



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 INFORMATION</b> |
| AFFIRMATION FORM            |

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

## ADMINISTRATIVE ENGINEER

### Exam No. 7012

|   |  |
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| <b>WHEN TO APPLY:</b> From: November 1, 2016<br><br>To: November 30, 2016 | <b>APPLICATION FEE: \$68.00</b><br><br><b>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.</b> |
|---|--|

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

**Candidates who applied for Administrative Engineer, Exam No. 6045, which was canceled, should follow instructions on "Next Steps" in the letter that was sent to them by DCAS.**

**WHAT THE JOB INVOLVES:** Administrative Engineers, under direction, with broad scope for the exercise of independent initiative and judgment, serve as division engineers in charge of a major division, field division or equivalent; serve as a consultant on major engineering matters to an agency; are responsible for the management, or review, of the design of structures and infrastructure of all types; are responsible for the examination of plans for the construction, alteration or repair of buildings and infrastructure under the jurisdiction of local, state and Federal agencies; and perform highly responsible supervisory work or highly difficult and responsible work in engineering. All Administrative Engineers perform related work.

**Special Working Conditions:** Administrative Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Administrative Engineers 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; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing a hard hat; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather; must be able to lift about 20 pounds of equipment when required.

(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:** Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining 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](http://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 apply 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.

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>.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You may come to the DCAS Computer-based Testing & Applications Centers to apply 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  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

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

**The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 8, 2016; Friday, November 11, 2016; Saturday, November 12, 2016; and Thursday, November 24, 2016.**

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (November 30, 2016). If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**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](http://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: This is a computer-based License and Experience Test. Your license and experience will be evaluated online and you will receive immediate tentative results.** 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.

**License and Experience Requirements:** By the **last day of the Application Period (November 30, 2016)** you must have:

1. A valid New York State License as a Professional Engineer; **and**
2. Six (6) years of full-time satisfactory experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, at least two (2) years of which must have been in an executive, managerial, or administrative capacity.

This New York State Professional Engineer license must be maintained for the duration of your employment. A current registration as a Professional Engineer must be maintained as a condition of employment.

Executive, managerial, or administrative work experience includes the authority to make critical decisions about matters of significance.

**Note:** When you are completing your examination, in the box labeled *Original Date of Issue*, enter the date you originally received your license. (See the *Special Insert: Guide for Completing the Online Examination* at the end of this document for detailed instructions on how to complete the **Licenses, Certificates and/or Registrations** section.)

**The license and experience requirements must be met by the last day of the Application Period (November 30, 2016).**

**You must clearly specify in detail all of your relevant licenses and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (November 30, 2016) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (November 30, 2016).** Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your license and experience online.

You will not receive credit for a license or experience which you obtain after the end of the Application Period (November 30, 2016).

In order to receive credit for the two (2) years of satisfactory experience in **an executive, managerial, and/or administrative capacity as described above in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work**, for each employment you must have performed **at least eight (8)** of the **28 tasks** listed in the following Task Category of the **Administrative Engineer Task Inventory**. (For more information, see **Item #3B(I)** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

| <b><u>Task Category #</u></b> | <b><u>Task Category</u></b>  |
|-------------------------------|--|
| 0100.0000                     | Performs executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (28 Tasks) |

In order to receive credit for satisfactory work experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, for each employment you must have performed **at least eight (8) tasks** listed in **one** of the Task Categories of the **Administrative**

**Engineer Task Inventory.** (For more information, see **Item #3B(II)** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

| <b>Task Category #</b> | <b>Task Category</b>   |
|------------------------|--|
| 0100.0000              | Performs executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (28 Tasks) |
| 0200.0000              | Performs chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (25 Tasks )   |

The complete **Administrative Engineer Task Inventory** is as follows:

#### **Administrative Engineer Task Inventory**

|                  |   |
|------------------|---|
| <b>0100.0000</b> | <b>Performs executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (28 Tasks)</b>   |
| 0100.0001        | Prepares work schedules and assigns or reassigns specific duties to internal staff (e.g. subordinates) based on their experience, qualifications, capabilities, project needs, volume, project complexities, and priorities.  |
| 0100.0002        | Directs, monitors, and/or evaluates the work of internal staff, consultants, and/or external staff (e.g. contractors) to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.  |
| 0100.0003        | Develops internal staff through various training methods (e.g. coaching and feedback, on the job training or referral to special classes).  |
| 0100.0004        | Resolves problems and disputes reported by staff (e.g. subordinates, consultants, and contractors).   |
| 0100.0005        | Participates in personnel functions (e.g. motivation, recruitment, interviewing, performance evaluations, promotional and disciplinary actions, time and leave, sign time sheets, etc.).  |
| 0100.0006        | Confers with officials and the public to provide information and solicit support for projects.  |
| 0100.0007        | Presents and explains proposals, reports, and findings to upper management, agency officials, and the public.   |
| 0100.0008        | Writes, reviews, and/or approves engineering and/or construction-related reports and technical documents (i.e. project design, plans, specifications, etc.) relating to engineering and/or construction projects for accuracy, completeness, practicality, appropriateness, compliance with standard engineering practices and adherence to Federal, State, and City regulations. |
| 0100.0009        | Reviews operational reports, cost effectiveness, and other performance metrics to assess productivity and goal achievement.   |
| 0100.0010        | Prepares/reviews project/work schedules reflecting project phases/work to be achieved, the sequence in which they will be met, and the time factors to verify that they are realistic and appropriate.  |
| 0100.0011        | Monitors budgets for consultant contracts and/or construction contracts to determine whether there are overruns or underruns and why they may be occurring.   |
| 0100.0012        | Plans, assesses, and reviews the feasibility of projects by analyzing technology, resource needs, and market demands.   |
| 0100.0013        | Prepares, develops, reviews, and/or approves scope of work, project design plans, project proposals, bid sheets, specifications, drawings, estimates, contracts, and/or schedules.  |
| 0100.0014        | Develops and implements policies, standards and procedures for engineering and technical work performed in or by the department, unit, or contractor.   |
| 0100.0015        | Reviews and approves project-related expenditures, including the purchase of materials and services.  |
| 0100.0016        | Reviews project contract with contractor and/or supplier prior to the start of work to clarify the work to be performed and agency's rules to be followed in completing the work.   |
| 0100.0017        | Coordinates the integration of technical activities for engineering and/or construction-related work.   |
| 0100.0018        | Coordinates obtaining the required permits and/or insurance.  |
| 0100.0019        | Coordinates and/or monitors the installation and testing, operation, maintenance, and/or repair of facilities and equipment.  |
| 0100.0020        | Participates in meetings with management and staff (e.g. subordinates, consultants and contractors) to discuss selection of consultants or contractors, job progress, potential anticipated problems, and issues that require decisions/creative solutions.   |
| 0100.0021        | Monitors and verifies that on-site work is being performed according to the project specifications.   |
| 0100.0022        | Regularly communicates with staff (e.g. subordinates, consultants, and contractors,) to ensure that project work is performed in compliance with plans and specifications and to assess productivity and goal achievement.  |
| 0100.0023        | Identifies and recommends solutions to unforeseen problems that arise (e.g. delays, cost overruns, etc.).   |
| 0100.0024        | Researches, reviews, and/or approves payment requisition and the validity of contractors/consultants claims of work performed outside of the original contract (change orders).   |
| 0100.0025        | Reviews recommendations to approve or deny requests for extensions of time for engineering projects.  |
| 0100.0026        | Recommends procedural or policy changes to improve operations.  |
| 0100.0027        | Ensures adherence to pertinent legislation, local laws, applicable NYC rules, regulations and/or codes relating to professional engineering practices.  |
| 0100.0028        | Monitors the work area to ensure that it remains safe, secure, and well-maintained in accordance with legislation, local laws, rules and regulations.   |

**Level 2 Task Category**

|                 |   |
|-----------------|---|
| <b>0200.000</b> | <b>Performs chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (25 Tasks)</b>  |
| 0200.0001       | Engages in or supervises the conduct of research, investigations, studies or examinations related to engineering functions or activities of a department or agency.   |
| 0200.0002       | Supervises and/or performs the operation and maintenance of public works and the preparation recommendations for alterations or repairs.  |
| 0200.0003       | Prepares or supervises the preparation of design plan, or portions of the design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations.  |
| 0200.0004       | Makes interpretative detail sketches or layouts of intricate or fundamental portions, or aspects of the basic design plan as proposed or adopted, or based on field conditions, and prepares maps, designs, plans, contract and working drawings, contract specifications, and other technical specifications.  |
| 0200.0005       | Supervises and/or performs the conduct of field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures, to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations. |
| 0200.0006       | Prepares reports on contract specifications and contract estimates, contract modifications, addendums and recommendations of awards.  |
| 0200.0007       | Participates in the proposals development of major engineering projects with regard to the acquisition, disposition, or the public/private use of City property, or the conduct of field surveys, or the construction, operation or maintenance of public works, plants or structures.  |
| 0200.0008       | Participates in engineering investigations of claims for direct or indirect damages.  |
| 0200.0009       | Represents an agency in relations with other City agencies, contractors, and their representatives, damage claimants and their representatives, consultants, and the general public.  |
| 0200.0010       | Signs and seals engineering and other official documents.   |
| 0200.0011       | Reviews/examines sketches, drafts, plans, and drawings for the design, construction, demolition, alteration or repairs on architectural projects for compliance with appropriate standards, various codes, laws, rules and/or regulations.  |
| 0200.0012       | Supervises and/or performs the inspection or testing in a laboratory, manufacturer's plant or on a job site, of equipment and materials to be incorporated in public works, plants or structures.   |
| 0200.0013       | Prepares and/or writes contract documents, specifications, and scopes of work for engineering projects.   |
| 0200.0014       | Prepares and plans work schedules and assignments for the design, demolition, construction, alteration or repairs on engineering projects.  |
| 0200.0015       | Conducts pre-construction, during construction, and post construction meetings with public officials, the general public, stakeholders, and other professionals to discuss and resolve issues on engineering projects.  |
| 0200.0016       | Prepares and files reports, memos, letters, and responses to public officials, the general public, and other stakeholders on engineering projects.  |
| 0200.0017       | Performs/reviews calculations and analyses on engineering projects.   |
| 0200.0018       | Prepares cost estimates and estimates of quantities for engineering projects.   |
| 0200.0019       | Reviews cost estimates and estimates of quantities for engineering projects.  |
| 0200.0020       | Reviews and approves consultant's design, specifications, studies, reports, and other submittals for engineering projects.  |
| 0200.0021       | Evaluates bids, contractors' and consultants' performances to recommend award of contracts for engineering projects.  |
| 0200.0022       | Prepares and executes change orders and addendums to contract for engineering projects.   |
| 0200.0023       | Supervises and monitors work progress of contractors, consultants, subordinates and other assigned staff on engineering projects.   |
| 0200.0024       | Performs/requests inspection or testing in a laboratory, manufacturer's plant or a job site of equipment and materials to be incorporated in public works, structures or installations.   |
| 0200.0025       | Reviews and approves payments for contractors, consultants, and subcontractors on engineering projects.   |

**For appointment to the Department of Transportation Ferries Division only:** By the **date of appointment** you must have a valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA). **The TWIC must be maintained for the duration of your employment.**

**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:**

**Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

**THE TEST:** Your score will be determined by a license and experience test. You will receive a score of 70 points for meeting the license and experience requirements listed on page 2. 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 experience performing executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work 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 |
| 5 or more years                        | 30 points |

In order to receive credit for satisfactory work experience **performing executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work**, for each employment you must have performed **at least eight (8)** of the **28 tasks** listed in Task Category 0100.0000 of the **Administrative Engineer Task Inventory**. (For more information, see **Item #3B(I)** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

| <b><u>Task Category #</u></b> | <b><u>Task Category</u></b>   |
|-------------------------------|---|
| <b>0100.0000</b>              | <b>Performs executive, managerial, and/or administrative duties in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work. (28 Tasks)</b> |

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 licenses and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (November 30, 2016) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (November 30, 2016).** Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will **not** be able to submit new or additional information about your license and experience online.

You will not receive credit for licenses or experience which you obtain after the end of the Application Period (November 30, 2016).

Experience must be obtained by **the last day of the Application Period (November 30, 2016)**.

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final 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, 14<sup>th</sup> 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 and/or Certificate:** If you have the experience and/or certificate listed below, you may be considered for appointment to positions requiring this experience and/or certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience and/or certificate. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience and/or certificate will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (ARC):** One year of full-time satisfactory experience in any of the following specialties:

- 1) NYC Construction Codes,
- 2) NYC Zoning Resolution Interpretation,
- 3) International Building Code, or
- 4) Structural Building Assessment.

If you wish to apply for this Selective Certification, select **ARC** in the Selective Certification section of the Online Education and Experience Test.

2. **Selective Certification for Positions Requiring Supervising Bridge Experience (BRS):** One year of full-time satisfactory experience supervising engineers in bridge design, construction, maintenance, or inspections. If you wish to apply for this Selective Certification, select **BRS** in the Selective Certification section of the Online Education and Experience Test.
3. **Selective Certification for Positions Requiring Traffic Experience (TRF):** Two years of full-time satisfactory experience supervising engineers in outdoor lighting and electrical projects managing projects, writing specifications, selecting contractors, and establishing installation schedules for roadways, highways, bridges, tunnels, parks and/or public spaces. If you wish to apply for this Selective Certification, select **TRF** in the Selective Certification section of the Online Education and Experience Test.
4. **Selective Certification for Positions Requiring Signals Experience (SGE):** Two years of full-time satisfactory experience in project management and design for the development of intelligent transportation systems, maintenance and protection of traffic, installation and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, smart phone applications, transit signal priority treatments, accessible pedestrian signals, traffic simulation modeling, and/or other transportation related technologies. If you wish to apply for this Selective Certification, select **SGE** in the Selective Certification section of the Online Education and Experience Test.
5. **Selective Certification for Positions Requiring Tunnel Engineering Experience (TUN):** Two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in tunnel engineering work, e.g. hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, geotechnical analysis, or design for tunnel bore machine launch and retrieval shafts. If you wish to apply for this Selective Certification, select **TUN** in the Selective Certification section of the Online Education and Experience Test.
6. **Selective Certification for Positions Requiring Sewer Engineering Experience (ESW):** Two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in sewer engineering work, e.g. sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects. If you wish to apply for this Selective Certification, select **ESW** in the Selective Certification section of the Online Education and Experience Test.
7. **Selective Certification for Positions Requiring Environmental Engineering Experience (EEX):** Two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in wastewater treatment, sanitary engineering, water treatment, landfill design/construction and/or ground water treatment. If you wish to apply for this Selective Certification, select **EEX** in the Selective Certification section of the Online Education and Experience Test.
8. **Selective Certification for Positions Requiring Contract Administration/Engineering Auditing Experience (CDM):** Two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in engineering audits, e.g. capital construction related contracts payments and/or capital construction related change orders. If you wish to apply for this Selective Certification, select **CDM** in the Selective Certification section of the Online Education and Experience Test.
9. **Selective Certification for Positions Requiring Water System Protection and Operations Experience (WWS):** Two years of full-time satisfactory experience in an executive, managerial, or administrative capacity in source water protection or reservoir system operations and maintenance, e.g. review for approval of septic system and storm water pollution prevention plans, development of system operations and maintenance plans for multi-reservoir water systems to include all appurtenant facilities such as dams, bridges, aqueducts, highways and control work, review and inspection of advanced wastewater treatment facilities, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects. If you wish to apply for this Selective Certification, select **WWS** in the Selective Certification section of the Online Education and Experience Test.
10. **Selective Certification for Positions Requiring a NYS Water Operator Certification (GIA):** A NYS operator certification, pursuant to NYS Public Health Law, section 225, subpart 5-1.72, for the operation of a public water supply system. If you wish to apply for this Selective Certification, select **GIA** in the Selective Certification section of the Online Education and Experience Test.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of these requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> 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, 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.

**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.

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

### Special Insert: Guide For Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form, and payment of fee
- Licenses, Certificates, and/or Registrations
- Employment/Work Experience
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. **Prior to Applying for the Examination:** This examination requires all candidates to meet the License and Experience Requirements listed in the **How to Qualify** section beginning on page 2 of this Notice of Examination (NOE). All candidates must meet the following:

**License and Experience:** You **must** have the required license and work experience described in the **How to Qualify** section of the NOE in order to qualify for this examination. If you do not meet the license and experience requirements, you will be found **NOT QUALIFIED** and your application fee will not be refunded.

2. **Completing the APPLICATION:** You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. **Your application is not complete until you pay the Application Fee.** If you do not complete your application, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the **Online Education and Experience Test**, where you may save your License, Experience, and, if applicable, Selective Certification(s).

3. **Completing the Online Education and Experience Test:**

A. **Completing the LICENSES, CERTIFICATES, AND/OR REGISTRATIONS section:** Fill out the information requested. Select *A license and current registration to practice as a valid New York State Professional Engineer (NYSPE)* from the drop-down menu. On the line labeled Original Date of Issue you must enter the date your NYSPE license was originally issued, not the date you renewed your registration.

B. **Completing the EMPLOYMENT/WORK EXPERIENCE section:** For each job you list you **must** fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

**For each job, you must select the tasks you performed from the tasks listed in the dropdown menu.**

**(I) Experience in an executive, managerial, and/or administrative capacity in chemical engineering, civil engineering, mechanical engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work:** In order to receive credit for experience in an executive, managerial, and/or administrative capacity in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, for each job you must select at least **eight (8)** tasks from the tasks listed under Task Category #0100.0000. For example, if you select seven (7) or fewer tasks from Task Category #0100.0000, the job will **not** receive credit. As an additional example, if you select seven (7) or fewer tasks from Task Category #0100.0000 and seven (7) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

**(II) Experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work.** In order to receive credit for experience performing chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, for each job you must select at least **eight (8)** tasks from the tasks listed under Task Category #0100.0000 **or** at least **eight (8)** tasks from Task Category #0200.000. For example, if you select seven (7) or fewer tasks from Task Category #0200.0000 for a job, the job will **not** receive credit **or**, if you select seven (7) or fewer tasks from Task Category #0100.0000 and seven (7) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

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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 [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and at the Computer-based Testing & Applications Centers.

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