



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**CHILD PROTECTIVE SPECIALIST**  
**Exam No. 3308**  
**AMENDED NOTICE – February 22, 2023**

**WHEN TO APPLY:** From: December 1, 2022                      **APPLICATION FEE: \$68.00**

To: December 21, 2022

**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 **Wednesday, March 22, 2023.**

**The Notice of Examination is amended to change the date multiple-choice testing is expected to begin from Friday, March 24, 2023 to Wednesday, March 22, 2023. Candidates who previously applied do not need to apply again.**

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

### WHAT THE JOB INVOLVES:

Child Protective Specialists, under varying degrees of supervision, with varying degrees of latitude for independent action, investigate and take appropriate action in response to allegations of child neglect and/or abuse received by the Administration for Children's Services, in accordance with agency policies and procedures. Child Protective Specialists must complete investigations of alleged child neglect and/or abuse within legally mandated timeframes, and as part of their investigation are required to interact with a variety of involved parties, including birth families, the community, law enforcement, hospital and school staff, and the Family Court. Child Protective Specialists are required to observe and take notes during visits and interviews in order to make accurate safety assessments, which will then be entered into the system of record. Child Protective Specialists are required to make recommendations and testify in court. Child Protective Specialists are required to perform extensive typing, utilize electronic devices, such as computers, tablets, and cell phones. All Child Protective Specialists perform related work.

#### Special Working Conditions:

Child Protective Specialists may be required to work shifts including nights, Saturdays, Sundays, holidays, and unexpected overtime. After training, a Child Protective Specialist may be assigned to any office within the five boroughs of New York City.

Some of the physical activities performed by Child Protective Specialists and environmental conditions experienced are: using public transportation to travel to and from field assignments throughout the five boroughs, which include but not limited to family homes, schools, hospitals, and Family Court; walking; walking up and down as many as six or more flights of stairs, and potentially lifting and carrying children and/or their belongings.

All Child Protective Specialists receive computer tablets from the Administration for Children's Services. The tablets provide convenient mobile access to critical child protective documents and systems while out in the community or otherwise away from assigned workstations. Additionally, the tablets have software that helps Child Protective Specialists manage caseloads and meet investigative requirements.

(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 \$50,757 per annum. There are two assignment levels within this class of positions. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II at the salary of \$55,125 per annum. After satisfactory completion of an eighteen-month probationary period, an employee will receive a salary of \$58,782 per annum. These rates are subject to change.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

You will 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 a score. (For more information see Exam Site Admission section.)

### EDUCATION AND EXPERIENCE REQUIREMENTS:

**Education Requirement:** You must meet the education requirements by January 31, 2023.

A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing, or cultural anthropology, at least 12 of which must have been in one of these disciplines.

College education must be from an accredited college or university, 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 of 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.

### Additional Information:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

**Vaccination Requirement:** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

### Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

### Physical Examination:

Candidates being considered for employment at certain facilities will have to provide a report of physical examination conducted no later than twelve months from the date of application by a physician, physician assistant, nurse practitioner or other licensed and qualified health care practitioner, as appropriate, regarding the individual's general health, that indicates the absence of communicable disease, infection, or illness or any physical or mental condition(s) which might affect the proper care of children, or that presence of any identified affliction does not pose a risk to the health and safety of children. The medical director may, at their discretion, require blood tests and such other tests as medically indicated. Food handlers and staff having direct contact with children shall be reexamined annually in a similar manner. The results of the health examination shall be reviewed by the medical director, who shall certify in writing, fitness for employment. Such certification shall be retained by the agency and kept available for inspection. (see 18 NYCRR S.442.18.)

Candidates being considered for employment involving the potential for regular and substantial contact with children in care at a residential care facility regulated by the New York State Office of Children and Family Services must also pass the clearances required by the Protection of People with Special Needs Act and a Staff Exclusion List Check.

Additionally, candidates being considered for employment involving regular and substantial, unsupervised or unrestricted contact with children in care at a residential facility regulated by the New York State Office of Children and Family Services must also pass a Criminal Background Check through the Justice Center.

### The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

## HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications 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.

**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](mailto: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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about 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. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education requirement):** 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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 (December 21, 2022).

**THE TEST:**

You will be given a multiple-choice test 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 skills and abilities determined to be important to the performance of a Child Protective Specialist. The multiple-choice test will include questions which may require the use of any of the following skills and abilities:

**Work Prioritization:** Skill in prioritizing work tasks and ensuring that critical tasks are done in a timely manner, while not losing sight of other tasks. **Example:** A Child Protective Specialist may use this ability to plan and organize multiple work tasks, and to adjust that planning in response to changing work demands.

**Reading Comprehension:** Skill in reading comprehension in order to understand written sentences and paragraphs in work-related documents. **Example:** A Child Protective Specialist may use this ability when reviewing a court order concerning a client's child abuse case.

**Writing Skill:** Skill in writing to communicate effectively in writing as appropriate for the needs of the audience. **Example:** A Child Protective Specialist may use this ability when drafting a progress note documenting a home visit or creating a Family Assessment Services Plan (FASP).

**Information Ordering:** Ability to follow a rule or set of rules necessary to ensure that documents and client interactions are completed according to procedures. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. **Example:** A Child Protective Specialist may use this ability when initiating the steps to remove a child from a home due to allegations of child abuse.

**Deductive Reasoning:** Ability to apply general rules or information (e.g., case management practices, case history) related to specific problems to come up with logical answers. It involves deciding if an answer makes sense. **Example:** A Child Protective Specialist may use this ability when assessing the physical home environment and conditions of one or more children, such as checking for properly stocked refrigerators, window guards and proper sleeping arrangements, to determine if it is an appropriate setting for children.

**Inductive Reasoning:** Ability to combine separate pieces of information (e.g., family dynamics, client background, health status or history, services received, corroborating information from multiple sources), or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. **Example:** A Child Protective Specialist may use this ability during a home visit, when through direct observation and/or communication with the caregiver(s) or children, he/she discovers that there are challenges the caregiver(s) are facing in supplying basic necessities for the children, such as difficulties paying for childcare, rent, and/or food, leading the Child Protective Specialist to refer the family for additional services.

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 and electronic devices with an alphabetic keyboard or with word processing or data recording abilities 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 & Applications 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](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, 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 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://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 <https://a856-exams.nyc.gov/oasysweb> 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](mailto: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 Driver License (MVO):** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Geographical Borough Location for Brooklyn (317):** If you live in Brooklyn, you may be given preferred consideration for positions located in Brooklyn. Follow the instructions given to you on the day of the multiple-choice test to indicate such interest in such Selective Certification. Your residing Borough will be checked at the time of your appointment. If you are appointed through this Selective Certification, you may have to maintain your Geographical Borough Location for the duration of your employment.

**Selective Certification for Geographical Borough Location for the Bronx (318):** If you live in Bronx, you may be given preferred consideration for positions located in Bronx. Follow the instructions given to you on the day of the multiple-choice test to indicate such interest in such Selective Certification. Your residing Borough will be checked at the time of your appointment. If you are appointed through this Selective Certification, you may have to maintain your Geographical Borough Location for the duration of your employment.

**Selective Certification for Geographical Borough Location for Manhattan (320):** If you live in Manhattan, you may be given preferred consideration for positions located in Manhattan. Follow the instructions given to you on the day of the multiple-choice test to indicate such interest in such Selective Certification. Your residing Borough will be checked at the time of your appointment. If you are appointed through this Selective Certification, you may have to maintain your Geographical Borough Location for the duration of your employment.

**Selective Certification for Geographical Borough Location for Staten Island (322):** If you live in Staten Island, you may be given preferred consideration for positions located in Staten Island. Follow the instructions given to you on the day of the multiple-choice test to indicate such interest in such Selective Certification. Your residing Borough will be checked at the time of your appointment. If you are appointed through this Selective Certification, you may have to maintain your Geographical Borough Location for the duration of your employment.

**Selective Certification for Geographical Borough Location for Queens (323):** If you live in Queens, you may be given preferred consideration for positions located in Queens. Follow the instructions given to you on the day of the multiple-choice test to indicate such interest in such Selective Certification. Your residing Borough will be checked at the time of your appointment. If you are appointed through this Selective Certification, you may have to maintain your Geographical Borough Location for the duration of your employment.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Arabic (ARA), Cantonese (CAN), French (FRE), Haitian/Creole (CRE), Korean (KOR), Mandarin (MAN), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), West African Languages (WAL), and/or you know American Sign Language (ASL), you may be given preferred consideration for positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**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 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.

**Probationary Period:**

The probationary period for this title is 18 months. Among other requirements, you will be required to pass the Training Academy test, and meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

**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" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam number and your Profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52366; Social Service Occupational Group.

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