



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

**REQUIRED INFORMATION**

APPLICATION  
EDUCATION AND EXPERIENCE  
TEST  
FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**ASSOCIATE CONTRACT SPECIALIST**

**Exam No. 5000**

**WHEN TO APPLY: From: September 3, 2014**

**APPLICATION FEE: \$68.00**

**To: September 23, 2014**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**THE TEST DATE:** The multiple-choice test is expected to begin on **Monday, November 17, 2014.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**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 you meet the requirements in the "How to Qualify" section, 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 information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com and Mail.com offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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 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) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You may be given the test before we verify your qualifications. 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 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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

- evaluation, contract negotiations/management, fiscal/financial management, or project management; or
2. 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
  3. 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 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 in one or more of the acceptable fields must include the authority to make critical decisions about matters of significance. Experience in one or more of the acceptable fields which primarily consists of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials is not acceptable. Program evaluation experience may include determining a program's compliance with a contract, identifying areas of a program's strengths and weaknesses, recommending improvements, and evaluating quality of services. Experience administering or supervising a program is not acceptable towards meeting the program evaluation requirement.

**Note:** See the *Guide to Completing the Education and Experience Test* on Page 4 for more information on how to complete your Education and Experience Test.

**The education requirement must be met by January 31, 2015. 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 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 and submit it by the end of the application period.** You will not receive credit for education which you obtain after January 31, 2015 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application 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 INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4, and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
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 located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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:** The multiple-choice test will be given at a computer terminal. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Associate Contract Specialist. Task areas to be tested are as follows: supervision including training and performance evaluation, developing and evaluating contract proposals, budget and fiscal monitoring, program monitoring and evaluation, and report writing and record keeping.

The test may include questions on knowledge of contract development; knowledge of fiscal monitoring of contracts; knowledge of program monitoring of contracts; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Written Expression** - Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: filling out forms, preparation of narrative reports, preparing e-mail and formal correspondence.

**Management of Personnel Resources** - Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. Example: instruct and/or train subordinate staff and staff of agencies under contract to their agency in order to accomplish tasks.

**Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: comprehend, analyze, and evaluate contract proposals.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**Warning:** 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**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.

**Investigation:** You will be investigated prior to appointment and must pay a fee of \$91.50 for fingerprint screening. At the time of investigation and at the time of appointment, candidates must present originals or certified copies of all documents and proof, including but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

#### **SPECIAL ARRANGEMENTS:**

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

### **GUIDE TO COMPLETING THE EDUCATION AND EXPERIENCE TEST**

When you describe your **experience**, in **Section B** you should include detailed information on the tasks you performed regarding:

- 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 contract management experience consisted of managing contracts is insufficient. You must indicate the specific types of contract management duties you performed.
  - For example, rather than limiting your duties description to “served as project manager,” explain the duties **you** performed as a project manager.
- 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 do not indicate what **you** did as part of this activity.
- Limiting your duties description to statements taken directly from the qualification requirements, a job posting or job specification for the title, and/or from internet sites is **not** sufficient **and will not receive credit**. To receive credit, you must indicate how **you** performed each of the tasks listed.

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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 Computer-based Testing & Application Centers.

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](http://nyc.gov/dcas)