



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

**NOTICE
OF
EXAMINATION**

ENGINEER SERIES

PROMOTION TO CHEMICAL ENGINEER, Exam. No. 8526
PROMOTION TO CIVIL ENGINEER, Exam. No. 8524
PROMOTION TO ELECTRICAL ENGINEER, Exam. No. 8525
PROMOTION TO ENVIRONMENTAL ENGINEER, Exam. No. 8527
PROMOTION TO MECHANICAL ENGINEER, Exam. No. 8528

WHEN TO APPLY: From: April 2, 2008
To: April 22, 2008

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit
card.

WHAT THE JOB INVOLVES: Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible professional engineering work, in a field of engineering; and may operate a motor vehicle. All Engineers perform related work.

Special Working Conditions: Engineers 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 \$52,818 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 last day of the application period:**

- (1)
 - a. for Promotion to Chemical Engineer, holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Chemical Engineer;
 - b. for Promotion to Civil Engineer, holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Civil Engineer;
 - c. for Promotion to Electrical Engineer, holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Electrical Engineer;
 - d. for Promotion to Environmental Engineer, holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Environmental Engineer;
 - e. for Promotion to Mechanical Engineer, holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Mechanical Engineer; and
- (2) 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

LICENSE REQUIREMENT: A valid New York State Professional Engineer's License is required by the last day of the application period for promotion to Chemical Engineer, Civil Engineer, Electrical Engineer, Environmental Engineer, or Mechanical Engineer. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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 the 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 the 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out **Sections B, C, and D (if applicable)**. 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 an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer, **subsequent to receiving a New York State Professional Engineer's License**, you will receive:

- (A) 5 points for at least one (1) but less than three (3) years of experience; or
- (B) 15 points for at least three (3) but less than five (5) years of experience; or
- (C) 25 points for at least five (5) but less than six (6) years of experience; or
- (D) 30 points for six (6) or more years of experience.

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.

Experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you meet the license requirement 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: You may be considered for promotion to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for all titles for positions requiring a Driver License: If you have a motor vehicle Driver License that is valid in the State of New York and wish to be considered for Selective Certification, state "**Driver License**" in Section D on page 4 of the Education and Experience Test Paper. If you are promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Selective Certification for Civil Engineer positions requiring bridge experience: If you have one year of full-time, satisfactory civil engineering experience in bridge design, bridge construction, bridge maintenance and/or bridge inspection, you may be considered for positions in the Division of Bridges of the Department of Transportation. If you wish to apply for this Selective Certification, state "**Bridge**" and the box number(s) which describe this qualifying work experience, in Section D on page 4 of the Education and Experience Test Paper.

Selective Certification for Mechanical Engineer positions requiring HVAC, plumbing, building construction, and/or facilities management experience: If you have two years of full-time, satisfactory mechanical engineering experience in any of the following specialties - HVAC, plumbing, building construction or facilities management, you may be considered for positions which require this experience. If you wish to apply for one or more Selective Certifications, state “**HVAC**”, “**Plumbing**”, “**Building Construction**” or “**Facilities Management**” and the box number(s) which describe the associated qualifying work experience for each specialty, in Section D on page 4 of the Education and Experience Test Paper. Note, only those who meet the two year experience requirement in a given specialty will be eligible for selective certification.

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 20515, 20215, 20315, 20618, 20415; Engineering Occupational Group.

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