



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION 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**

TRAFFIC CONTROL INSPECTOR

Exam. No. 0153

WHEN TO APPLY: From: May 5, 2010
To: May 25, 2010

APPLICATION FEE: \$40.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.

WHAT THE JOB INVOLVES: Traffic Control Inspectors, under supervision, conduct field inspections and surveys of traffic-related conditions for the purpose of regulating and controlling traffic, and installing/removing traffic signs, traffic signals, and other traffic control devices; inspect the completed work of contractors to ensure compliance with established standards and specifications; prepare work orders based upon field conditions; investigate complaints relating to heavy trucking, improper parking, lack of traffic signals or loading zones; check volume of traffic and report on potential problems associated with visibility, grading and line of sight; study accident reports and make observations at the scene of accidents to determine causal pattern; study the effect of converting two-way streets into one-way streets; and drive a vehicle to work assignments. All Traffic Control Inspectors perform related work.

Some of the physical activities performed by Traffic Control Inspectors and environmental conditions experienced are: bending and lifting to use equipment such as a measuring wheel; exposure to vehicle emissions over extensive intervals of time; standing and/or walking outdoors for long periods; and 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 \$38,119 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level(s) 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 credit card, bank card associated with a bank account, or prepaid debit card which you may

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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 Application 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 the 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 four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, **and** two years of full-time satisfactory experience in vehicular traffic regulation and control or in traffic studies; or
2. An Associate of Applied Science 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), with a major in engineering technology, urban studies, urban planning, mathematics, or another closely related field; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and a satisfactory combination of experience and/or education that is equivalent to "1" or "2" above. College credits obtained 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) may be substituted at the rate of 30 college semester credits for one year of full-time experience. For every 30 college semester credits that are substituted for one year of full-time experience, at least 6 of the 30 college semester credits must be in engineering technology, urban studies, urban planning, mathematics or another closely related field.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. 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.2, A.4 (if applicable) and A.6 (if applicable), 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 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 the evaluation as follows:

- (A) If you possess a high school diploma or an associate's degree in one of the appropriate majors listed in the "How to Qualify" section above, ask for a "**document-by-document (general)**" evaluation.
- (B) If you wish to claim credit for **college** credits as specified in paragraph 3 of the "How to Qualify" section above and/or for **college** credits in one or a combination of the areas of study specified in "The Test" section below (see item II in the Additional Credit section on page 3), 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:

- (I) For full-time satisfactory experience in traffic studies or supervising a staff engaged in traffic studies, you will receive an additional:
 - A) 10 points for at least 1 year but less than 3 years of experience; or
 - B) 20 points for at least 3 years but less than 5 years of experience; or
 - C) 30 points for 5 or more years of experience.
- (II) For college credits completed at 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 engineering technology, urban studies, urban planning, mathematics, or another closely related field, you will receive an additional:
 - A) 3 points for between 3 and 15 college semester credits; or
 - B) 5 points for between 16 and 30 college semester credits; or
 - C) 8 points for between 31 and 45 college semester credits; or
 - D) 10 points for 46 or more college semester credits.

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. **Education and/or 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 Application 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. 31715; Public Health and Safety Inspectional Occupational Group

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