



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

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**

SCIENTIST (WATER ECOLOGY)

Exam. No. 0148

WHEN TO APPLY:

**From: May 5, 2010
To: May 25, 2010**

APPLICATION FEE: \$40.00

**Payable by money order to DCAS (EXAMS)
or payable online by credit card, bank card,
or debit card.**

WHAT THE JOB INVOLVES: Scientists (Water Ecology) under supervision, with some latitude for the exercise of independent initiative and judgment, collect water samples and other environmental data in the field to support water ecology research; perform routine water ecology and water quality testing and analyses; may assist in performing moderately complex testing and analyses, employing standard controls, utilizing manual and automated techniques and conducting data and statistical analyses, using computer software and mathematical models; drive a motor vehicle from site to site in the performance of these duties. All Scientists (Water Ecology) perform related work.

Special Working Conditions: Scientists (Water Ecology) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Scientists (Water Ecology) and environmental conditions experienced are: lift and carry packages weighing approximately 20 pounds for a distance of 30 feet; perform duties in confined work areas; wear protective garments such as gloves, lab coats, goggles, and life vests; handle and manipulate laboratory equipment and instruments/tools such as glass test tubes, slides, beakers and other glassware, scalpels, scissors, etc.; adjust settings on machines, which requires fine finger and hand coordination and control; and collect samples at sites in all weather conditions.

(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 \$38,312 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment level I. After appointment, employees who have a minimum of a baccalaureate degree and meet additional requirements may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major

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credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.

2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form 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 form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. A master's degree from an accredited college or university, 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) in one of the following areas of study: environmental or chemical engineering, limnology, environmental science, marine science, geology, biology, earth science, chemistry, physics, or health science; or
2. A baccalaureate degree from an accredited college or university, 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) including or supplemented by 24 semester credits in one or a combination of the following areas of study: environmental or chemical engineering, limnology, environmental science, marine science, geology, biology, earth science, chemistry, physics, or health science, at least 12 of which must have been in one of these disciplines; **and** one year of satisfactory full-time experience, which may not have been part of graduate or undergraduate course work, working in the field of water quality planning, management or research, or performing environmental laboratory analyses and/or environmental field sampling of water; or
3. An associate degree from an accredited college or university, 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) including or supplemented by 24 semester credits in one or a combination of the areas of study described in "2" above, at least 12 of which must have been in one of these disciplines **and** three years of satisfactory full-time experience as described in "2" above.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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.

REQUIRED FORMS:

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:** Fill out **Sections A.1 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6, and B (if applicable)**. 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education requirement):** 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. **Note: If you intend to qualify with a master's degree under Item (1) of the Education and Experience Requirements above, ask the evaluation service for a "document-by-document" evaluation of your foreign education. If you intend to qualify under Item (2) with a baccalaureate degree or Item (3) with an associate degree, 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 credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (1) For full-time paid satisfactory experience in water quality planning, management, or research, or performing environmental laboratory analyses and/or environmental field sampling of water, you will receive:
 - (A) 10 points for at least one (1) year but less than two (2) years of experience; or
 - (B) 20 points for at least two (2) years but less than three (3) years of experience; or
 - (C) 30 points for three (3) years or more of experience.

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.**

Education 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.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, 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. If you applied by mail, 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 Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21538; Miscellaneous Occupational Group

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