



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
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

DONALD P. BROSEN
Acting Commissioner

NOTICE OF EXAMINATION

ASSOCIATE CONTRACT SPECIALIST

Exam. No. 1009

WHEN TO APPLY: From: October 6, 2010
To: October 26, 2010

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

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 8, 2011.**

WHAT THE JOB INVOLVES: Associate Contract Specialists under administrative supervision, with wide latitude for the exercise of independent judgment and decision making, perform complex professional/supervisory work involved in the development and management of contracts for social services programs. All Associate Contract Specialists 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 \$50,752 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, there are two ways to apply for this examination:

- Online at the DCAS Website:** Go to the 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.
- 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.

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

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

- A baccalaureate degree from an accredited college or university **and** two years of full-time satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or
- A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** six years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields cited above; or
- A satisfactory combination of education and experience equivalent to "1" or "2" above. College credits obtained from an accredited college or university may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in "1" above. However, all candidates

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must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time experience as described in "1" above.

Administrative experience means experience being in charge of or managing a program, function or organization, with the authority to make critical decisions about matters of significance. It does not include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

You may be given the test before we verify your qualifications.

Instructions for Describing Work Experience:

- For each major task *you* performed, provide a precise description of what *you* did and the nature and level of responsibility *you* had for each such task you include in your duties description. For example, stating that your fiscal management experience consisted of accounting work is insufficient. You must indicate the specific types of accounting duties you performed, since not all accounting duties may be acceptable.
- If a major portion of *your* job responsibility included providing input into one or more group activities, you must indicate the specific role *you* played in each such group activity. Phrases such as "participates in" or "assists" or "contributed to" are not sufficient since they don't indicate what *you* did as part of this activity.
- Limiting your duties description to statements taken directly from the qualification requirements and/or job description for the title for which this examination is being held is not sufficient. To receive credit, you must indicate how *you* performed each of the tasks listed. For example, rather than limiting your duties description to "served as project manager," explain the duties *you* performed as a project manager.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You 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:** Fill out **Sections A.1 (if applicable), A.2, A.4, 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. **If you are applying by mail,** 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. **If you are applying online,** follow the online instructions.
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.

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 principles of supervision including training and evaluation; developing and evaluating contract proposals; budget and fiscal monitoring; program monitoring and evaluation; ability to write reports and correspondence and keep records; comprehending, analyzing and evaluating written material; standards of proper employee ethical conduct; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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 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.

ADDITIONAL INFORMATION:

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.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 40562; Contract Specialist Occupational Group

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