



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

REQUIRED INFORMATION
APPLICATION
SPECIAL INSERT
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

ASSOCIATE PROJECT MANAGER

Exam No. 5013

AMENDED NOTICE - MAY 6, 2015

<p>WHEN TO APPLY: From: March 4, 2015</p> <p style="padding-left: 100px;">To: March 24, 2015</p> <p>THE TEST DATE: Multiple-choice testing is expected to be held on Saturday, June 20, 2015.</p>	<p>APPLICATION FEE: \$68.00</p> <p>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.</p>
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The Notice of Examination is amended to change the date of the multiple-choice test from Tuesday, June 23, 2015 to Saturday June 20, 2015.

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

WHAT THE JOB INVOLVES: This class of positions encompasses project management and coordination work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Associate Project Managers, under varying degrees of supervision, are responsible for project management work in planning, coordinating, and directing the implementation of the design and construction of capital projects. They maintain a management information system to provide data for the planning and control for project development; establish project time and cost schedules; determine and coordinate the activities required between the persons, agencies and departments responsible for project completion; review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates; check work performance and prepare management reports which stress significant problems; resolve problems that arise in meeting schedules and costs; meet with City agencies, contractors and citizen groups; advise and make recommendations to client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements; assist client agencies in developing scope of project, drawing upon own agency's technical resources to develop conceptual estimates and schedules; oversee the consultant selection and contracting process, and manage these contracts, or retain in-house design and construction management staff; with the client agency, conduct a post-occupancy evaluation of facilities; supervise subordinate employees; in the temporary absence of immediate supervisor, may assume the duties of that position; may incidentally perform duties of subordinates; and may drive a motor vehicle. All Associate Project Managers perform related work.

Some of the physical activities performed by Associate Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected, including exposed heights and confined spaces; standing for extended periods of time; distinguishing colors; bending, stretching, and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, moldy, dark, dusty, smoky, vermin infested, noisy, acrid, or containing fumes, emissions, extreme heat and cold, lead dust, asbestos, or other potentially hazardous material; and working outdoors in all kinds of weather.

Special Working Conditions: Associate Project Managers 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 \$58,277 per annum. This rate is subject to change. There are three 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 levels at the discretion of the agency.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and 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. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing and Applications Centers will be closed on Saturday, March 14, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at 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: You must have:

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, **and either:**

1. A baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, **and** one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; **or**
2. A four-year high school diploma or its educational equivalent **and** five years of experience as described in "1" above; **or**
3. A four-year high school diploma or its educational equivalent **plus** any combination of college or university education **and/or** experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for (a) each 30 semester credits of college or university education leading to a bachelor's degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) a Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect, **or** Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

The education requirement must be met by June 30, 2015. The experience and license requirement must be met by the last day of the Application Period (March 24, 2015).

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, license 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 June 30, 2015, or experience and license(s) which you obtain after the end of the Application Period.

Medical Requirement: Employees assigned to coordinate or direct asbestos removal or lead abatement projects must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to asbestos removal or lead abatement projects.

Residency: City residency is not required for this position.

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. Special Insert:** A **Special Insert** to this application will be mailed to you approximately 30 days after the close of the Application Period for you to complete and return to DCAS by mail. The **Special Insert** will substitute for the Education and Experience Test Paper. This **Special Insert must** be filled out completely and in detail for you to receive your proper rating and be mailed back to DCAS within 30 days of the date on the **Special Insert**. Mail the completed **Special Insert** to: **DCAS Bureau of Examinations, Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007**. You **must** refer to this Notice of Examination when completing the **Special Insert**.
- 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. 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 may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 Project Manager. Task categories to be tested are as follows: design review, specifications, and analysis; fieldwork; clerical/administrative tasks; budgeting; supervision; coordination and correspondence; planning and scheduling; and contracts, change orders, and progress payments.

The test may include questions on principles of project management and supervision; construction, engineering, and/or architectural theory and concepts; construction materials and equipment; construction safety practices; pertinent sections of applicable codes and laws; job related mathematics; 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:

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: An Associate Project Manager analyzes contract documents for compliance with code regulations and field conditions.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An Associate Project Manager creates and reviews graphical charts representing numerical data such as line charts.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: An Associate Project Manager chooses the best course of action as a result of an unanticipated design plan error.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: An Associate Project Manager develops a project schedule using critical path method.

Management of Financial Resources: Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished. Example: An Associate Project Manager requests additional funds and makes request justifications based on records, work orders, and/or change orders.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. Example: An Associate Project Manager maintains, organizes, and updates files and project reference materials.

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: An Associate Project Manager makes recommendations in the selection of consultants and contractors.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Project Manager reads various construction project documents and comprehends the technical information.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: An Associate Project Manager writes reports and summaries and takes notes at meetings.

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, 14th Floor, New York, NY 10007, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Traffic Experience: If you have six months of full-time, satisfactory experience in project management work overseeing the design, installation, and/or maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, Intelligent Transportation Systems (ITS) technologies, and/or other transportation related technologies, you may be considered for appointment to positions in the Division of Traffic of the Department of Transportation which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations, Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) 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, 14th 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.

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 and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 22427; Project Management Occupational Group.

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