



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ASSOCIATE YOUTH DEVELOPMENT SPECIALIST Exam No. 4572

**WHEN TO APPLY:** From: April 3, 2024

To: April 23, 2024

**APPLICATION FEE: \$82.00**

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

Candidates who applied for Exam No. 0515 or Exam No. 2551 do not need to pay for Exam No. 4572, but do need to reapply.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Monday, July 15, 2024.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Associate Youth Development Specialists, with varying degrees of latitude for independent judgment and initiative, are responsible for the provision, supervision, and administration of secure, safe care, and skill-based therapeutic interventions for pre-adjudicated and post-adjudicated youth in juvenile detention facilities and other ACS operated or managed juvenile justice facilities and programs. Associate Youth Development Specialists supervise, mentor, coach, and monitor the performance of Youth Development Specialists in all aspects of their work; guide staff in their work with youth gangs, and in anti-bullying and violence reduction efforts; support staffs' appropriate use of a youth behavior management system to ensure its consistent application; develop supervisory skills by attending youth care conferences, training, and by other means; work as part of an interdisciplinary team; promote a safe and nurturing environment for the residential units supervised; participate in interdisciplinary staff meetings; keep notes and action steps from team meetings; help staff develop group activities for youth; ensure that every youth has an individualized safety plan with goals and is working towards those goals; confer with colleagues and subordinate staff on youth and staffing issues; support staff as they advocate for youth and their families; respond to calls for help with youth and crises in the facility; help plan, monitor and evaluate programs; ensure staff assigned to living unit have all the equipment and supplies necessary to facilitate program; supervise, mentor and coach staff on compliance with policy and procedures concerning health, safety, and security protocols; oversee performance of personal and area security protocols such as searches and inspections; monitor staff performance and conduct performance evaluations of subordinate staff; manage staff conflict through negotiation and mediation; support staff in managing youth conflict using crisis intervention methods such as verbal de-escalation, reframing strategies and physical restraint techniques, using the least amount of physical intervention necessary; debrief staff and youth after all incidents, including those requiring restraints; help schedule and deploy staff and manage coverage; monitor schedules, assignments, and time/leave; supervise and coordinate youth meals by calling groups to the dining room and carefully monitoring the area; ensure staff are correctly posted in recreation yards while monitoring the interactions of different youth groups within the yards; prepare requisitions, records and reports; support staff development of programmatic and recreational activities for the hall/living unit; and provide direct oversight to staff on school floors; escort and accompany youth throughout the facility, including up and down flights of stairs, while maintaining order and ensuring safety; provide oversight and supervision of youth during meals, recreational programs and other activities, often standing and moving from post to post and/or interacting with youth for extended periods of time. There are two Assignment Levels within this class of positions. All Associate Youth Development Specialists perform related work.

#### Special Working Conditions:

Associate Youth Development Specialists are required to work shifts to cover the 24 hours/7 days a week operation of juvenile detention facilities, including overnights, Saturdays, Sundays, holidays and mandatory overtime. Locations and shift assignments are based on the needs of the agency.

Some of the physical activities performed by Associate Youth Development Specialists and environmental conditions experienced are: using physical restraint techniques as appropriate; restraining youths if the situation warrants it; attending, participating in and passing Safe Crisis Management (SCM) training as well as attending and participating in other mandated training to comply with laws, departmental policies, and applicable rules and regulations; standing for extended periods of time; walking up stairs; working 16 hours continuously (when assigned a double tour); and working outdoors as well as indoors. For certain assignments, Associate Youth Development Specialists may be required to drive a motor vehicle to transport youths in care in all kinds of weather.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

(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 \$69,626 per annum. This rate is subject to change.

**ELIGIBILITY TO TAKE EXAMINATION:**

This examination is open to each employee of the **Administration for Children's Services** who on the **first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Youth Development Specialist; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using 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, 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. 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 [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application 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."

## REQUIRED INFORMATION:

**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.

## THE TEST:

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 Youth Development Specialist.

The multiple-choice test may include questions on: logbooks; reporting contraband and critical incidents; Division of Youth and Family Justice mission statement, values and commitment policy; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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 Youth Development Specialist strives to identify and evaluate the efficacy of various programs, e.g., STRIVE + Program.

**Integrity:** Acting in an honest and ethical manner. **Example:** An Associate Youth Development Specialist functions effectively as a leader, being neither too informal, nor too distant, and conveys a sense of professionalism and fairness.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** An Associate Youth Development Specialist fosters a cooperative relationship with fellow Associate Youth Development Specialists and Youth Development Specialist staff (e.g., covering the shift of a coworker who cannot make it into the office due to extenuating circumstances).

**Written Comprehension:** The ability to understand written words and paragraphs. **Example:** An Associate Youth Development Specialist interprets and understands documents pertaining to tasks, standards, policies and procedures.

**Written Expression:** The ability to use English words or sentences in writing so that others will understand. **Example:** An Associate Youth Development Specialist reviews logbooks and incident reports thoroughly, in order to ensure accuracy, readability, and completeness.

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

## EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov).

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 a Computer-based Testing & Application Center 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, City or State issued identification card, IDNYC, 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.

### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

### **THE TEST RESULTS:**

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

### **SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period closed but before the date on which testing is expected to begin

**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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

### **ADDITIONAL INFORMATION:**

The Administration for Children's Services requires that candidates who are promoted to Associate Youth Development Specialists complete and pass a training course in preventing and managing crisis events. This course includes training in emergency physical intervention and restraint techniques.

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**Health Examination:** Section 180-1.8(i)(1) of the New York State Juvenile Detention Facilities Regulations [9 NYCRR § 180-1.8(i)(1)] states that each facility shall require an annual health reexamination, including a tuberculin skin test, and chest x-ray if skin test is positive, of staff having frequent and regular 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 requires an inquiry to determine whether a candidate being considered for employment to a position with the potential for regular and substantial contact with individuals receiving services has been found responsible for serious or repeated acts of abuse or neglect through a check of the Vulnerable Persons' Central Register that includes a Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who are on the Staff Exclusion List will not be hired or assigned to such a position.

Section 424-a of the NYS Social Services Law requires an inquiry as to whether a candidate who is actively being considered for employment and who will have the potential for 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. Register checks will be obtained as part of the background screening process for selected candidates where the inquiry of the Vulnerable Persons' Central Register did not uncover disqualifying information. Candidates who have been the subject of an indicated report on the State Central Register of child abuse or maltreatment may be excluded from employment as an Associate Youth Development Specialist.

Under Section 378-a of the Social Services Law and Section 845-b of the Executive Law, the Administration for Children's Services must request that the Justice Center for the Protection of People Special Needs request and receive criminal history information of candidates who will have regular and substantial unsupervised or unrestricted contact with individuals receiving services. Convictions will be reviewed and evaluated to determine if the convictions are directly related to the job or pose an unreasonable risk, considering the factors set forth in Article 23-a of the Correction Law. Executive Law Section 845-b (5) lists the following convictions that constitute presumptive cause for disqualification:

- A felony conviction at any time for a sex offense;
- A felony conviction within the past 10 years involving violence;
- A conviction for abandoning a child and/or endangering the welfare of an incompetent, physically disabled or vulnerable elderly person pursuant to sections 260.00, 260.25, 260.32 or 260.34 of the Penal Law;
- Any similar offense in any other jurisdiction outside of New York State.

If an applicant's criminal history reveals a conviction for any of these types of crimes, he or she cannot be hired unless the Justice Center determines that the health, safety, and welfare of the provider's clients would not be jeopardized.

Promotion into this title is subject to the Federal Regulations of the Prison Rape Elimination Act (PREA). As per 28 C.F.R. Section 115.317, the Administration for Children's Services will not hire or promote anyone who may have contact with residents in juvenile facilities, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

**All candidates considered for promotion will be fingerprinted and subject to a criminal history check.**

**Selective Certification For Driver License (MVO):** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion 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. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the promoting agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Gender-Based Positions (MAL):** The eligible list resulting from this examination may be certified to fill vacancies based on gender, where a bona fide occupational qualification requires gender selection. If you select this Selective Certification and identify as male, you may be considered for positions requiring male staffing. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Experience in an Adolescent Educational Environment (AEX):** One (1) year of satisfactory, full-time managerial experience in the area of social services in an educational program(s) and institution(s) working with young adults (ages 13-21). This would include experience such as managing an afterschool tutoring program. This would not include experience as a substitute or elementary teacher. 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 promoting agency at the time of promotion.

**Selective Certification for Experience in Professional Training (PTE):** Two (2) years of satisfactory, full-time professional training experience, training staff in the area of social services in social service or juvenile justice program(s) and institution(s). This would include experience such as creating a curriculum or being a trainer of new staff for pre-service training, or for in-service refreshers, or continuing professional education, or other credits. It would not include providing over-the-shoulder coaching or helping onboard coworkers in your unit. 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 promoting

agency at the time of promotion.

**Selective Certification for Experience in Restorative Justice (RJE):** One (1) year of satisfactory, full-time professional experience leading restorative justice work in the area of social services in a social service or juvenile justice program(s) and/or institution(s). This would include working to develop, implement, or manage programs that teach young people, or staff that work with young people, about restorative justice principles and how to incorporate them into positive development. This would not include being a participant in a restorative justice process. 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 promoting agency at the time of promotion.

**Selective Certification For Foreign Language and/or American Sign Language:** If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Chinese (Cantonese)(**CHI**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**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 email to: [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov), or 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 full name, OASys Profile ID number, and the selective certification(s) you are requesting in 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, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52288. Social Service Occupational Group.

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