



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
(If applicable)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PROMOTION TO ASSOCIATE QUALITY ASSURANCE SPECIALIST (FUEL)

Exam. No. 3541

**WHEN TO APPLY: From: March 3, 2004
To: March 23, 2004**

**APPLICATION FEE: \$45.00
Payable only by money order to D.C.A.S. (EXAMS)**

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, June 26, 2004.**

WHAT THE JOB INVOLVES: Associate Quality Assurance Specialists (Fuel), under direction, perform highly responsible work in planning, directing and coordinating the activities of a unit of Quality Assurance Specialists (Fuel) engaged in determining the acceptability of fuels and lubricants and related products to determine if purchase or contract specifications are fulfilled; 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 \$43,669 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Quality Assurance Specialist (Fuel); or
- (2) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Quality Assurance Specialist with two years of experience in the Fuel specialty as described below; and
- (3) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

Employees in the title of **Quality Assurance Specialist** must also have two years of satisfactory full-time experience in the inspection, testing and selection of samples for laboratory testing of fuels and lubricants, coal, fuel oil, gasoline, kerosene, asphalt and other petroleum related products to ensure that purchase or contract specification are fulfilled, and the preparation of associated reports and correspondence. **Employees in the title of Quality Assurance Specialist must fill out the Education and Experience Test Paper.**

The admission of employees in the title of Quality Assurance Specialist is on a collateral basis and applies to this examination only. It is not considered a precedent for future examinations.

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

You may be given the test before a review of your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

ADDITIONAL INFORMATION:

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 experience 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 such Selective Certification.** This requirement may be met at any time during the duration of the list. When you have met this requirement, 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.

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.

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.

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Title Code No. 34193; Purchase Inspection Occupational Group.

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