



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

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

QUALITY ASSURANCE SPECIALIST

Exam No. 1041

<p>WHEN TO APPLY: From: May 4, 2011 To: May 24, 2011</p>	<p>APPLICATION FEE: \$54.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
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WHAT THE JOB INVOLVES: Under supervision, Quality Assurance Specialists determine the acceptability of various supplies, materials, and products to ensure adherence to purchase or contract specifications, terms, conditions and related regulations; operate a motor vehicle in performance of duties. All Quality Assurance 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 \$38,058 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned 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 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:

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** four years of satisfactory full-time experience purchasing or inspecting, for the purpose of ensuring adherence to purchase or contract specifications, supplies, materials and/or products such as: paints, linoleum, hoses, sand, brick, wire, shades, hardware and tools; plumbing, electrical machine shop, building and cleaning supplies; furnishings and furniture, lumber and wood related products; metals; equipment; foods, drugs, and chemicals; fuel; textiles; printing, stationary and other sundry items; or
2. A baccalaureate degree from an accredited college or university, **and** one year of satisfactory full-time experience as described in "1" above; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. Undergraduate college credits may be substituted for experience on the basis that 40 semester credits from an accredited

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college or university may be substituted for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

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).

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

Medical Requirement: Medical guidelines have been established for the position of Quality Assurance Specialist. You will be examined to determine whether you can perform the essential functions of the position of Quality Assurance Specialist. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

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

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, B, C (if applicable) 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. **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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience 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 experience in a **government agency** performing quality assurance review involving the monitoring and administration of quality assurance test and measurements, selection of samples for laboratory testing, and the inspection of supplies, materials and services as to quantity, quality, condition, size, and packaging to ensure compliance with specifications, you will receive:

10 points for at least 1 year but less than 2 years of experience; or
20 points for at least 2 years but less than 4 years of experience; or
30 points for at least 4 or more years of experience.

For experience in **other than a government agency** performing quality assurance review involving the monitoring and administration of quality assurance test and measurements, selection of samples for laboratory testing, and the inspection of supplies, materials and services as to quantity, quality, condition, size, and packaging to ensure compliance with specifications, you will receive:

5 points for at least 1 year but less than 2 years of experience; or
10 points for at least 2 years but less than 4 years of experience; or
15 points for 4 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. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Education and experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the education and experience 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:

Selective Certification for Special Experience: The eligible list resulting from this examination may be selectively certified and made appropriate for filling vacancies in Quality Assurance Specialist (specialty) titles which require specific experience. If you qualify for such Selective Certification, you may be given preferred consideration for appointment to these specialty titles. Follow the instructions below to indicate your interest in such Selective Certification. Your work experience and/or license will be evaluated by the appointing agency at the time of appointment.

1. **Selective Certification to Fill Positions for Quality Assurance Specialist (Automotive Equipment):** At least one year of full-time experience conducting quality assurance inspections and tests to determine the acceptability and safe operation of automotive vehicles and transport equipment; inspecting automotive parts, supplies and repairs to ensure that purchase or contract specifications are fulfilled; and preparing associated reports and correspondence. Enter "OAE" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
2. **Selective Certification to Fill Positions for Quality Assurance Specialist (Foods):** At least one year of full-time experience conducting quality assurance inspections to determine the acceptability of food, food products and forage in accordance with standards and provisions of pertinent laws and sanitary codes; administering quality assurance tests & measurements, and selecting samples for laboratory testing to ensure that purchase or contract specifications are fulfilled; and preparing associated reports and correspondence. You must also have a valid State of New York Department of Agriculture and Markets Article IV license - Test Method E&J (Milk Receiver Gerber Method). Enter "QFO" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
3. **Selective Certification to Fill Positions Requiring a Quality Assurance Specialist (Fuel):** At least one year of full-time experience conducting quality assurance inspections and tests and selecting samples for laboratory testing to determine the acceptability of fuels and lubricants, coal, fuel oil, gasoline, kerosene, asphalt and other petroleum related products to ensure that purchase or contract specifications are fulfilled; and preparing associated reports and correspondence. Enter "QFU" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
4. **Selective Certification to Fill Positions for Quality Assurance Specialist (Metals):** At least one year of full-time experience conducting quality assurance inspections and tests and monitoring the entire manufacturing process in a mill shop, foundry, yard or other location to ensure proper quality control in the manufacture of rolled steel, including beams, plates and rails, steel fabrication, including the assembly of parts, riveting or welding, cast steel or cast iron, including pipes and fittings, valves, hydrants, valve boxes and special castings; verifying dimensions in accordance with approved detailed drawings, reading blueprints and using calipers, depth gauges, micrometers and other types of measuring tools; administering quality assurance tests & measurements; selecting samples for laboratory testing to ensure that purchase or contract specifications are fulfilled; and preparing associated reports and correspondence. Enter "QME" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
5. **Selective Certification to Fill Positions for Quality Assurance Specialist (Pupil Transportation):** At least one year of full-time experience conducting quality assurance review for contracted pupil transportation services to public and non-public school students, including contracted pupil transportation services to public and non-public school students with disabilities; conducting field inspections for school buses and bus routes to ensure quality of service and driver/escort performance; inspecting the condition of school buses including the doors, lights, stairs, seats, tires, brake lights and the general cleanliness of the vehicle; investigating complaints regarding school bus service; preparing school routes and schedules; determining eligibility for all free and reduced fare passes; evaluating contractor performance for compliance with contract agreements to ensure that purchase or contract specifications are fulfilled; and preparing associated reports and correspondence. Enter "QPT" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.

The above requirements may be met at any time during the duration of the list. If you meet one or more of the Selective Certification requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

List Use: Eligibles who accept appointment to either the Quality Assurance Specialist or to any of the specialty titles will have their names removed from the list resulting from this examination.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34171; Purchase Inspection Occupational Group.

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