NYC DCAS
Citywide Administrative Services

ERIC L. ADAMS
Mayor

DAWN M. PINNOCK
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PROJECT MANAGER
Exam No. 4076

WHEN TO APPLY: From: October 4, 2023

To: October 24, 2023

APPLICATION FEE: $68.00

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 **Tuesday, January 2, 2024**.

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

WHAT THE JOB INVOLVES:

Project Managers, under general supervision, coordinate and expedite the development or improvement of a number of simple capital engineering, architectural, or landscape architectural projects; may assist in expediting the development of more complex projects which are the immediate responsibility of an Associate Project Manager. They maintain a management information system to provide data for the planning and control of project development; establish project time and cost schedules; determine and coordinate the activities required between the persons, agencies and departments responsible for project completion; review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates; check work performance and prepare management reports which stress significant problems; resolve problems that arise in meeting schedules and cost; meet with City agencies, contractors and citizen groups; assist client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements; assist client agencies in developing scope of project, drawing upon technical resources of project manager's agency to develop conceptual estimates and schedules; assist in overseeing the consultant selection and contracting process, and manage these contracts, or retain in-house design and construction management staff; with the client agency, conduct a post-occupancy evaluation of facilities; in the temporary absence of immediate supervisor, may assume the duties of that position; may operate a motor vehicle. All Project Managers perform related work.

Special Working Conditions:

Project Managers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders, stairs and/or scaffolds to get to areas to be inspected; standing for extended periods of time; distinguishing colors; bending, stooping and/or stretching during inspections; communicating orally; climbing over and around various objects; working in areas that may be damp, dark, dusty, smoky, smelly, excessively hot or cold, mold and/or vermin infested; working in areas with limited working space; working outdoors in all kinds of weather. Project Managers may be required to wear safety equipment including hard hat, eye and ear protection, gloves, safety shoes, face mask, and fall protection equipment.

Some assignments in some agencies may require the use of a respirator. OSHA standards require that, prior to being assigned to an assignment requiring the use of a respirator, an employee must be evaluated by a physician or other licensed health care professional to determine whether the employee is able to wear such a respirator safely, and the employee must pass a fit test for the respirator to be used.

(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 $62,370 per annum. This rate is subject to change.

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 may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will not receive credit for education which you obtain after January 31, 2024 or experience which you obtain after the end of the Application Period (October 24, 2023).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, city planning, transportation planning, business administration, or public administration **and** one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or

2. A four-year high school diploma or its educational equivalent **and** five years of experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization plus any combination of the experience **and/or** college education as described in "**1**" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, city planning, transportation planning, business administration, or public administration.

Experience which is primarily of a design nature is **not** acceptable towards meeting the minimum requirements.

The education requirement must be met by January 31, 2024. The experience requirement must be met by the last day of the Application Period (October 24, 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).

Note: Examples of **acceptable** experience include, but are not limited to: project management which includes project planning, project administration, project coordinating and project expediting performed for engineering projects, architectural projects, and/or landscape architectural projects.

Note: Examples of **unacceptable** experience include, but are not limited to: computer programming; designing an engineering project, architectural project, and/or landscape architectural project; drafting; specification writing or development; accounting; bookkeeping; or land surveying.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (October 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 (October 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 January 31, 2024 or experience which you obtain after the end of the Application Period (October 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 the 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, 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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 9, 2023.

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 (October 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).

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 (October 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 knowledge and abilities determined to be important to the performance of the tasks of a **Project Manager**.

Task areas to be tested are as follows: Written Communication; Clerical Duties; Budgeting; Coordination; Scheduling; Contracts, Change Orders and Progress Payments; Drawings and Design, Technical Expertise; Computer Proficiency; and Planning and Organizing.

The multiple-choice test may include questions which may require the use of any of the following abilities:

Deductive Reasoning: To apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Project Manager may use this ability when reviewing organizational policies and practices to deal with project setbacks and creating a solution.

Inductive Reasoning: Combining separate pieces of information, 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 Project Manager may use this ability when reviewing specifications, drawings, and designs to determine if they are feasible for the project.

Information Ordering: Following correctly a rule or set of rules or actions in a certain order. 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 Project Manager may use this ability when creating a checklist of tasks to be completed in a given order.

Mathematical Reasoning: Understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Project Manager may use this ability when creating budget estimates.

Memorization: Remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Project Manager may use this ability to maintain and update database of project-related records such as reference materials, catalogs, blueprints, files, etc.

Number Facility: Involves the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. Example: A Project Manager may use this ability when calculating payments or estimating project costs.

Problem Sensitivity: The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: A Project Manager may use this ability when investigating a site for project delays and ensure that proper organizational procedures are being followed.

Selective Attention: Concentrating on a task that one is doing. Example: A Project Manager may use this ability to work on multiple projects, simultaneously.

Time Sharing: Is the ability to shift back and forth between two or more sources of information. Example: A Project Manager may use this ability when preparing change orders and progress payments.

Visualization: The ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. Example: A Project Manager may use this ability to complete site visits and identify hazardous conditions.

Written Comprehension: Understanding written sentences and paragraphs. Example: A Project Manager may use this ability when reviewing and implementing organizational policies or practices.

Written Expression: Using English words or sentences in writing so that others will understand. Example: A Project Manager may use this ability when writing reports, technical forms, and/or applications.

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.

<u>Warning</u>: 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 are also not permitted to use on site any medical assistive devices, including those that give notifications, alerts or vibrates, during the test without the prior express written authorization of DCAS Bureau of Exams.

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.

<u>Required Identification</u>: **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.

<u>Leaving</u>: 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://www1.nyc.gov/site/dcas/employment/civil-service-system.page*.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

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

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) 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:

If you have the experience, certificates and/or licenses listed below, you may be considered for appointment to positions requiring this experience, certificates and/or licenses through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, certificates and/or license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience, certificates and licenses will be checked by the appointing agency at the time of appointment.

Selective Certification for Municipal Government Experience (MGE): At least six (6) months of satisfactory, full-time experience working within a municipal government in a similar position which has a familiarity with the structure of municipal government in the context of project regulatory oversight and provides services for a city with over 1 million in population.

Selective Certification for Positions Requiring Water System Protection and Operations Experience (WSO): At least six (6) months of satisfactory, full-time experience in source water protection or reservoir system operations and maintenance, e.g. review for approval of septic system and storm water pollution prevention plans, development of system operations and maintenance plans for multi-reservoir water systems to include all appurtenant facilities such as dams, bridges, aqueducts, highways and control work, review and inspection of advanced wastewater treatment facilities, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.

Selective Certification for Positions Requiring a NYS Water Operator Certification (WOC): A valid NYS operator certification, pursuant to NYS Public Health Law, section 225, subpart 5-1.72, for the operation of a public water supply system.

Selective Certification for Positions Requiring Engineer in Charge of a Major Design or Field Division Experience (EED): A valid New York State License as a Professional Engineer and one (1) year of satisfactory, full-time supervisory experience in civil, mechanical, environmental and/or electrical engineering work.

Selective Certification for a New York State Professional Engineering License (PEC): A valid New York State Professional Engineering License.

Selective Certification for Positions Requiring Sewer and/or Water Experience (EWS): A valid New York State Professional Engineer's License and at least One (1) year of satisfactory, full-time experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.

Selective Certification for Experience Managing Fire Protection Engineering Projects (FPE): At least one (1) year of satisfactory, full-time experience:

1. Performing risk, hazard and life safety analyses in relation to fire load and combustible ignition sources within a proposed project; **or**
2. Designing active (water and non-water fire suppression systems) and/or passive (fire and smoke barriers, space separation) fire protection features or fire alarm systems and control panels; **or**
3. Conducting fire simulations utilizing computational fluid dynamics simulated models to determine building performance fire scenarios and predict the behavior of various material, structures and processes to protect life and safety.

Selective Certification For Driver License (MVO): A motor vehicle Driver License that is valid in the State of New York. 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.**

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 on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" 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, under the Notifications tab. 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.