-driven contracts; and contract registration.

Selective Certification for Professional Experience Performing Contract Management Activities (EPM): At least six (6) six months of satisfactory, full-time experience performing contract management functions that offset any or all the following: Developing LL 63 Postings; Developing contract scopes and budgets; Fair and reasonable determinations; subcontractor review and approval; managing contracts, including results-driven contracts; managing contract budgets; managing M/WBE subcontracting goals; managing project labor agreements; and ensuring that vendors meet the terms of their contracts, including developing corrective action plans.

Selective Certification for Positions Requiring Experience in Industrial/Organizational Psychology, Personnel Administration, Human Resources Management, Employee Relations or Labor Relations (EEE): At least six (6) months of satisfactory, full-time experience conducting program evaluation, organizational research and analysis in workforce planning, recruitment, position classification, personnel management, training and development, employment testing, labor and management relations, employee benefits and/or EEO in a private, not for profit, or government agency.

Selective Certification for Professional Experience Utilizing Procurement Templates (PUT): A valid certification issued by the Institute for Public Procurement Certification (NIGP) AND at least six (6) months of demonstrated experience performing contracts and procurement administration functions that include but are not limited to Small Purchase Request Template for Competitive and MWBE Purchases; and Request for Proposal (RFP) Model for Other Than Human Services; Model RFP for Human Services.

Selective Certification for Lean Six Sigma Blackbelt Certification(LSB): A valid Lean Six Sigma Blackbelt certification or higher from the International Association for Six Sigma Certification (IASSC).

Selective Certification for Lean Six Sigma White Belt Certification (LSW): A valid Lean Six Sigma White Belt certification or higher from the International Association for Six Sigma Certification (IASSC).

Selective Certification for Positions Requiring Experience in Emergency Preparedness and Response (EMR): Possession of at least six (6) months of full-time satisfactory experience in citywide emergency preparedness and response plans, protocols, operational tools, training and exercises, evaluation and other activities in a private, not for profit, or government agency.

Selective Certification for Positions Requiring Experience in Medical Billing (MDB): Possession of at least one (1) year of professional work experience in various healthcare settings, including hospitals, multi-specialty clinics, office-based physician practices, long-term care, mental health, public health agencies, or other ambulatory care settings, with comprehensive knowledge of medical billing regulatory and operational requirements pursuant to Article 28, and other governmental programs such as Medicaid, Medicare, managed care and private insurance payers. Experience might include a working knowledge of electronic claims processing, adjudication, and reimbursements; medical coding and third-party operating procedures and practices; a working knowledge of medical, administrative, ethical, and legal requirements and standards related to healthcare delivery and privacy of protected patient information in various healthcare setting; and an understanding of Current Procedural Terminology (CPT) Healthcare Common Procedure Coding System (HCPSC) and International Classification Disease (ICD-9, ICD-10, & ICD-11) coding systems. Applicable Medical Billing Certifications might include but are not limited to Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT).

Selective Certification for Full-time Experience in Health IT Systems and/or Electronic Health Records Operations (HSO): Possession of at least one (1) year of full-time satisfactory experience as a Certified Coding Specialist (CCS®) experienced in coding inpatient and outpatient records used by hospitals, outpatient clinics, and medical providers to obtain reimbursement from insurance companies or government programs such as Medicare and Medicaid; or Certified Coding Specialist – Physician-based (CCS-P®) perform coding in physician offices, group practices, multi-specialty clinics, or specialty centers.

Selective Certification for Municipal Payroll Experience (MPY): Possession of at least six (6) months of satisfactory full-time professional experience in the preparation, reconciliation, certification, and/or auditing of payroll, or supervision of staff performing such work.

Selective Certification for PHR or SHRM-CP Certification (SRM): Possession of a valid certification issued by the Society for Human Resource Management: Society for Human Resource Management Certified Professional (SHRM-CP) or Society for Human Resource Management Senior Certified Professional (SHRM-CP).

Selective Certification for PMI Professional In Business Analysis (PMI-PBA) Certification (58T): Possession of a valid Project Management Institute (PMI) Professional in Business Analysis (PMI-PBA) Certification.

Selective Certification for PMI Program Management Professional (PGMP) Certification (58U): Possession of a valid Project Management Institute (PMI) Program Management Professional (PGMP) Certification.

Selective Certification for PMI Project Management Professional (PMP) Certification (58V): Possession of a valid Project Management Institute (PMI) Project Management Professional (PMP) Certification.

Selective Certification for PMI Risk Management Professional (PMI-RMP) Certification (58W): Possession of a valid Project Management Institute (PMI) Risk Management Professional (PMI-RMP) Certification.

Selective Certification for PMI Scheduling Professional (PMI-SP) Certification (58X): Possession of a valid Project Management Institute (PMI) Scheduling Professional (PMI-SP) Certification.

Selective Certification for Positions Requiring Informational Technology Quality Assurance (66Z): Possession of at least six (6) months of satisfactory full-time experience in quality control, test planning, test execution, test automation, process improvement, compliance and documentation in a private, not-of-profit, or government agency.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hebrew (HEB), Hindi (HIN), Hungarian (HUN), Italian (ITA), Khmer (KHM), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), you may be considered for appointment to 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.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet any of the above requirements 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.

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

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