



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

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

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

HEALTH SERVICES MANAGER

Exam No. 6047

WHEN TO APPLY: From: June 1, 2016 To: June 21, 2016

APPLICATION FEE: \$68.00

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.

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

WHAT THE JOB INVOLVES: Health Services Manager is a management class of positions with several assignment levels. Health Services Managers, under direction, with wide latitude for the exercise of independent judgment and initiative, plan, develop, and administer public health or mental hygiene programs of considerable size and/or complexity. The duties of a Health Services Manager may include administrative supervision of clinical, as well as other professional, clerical, fiscal, analytical, and support staff; and responsibility for contract administration, allocation of funds, monitoring, evaluation, and contract compliance in one or more service areas. All Health Services Managers perform related work.

Within the following agencies, Health Services Managers may also be assigned the following duties and responsibilities:

In the Department of Health and Mental Hygiene, under direction, with wide latitude for the exercise of independent judgment and initiative, Health Services Managers may administer the non-medical aspects of Health District(s); plan, develop, and administer public health programs such as lead poisoning control, disease intervention, personal health services, child and adolescent health, laboratory services, and environmental health; and perform related work.

In the Fire Department, under executive direction and with very wide latitude for the exercise of independent judgment and initiative, Health Services Managers may head the Counseling Service Unit, offering psychological assessments, counseling and referral services to Uniformed Fire Members, EMS, Civilian employees and their families; and perform related work.

In the Department of Education, under general direction, Health Services Managers may plan, direct, administer and control review and evaluation of student health and wellness programs; maintain administrative supervision of professional staff and support personnel; and perform related work.

In the Department of Correction, under general direction, Health Services Managers oversee correctional health care programs, provide oversight, review policy and collaborate with other stakeholders to provide services to the inmate population; and 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.)

Special Working Conditions: Health Services Managers may be required to work shifts including nights, Saturdays, Sundays, and holidays. Health Services Managers may be on call 24 hours a day, 7 days a week.

THE SALARY: Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

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**

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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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver.

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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. 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 baccalaureate degree from an accredited college or university **and** five years of full-time satisfactory experience in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program **at least 18 months of which must have been in a managerial or administrative capacity** requiring independent decision-making concerning program management, planning, evaluation for quality improvement and assurance, allocation of resources, and the scheduling and assignment of work; **or**
2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college or university in hospital administration, public health, community health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial or administrative experience as described in "1" above.

The education requirement must be met by June 30, 2016. The experience requirement must be met by the last day of the Application Period (June 21, 2016).

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. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2016 or experience which you obtain after the end of the Application Period.

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.

Assignment of Duties: Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection of People with Special Needs Act: Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

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.4, A.6 (if applicable), B and D (if applicable)**. 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. When you contact the evaluation service, ask for the evaluation as follows:
 - A. If you wish to claim **only** a baccalaureate degree as stated in paragraph "1" in the *How to Qualify* section, then ask for a "**document-by-document**" (**general**) evaluation of your foreign education.
 - B. If you wish to **also** claim graduate semester credits in one or more of the acceptable fields stated in paragraph "2" in the *How to Qualify* section, then ask for a "**course-by-course**" evaluation (which includes a "**document-by-document**" evaluation).

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 up to a maximum of 100 points on the following basis:

If you have satisfactory, full-time managerial or administrative experience, in addition to the minimum qualification requirements of at least 18 months in a managerial or administrative capacity in a health services setting, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program for:

You will receive:

At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
At least 5 years	30 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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

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 June 30, 2016 or experience which you obtain after the end of the Application Period.

Education must be obtained by **June 30, 2016** 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.

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 Special Experience at the Department of Education Only: If you meet the requirements for one or more of the following Selective Certifications, you may be considered for positions at the Department of Education which require that experience.

- I. Selective Certification for Positions Requiring Health Program Management Experience:** If you have at least one (1) year of satisfactory, full-time managerial or administrative experience in health program management for an educational program(s) and/or institution(s), you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state “**PMH**” in section D of the Education and Experience Test. **Your experience will be checked by the Department of Education at the time of appointment.**
- II. Selective Certification for Positions Requiring Mental Health Program Management Experience:** If you have at least one (1) year of satisfactory, full-time managerial or administrative experience in mental health program management for an educational program(s) and/or institution(s), you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state “**PMM**” in section D of the Education and Experience Test. **Your experience will be checked by the Department of Education at the time of appointment.**
- III. Selective Certification for Positions Requiring Occupational Therapy Management Experience:** If you have at least one (1) year of satisfactory, full-time managerial or administrative experience in occupational therapy management for an educational program(s) and/or institution(s), you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state “**OTM**” in section D of the Education and Experience Test. **Your experience will be checked by the Department of Education at the time of appointment.**
- IV. Selective Certification for Positions Requiring Physical Therapy Management Experience:** If you have at least one (1) year of satisfactory, full-time managerial or administrative experience in physical therapy management for an educational program(s) and/or institution(s), you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state “**PTM**” in section D of the Education and Experience Test. **Your experience will be checked by the Department of Education at the time of appointment.**

Selective Certification for Special Experience at the Department of Health and Mental Hygiene Only: If you meet the requirements for one or more of the following Selective Certifications, you may be considered for positions at the Department of Health and Mental Hygiene which require that experience.

- I. Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you wish to apply for this Selective Certification, state the foreign language(s) and/or “**American Sign Language**” in section D of the Education and Experience Test. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.
- II. Selective Certification for Positions Requiring Health Information Technology Systems Management Experience:** If you have at least two (2) years of satisfactory, full-time managerial or administrative experience overseeing and coordinating health information technology systems and/or electronic health records operations for the purpose of collecting and coordinating surveillance data from hospitals, community health centers, and/or private practices for chronic diseases such as diabetes, cancer, smoking, and hypertension, you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state “**PHP**” in section D of the Education and Experience Test. **Your**

experience will be checked by the Department of Health and Mental Hygiene at the time of appointment.

- III. Selective Certification for Positions Requiring Budget Management Experience:** If you have at least two (2) years of satisfactory, full-time managerial or administrative experience at a hospital, community health center, private medical practice, mental hygiene program, social services program, environmental program or public health program in the preparation, modification, administration and/or management of budgets and expenditures, you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state "BGT" in section D of the Education and Experience Test. **Your experience will be checked by the Department of Health and Mental Hygiene at the time of appointment.**
- IV. Selective Certification for Positions Requiring Management Experience in Emergency Preparedness and Response:** If you have at least two (2) years of satisfactory, full-time managerial or administrative experience and oversight for the development and implementation of citywide public health emergency preparedness and response plans, protocols, operational tools, training and exercises, evaluation and other activities, you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state "EMR" in section D of the Education and Experience Test. **Your experience will be checked by the Department of Health and Mental Hygiene at the time of appointment.**
- V. Selective Certification for Positions Requiring a Clinical Social Worker License:** If you have a valid NYS Registration as a Licensed Clinical Social Worker, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "LCS" in section D of the Education and Experience Test. **Your license will be checked by the Department of Health and Mental Hygiene at the time of appointment. This license must be maintained for the duration of your employment.**
- VI. Selective Certification for Positions Requiring a Master Social Worker License:** If you have a valid NYS Registration as a Licensed Master Social Worker, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "LMS" in section D of the Education and Experience Test. **Your license will be checked by the Department of Health and Mental Hygiene at the time of appointment. This license must be maintained for the duration of your employment.**
- VII. Selective Certification for Positions Requiring a Histological Technician or Clinical Laboratory Technologist License:** If you have a valid NYS License as a Certified Histological Technician or a Clinical Laboratory Technologist, you may be considered for appointment to positions requiring this license(s) through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license(s). If you wish to apply for this Selective Certification, state "LHT" in section D of the Education and Experience Test. **Your license(s) will be checked by the Department of Health and Mental Hygiene at the time of appointment. This license(s) must be maintained for the duration of your employment.**

Selective Certification for Special Experience at the NYC Fire Department Only: If you meet the requirements for the following Selective Certification, you may be considered for positions at the NYC Fire Department which require that experience.

- I. Selective Certification for Positions Requiring Supervising Counseling Services Experience:** If you have at least one (1) year of satisfactory, full-time managerial or administrative experience supervising subordinates who provide psychological assessments, counseling and referral services to Uniformed Fire Department Members, EMS, and/or civilian employees and their families, you may be considered for appointment to positions requiring 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. If you wish to apply for this Selective Certification, state "SCE" in Section D of the Education and Experience Test. **Your experience will be checked by the NYC Fire Department at the time of appointment.**

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this 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, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 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.

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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10069; The Managerial Service.

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