

ation 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 **Section 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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on: inspection techniques and procedures; arithmetic reasoning and computation including metric conversion; the use of inspection equipment; the ability to interpret laws, regulations and City policies as they relate to inspection and purchasing procedures, contract compliance and product safety; the principles and techniques of supervision, and City policy and practices relating to inspection unit supervision, including staff training, assignment of work, discipline and performance evaluation; collection and analysis of inspection information, including contract terms and specifications, field inspection, and laboratory reports; written communication including the ability to review and edit correspondence, reports and other written documents; resolution of inspection/contract problems and complaints; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for License: If at the time of promotion, you possess a **State of New York Department of Agriculture and Markets Article IV - Test method E&J (Milk Receiver Gerber Method) license**, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for Associate Quality Assurance Specialist (Foods) positions requiring this specific specialty license.

Selective Certification for Driver License: If, at the time of promotion, you have a motor vehicle Driver License valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you meet this requirement, you may be given preferred consideration for positions requiring this license. This license must be maintained for the duration of your employment.

Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in above Selective Certifications. These requirements may be met at any time during the duration of the list. When you have met these requirements, please submit documentation by mail 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34192; Purchase Inspection Occupational Group.

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