



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**ASSISTANT SUPERINTENDENT OF WELFARE SHELTERS**

**Exam No. 3055**

<p><b>WHEN TO APPLY:</b> From: <b>June 5, 2013</b></p> <p style="text-align: center;">To: <b>June 25, 2013</b></p>	<p><b>APPLICATION FEE: \$68.00</b></p> <p><b>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</b></p>
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**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Assistant Superintendents of Welfare Shelters, under general supervision, supervise the physical operations of a shelter facility for homeless individuals and/or families, providing food, clothing, shelter, sleeping facilities and social services. All Assistant Superintendents of Welfare Shelters perform related work.

**Special Working Conditions:** Assistant Superintendents of Welfare Shelters will 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 \$50,702 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** 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.

**Education and Experience Requirements:**

1. A Master's Degree in Social Work from an accredited school of social work **and** two years of full-time satisfactory experience in one or more of the following areas:
  - (a) Management of a hotel, large lodging house, home for the aged, nursing home, or other institution

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providing congregate care; or

(b) As a commissioned or non-commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems; or

(c) Supervision of an organizational segment of at least five individuals engaged in providing direct social services to a disadvantaged client population; or

2. A baccalaureate degree from an accredited college **and** three years of experience as described in "1" above.
3. A four year high school diploma or its educational equivalent **and** five years of experience as described in "1" above.
4. Education and/or experience equivalent to "1" , "2", and/or "3" above. Casework experience in a Welfare Shelter or comparable institution may be substituted on a year- for- year basis up to a maximum of four years. However, all candidates must have a four year high school diploma or its educational equivalent and at least one year of supervisory/management experience as described in "1" above.

**The education requirement must be met by June 30, 2013. The experience requirement must be met by the last day of the Application Period.**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The school of social work, 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).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education which you obtain after June 30, 2013 or experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

**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:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, 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 (if applicable), A.5 (if applicable), 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 online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide 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 additional credit for a maximum of five years of experience attained within the last ten years up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience gained in the last ten years managing a physical operation of a shelter facility or similar institution servicing the homeless for:**

At least 1 year but less than 3 years

**You will receive:**

10 points

At least 3 years but less than 5 years	20 points
5 or more years	30 points

**If you have satisfactory full-time experience gained in the last ten years supervising at least 5 individuals providing direct social services to a disadvantaged client population, persons with social problems or supervising the management of a home for the aged, nursing home, or other institution providing congregate care for:**

**You will receive:**

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

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.**

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your experience once the filing period has ended.

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:**

**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](mailto: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: Exam Support Group, 1 Centre Street, 14<sup>th</sup> 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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52275; Social Services Occupational Group.

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