THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)
SPECIAL INSERT

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE
OF
EXAMINATION

COMPUTER ASSOCIATE (OPERATIONS), HHC
Exam. No. 4000
(For The New York City Health and Hospitals Corporation Only)

WHEN TO APPLY: From: February 4, 2004   **APPLICATION FEE: $40.00**
                         To: February 24, 2004   *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Computer Associates (Operations) HHC, under general supervision, with very considerable latitude for independent initiative and judgment, supervise the activities of subordinates in one or more computer operating units of considerable size; serve as technical resource persons in the **monitoring, troubleshooting, diagnosis, and problem resolution** of **mainframe** computer operations.

Computer Associates (Operations) may be required to work shifts, including nights, Saturdays, Sundays, and holidays.

(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 $36,919 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

(1)   A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory, full-time large-scale mainframe computer operations or mainframe data communication network experience in a mainframe environment gained since February, 1996; or

(2)   A baccalaureate degree from an accredited college and three years of satisfactory, full-time experience as described in "1" above; or

(3)   A four year high school diploma or its educational equivalent and four years of satisfactory, full-time experience as described in "1" above; or

(4)   A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time large scale mainframe computer operations or mainframe data communication network experience in a mainframe environment gained since February, 1996.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly,

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all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

Residency: City residency is not required for this position.

English Requirement: Candidates 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 New York City Health and Hospitals Corporation.

REQUIRED FORM(S):

1. **Application for Examination**: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

2. **Education and Experience Test Paper**: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

3. **Foreign Education Fact Sheet** (**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 Fact Sheet included with your application packet. 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 date for applying for this examination.

4. **Special Insert**: Write your social security number on the line at the center of page 1. **Selective Certifications for MVS/VM/ESA, MVS Z/OS , O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems:** In each selective certification section, check the appropriate box indicating whether or not you wish to apply for that particular selective certification. If you wish to apply for a selective certification, complete all information requested in that section.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit for no more than three additional years of experience up to a maximum of 100 points on the following basis:

(1)   For satisfactory, full-time experience gained since February, 1996, in a mainframe computer or a mainframe data communication network setting operating computer consoles and computer peripheral devices, you will receive:

    (A)   15 points for at least one year but less than three years of experience; or

    (B)   30 points for at least three years of experience.

(2)   For satisfactory, full-time experience gained since February, 1996, performing a mainframe computer operations related function not included in "1" above (e.g., printing room, tape library or data entry), you will receive:

    (A)   5 points for at least one year but less than three years of experience; or

    (B)   10 points for at least three years of experience.

(3)   For at least two years of satisfactory, full-time experience gained since February, 1996 teaching mainframe computer operations in an academic setting or technical school, you will receive 5 points.

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

Education and experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on a HHC eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: **If you have at least two years of satisfactory, full-time experience gained since February, 1996 in the operation of MVS/VM/ESA, MVS Z/OS , O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems,** you may be considered for appointment to positions requiring these types of experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. To apply for Selective Certification, you must complete the applicable section(s) in the Special Insert.

The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements **now**, simply fill out the Special Insert and submit it with the rest of your application. If you will meet the Selective Certification requirements **at some future date**, submit a completed copy of the Special Insert by mail at that time to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your Social Security Number on your correspondence.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

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

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Computer Associate (Operations) in City agencies you must submit a separate application and fee for Exam. No. 3028 from February 4, 2004 through February 24, 2004.

_____
SOCIAL SECURITY NUMBER

If you are applying for Selective Certification, you must complete this special insert and submit it with your application for this examination.

SELECTIVE CERTIFICATION

All information provided must be verifiable. Please answer the questions carefully and provide all requested information. Any false or inaccurate entries may result in your disqualification. Be sure to write in your social security number above. Do **not** write your name anywhere on this form.

_____

A. 1   SELECTIVE CERTIFICATION FOR MVS/VM/ESA.

If you wish to be considered for selective certification for MVS/VM/ESA, you must describe this experience clearly and in detail (indicating that the experience was in the MVS/VM/ESA operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS/VM/ESA** operating system.

Do you wish to apply for selective certification for **MVS/VM/ESA**?

☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS/VM/ESA** operating system?   ☐ Yes   ☐ No

If yes, how much?_____/_____ From_____/_____ To_____/_____
            Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 2   SELECTIVE CERTIFICATION FOR MVS Z/OS

If you wish to be considered for selective certification for MVS Z/OS, you must describe this experience clearly and in detail (indicating that the experience was in the MVS Z/OS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS Z/OS** operating system.

Do you wish to apply for selective certification for **MVS Z/OS**?

☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS Z/OS**

operating system?   ☐ Yes   ☐ No

If yes, how much?_____/_____ From_____/_____ To_____/_____
                        Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 3   SELECTIVE CERTIFICATION FOR O/S 390

If you wish to be considered for selective certification for O/S 390, you must describe this experience clearly and in detail (indicating that the experience was in the O/S 390 operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 in **performance monitoring, diagnosis, troubleshooting, and problem resolution of an O/S 390 operating system**.

Do you wish to apply for selective certification for **O/S 390**?   ☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 in **performance monitoring, diagnosis, troubleshooting, and problem resolution of an O/S 390**

operating system?   ☐ Yes   ☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                        Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 4   SELECTIVE CERTIFICATION FOR A/S 400

If you wish to be considered for selective certification for A/S 400, you must describe this experience clearly and in detail (indicating that the experience was in the operation of A/S 400) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, and correction coordination of an A/S 400 operating system**.

Do you wish to apply for selective certification for **A/S 400**?   ☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, and correction coordination of an A/S 400 operating system**?   ☐   Y e s

☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                                    Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 5   SELECTIVE CERTIFICATION FOR Vax/VMS

If you wish to be considered for selective certification for Vax/VMS, you must describe this experience clearly and in detail (indicating that the experience was in a Vax/VMS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, diagnosis, troubleshooting, and problem resolution of a Vax/VMS operating system**.

Do you wish to apply for selective certification for **Vax/VMS**?   ☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, diagnosis, troubleshooting, and problem resolution of a Vax/VMS operating system**?   ☐ Yes   ☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                                    Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 6   SELECTIVE CERTIFICATION FOR VTAM

If you wish to be considered for selective certification for VTAM, you must describe this experience clearly and in detail (indicating that the experience was in a VTAM operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a VTAM operating system**.

Do you wish to apply for selective certification for **VTAM**?   ☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a VTAM operating system**?   ☐ Yes   ☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                        Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 7   SELECTIVE CERTIFICATION FOR HP 9000 UNIX

If you wish to be considered for selective certification for **HP 9000 UNIX operating system**, you must describe this experience clearly and in detail (indicating that the experience was in a **HP 9000 UNIX** operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a HP 9000 UNIX operating system**.

Do you wish to apply for selective certification for **HP 9000 UNIX systems**?

                                                                    ☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a HP 9000 UNIX operating system**?

                                                                    ☐ Yes   ☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                        Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐

A. 8   SELECTIVE CERTIFICATION FOR IBM RS/6000 UNIX

If you wish to be considered for selective certification for **RS/6000 UNIX operating system**, you must describe this experience clearly and in detail (indicating that the experience was in a **RS/6000 UNIX** operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a RS/6000 UNIX operating system**.

Do you wish to apply for selective certification for **RS/6000 UNIX systems**?

☐ Yes   ☐ No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a RS/6000 UNIX operating system**?

☐ Yes   ☐ No

If yes, how much? _____/_____From _____/_____To _____/_____
                     Year(s)/Month(s)   Month/Year   Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that

qualifies you for this selective certification: Box 1 ☐   Box 2 ☐   Box 3 ☐