



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**POWER ELECTRONIC TECHNICIAN**  
**Exam. No. 4011**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: December 1, 2004    **APPLICATION FEE: \$35.00**  
To: December 21, 2004    *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, April 2, 2005.**

**WHAT THE JOB INVOLVES:** Power Electronic Technicians perform, or assist in the performance of, basic maintenance and repair of solid state, automated monitoring and control equipment. They maintain, test, repair, alter, build or install solid state, computerized supervisory control systems, relays, meters, test instruments, analog and digital circuit boards, modems and related low-voltage equipment; make computations; keep records and prepare reports; use personal computers; perform inspections; and perform related work.

Some of the physical activities performed by Power Electronic Technicians and environmental conditions experienced are: working with small components and hand-held instruments; climbing and descending ladders; walking along catwalks in subway tunnels; climbing and descending between catwalks and roadbeds; distinguishing colors; working in confined spaces; and driving a vehicle to and from field locations.

(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 \$16.600 per hour for a 40-hour week, with increments to \$23.7150 per hour for a 40-hour week after three years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** You must meet one of the following requirements by the last day of the application period:

1. Graduation from an accredited college with an associate degree in electronic technology; or
2. Graduation from an accredited college with an associate degree in electrical technology, plus at least six months of full-time satisfactory experience as an electronic technician ; or
3. Graduation from a technical, trade or vocational high school with a certificate in an electronic or electrical speciality, plus at least one year of full-time satisfactory experience as an electronic technician; or
4. A four-year high school diploma or its educational equivalent, plus at least three years of full-time satisfactory experience as an electronic technician; or
5. One year of service as a Transit Electrical Helper in the Power Department of the New York City Transit Authority and satisfactory completion of the Power Department's training program in electronics; or
6. A satisfactory combination of education and/or experience which is equivalent to "1", "2", "3" or "4" above. However, all candidates except those satisfying "5" above must have a four-year high school diploma or its educational equivalent.

**Experience as an electronic technician obtained before December 1, 1994 is not acceptable.**

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this position prior to submitting your application. If you are marked "Not qualified," your application fee will not be refunded and your test paper will not be rated.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement:** By the time you are appointed to this position, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

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

**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 City of New York.

**REQUIRED FORMS:**

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.

**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:** You will be given a multiple-choice test. 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 may include questions on basic electronic devices and circuitry; basic A.C. and D.C. test equipment; use of tools, equipment and materials of the trade; proper safety procedures and precautions when working with electronic circuits; reading and understanding schematic and wiring prints and making related electrical calculations; and other related areas.

**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 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.

**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."

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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. 91751; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

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