



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PROJECT MANAGER INTERN

Exam. No. 2038

WHEN TO APPLY: From: April 2, 2003 To: April 22, 2003 **APPLICATION FEE: \$40.00**
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Project Manager Interns under supervision, with limited latitude for independent judgment and action, perform elementary level project management work and receive training in project management work of moderate difficulty; perform related work.

Some of the physical activities performed by Project Manager Interns and environmental conditions experienced are: Driving a motor vehicle to and from inspection sites; walking to and from inspection sites; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat, gas mask and goggles for manhole inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather.

(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 \$37,446 per annum. This rate is subject to change.

Appointments to this class of positions are subject to a two-year probationary period. At the end of one year of satisfactory service, employees in this class of positions will advance, without further examination, to Project Manager, with a salary of \$43,675 per annum. The second year of probationary service will be served in this higher title. An unsatisfactory probationer's service may be terminated at any time during the two-year probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education Requirements:

A Bachelor's degree in engineering, architecture, landscape architecture, business administration or public administration from an accredited college or university, received between May 1, 1999 and June 30, 2003. A Master of Architecture that is the first professional degree in architecture from an accredited college or university received between May 1, 1999 and June 30, 2003 can be substituted for a bachelor's degree in architecture. A degree in engineering technology, architectural technology or landscape architectural technology is not acceptable.

You must attach to your application papers a photocopy of your **college transcript** with a summary grade point average of all completed college courses through the first semester of the senior year leading towards the required degree. If you do not provide a copy of your college transcript with grades, translated into English if necessary, you can only receive a maximum score of 70.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you

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must maintain City residency as a condition of employment.

English Requirement: Candidates 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 FORM(S):

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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.2 or B (if required). 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.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 test. You will receive a score of 70 points for meeting the education requirement listed above and for having a grade point average of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. The education rating will be based on a college transcript showing the grades for completed courses through the first semester of the senior year. If you do not provide a copy of your college transcript with grades, translated into English if necessary, you can only receive a maximum score of 70. After this requirement is met, you will receive additional credit, up to a maximum of 100 points, based on your transcript according to the following chart:

Degree GPA through the first semester of the Senior Year

Test Rating	Transcript GPA (based on 4.00)	Transcript GPA Average, %
70.0	2.00 - 3.49	70.0 - 84.9
85.0	3.50 - 3.99	85.0 - 99.9
100.0	4.00	100.0

The education requirement must be met by **June 30, 2003**.

THE TEST RESULTS: If you pass the education test, your name will be placed in 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: If you have at least 6 months of project work or project management work experience in engineering, architectural and/or landscape architectural projects for a railroad, you may be considered for appointment to positions with the New York City Transit Authority requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, state "Railroad" and the box number(s) which describe this qualifying work experience in Section D on page 4 of the Education and Experience Test Paper.

Application Receipt: 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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 22425; The Project Management Occupational Group.

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