



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

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER
Exam No. 0501
AMENDED NOTICE - March 24, 2010

WHEN TO APPLY: From: November 4, 2009 **APPLICATION FEE: \$60.00**
 To: November 24, 2009 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 27, 2010.**

The Notice of Examination is amended to change the date of the multiple-choice test date from February 27, 2010 to March 27, 2010.

WHAT THE JOB INVOLVES: This is a management class of positions with various assignment levels. The primary responsibility in this class of positions is to directly manage the professional and technical staff, including consultants, engaged in overseeing the execution of capital construction, reconstruction and rehabilitation projects. Administrative Construction Project Managers operate motor vehicles. The decisions made by the Administrative Construction Project Managers impact on the City's capital budget and capital construction.

Administrative Construction Project Managers under administrative direction, with extremely wide latitude for the exercise of independent judgment, initiative and action, perform extremely difficult, responsible and complex work in the capacity of directing that the execution of capital construction projects for a sizable and significant geographic locality or service area is timely and cost effective. They direct a large staff of construction professionals engaged in overseeing the execution of capital construction projects; exercise the full administrative and technical responsibilities for planning, organizing, and directing staff in the management of construction projects; direct the resolution of extraordinary construction problems; when designated, represent the agency head or his/her deputy in meetings with contractors and service delivery, regulatory, and oversight agencies or perform other assignments equivalent to that described herein; and all Administrative Construction Project Managers perform related work.

Some of the physical activities performed by Administrative Construction Project Managers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; working on exposed heights; standing for extended periods of time; working in confined areas; wearing hard hats and other protective clothing in construction areas; bending and stooping during inspections; climbing over and around various objects; working in areas that may be hot, damp, dark, dusty, smoky or acrid; working outdoors, including in natural areas, in all kinds of weather; may come into contact with rodents and/or insects; may be required to wear DEET; may supervise or inspect the removal of asbestos and/or lead requiring the use of a respirator.

Special Working Conditions: Administrative Construction Project Managers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe that you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the 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 purchase online or at various retail outlets.
2. **By mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 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 form that pertain to you when you complete your "Application for Examination."

You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded

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and you will not receive a score.

ELIGIBILITY TO TAKE EXAMINATION: The examination is open to each employee of any agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who on the 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 Construction Project Manager; and
- (2) is not otherwise ineligible.

This examination is also open to employees who were appointed to the eligible title pursuant to New York State Civil 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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: By the time you are promoted 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 or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: You may be required to wear a face mask or respirator while performing the essential functions of an Administrative Construction Project Manager. As a result, medical guidelines have been established for assignments that require wearing a face mask or respirator to determine whether candidates can safely wear this equipment while performing the essential functions of the position of Administrative Construction Project Manager. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take the examination, and/or perform the essential functions of the job.

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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to obtain a duplicate card.

THE TEST: You will be given a multiple choice In-Basket test. 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 ½ 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 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 In-Basket test is designed to assess candidates' abilities in the areas of problem solving and decision making; supervisory and management control including delegation, planning, organizing, and prioritizing; development of subordinates; written comprehension; written communication; mathematical and statistical analysis; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the written test. The test will assess managerial abilities.

A passing score on the test will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

Note: You are not permitted to enter the test site with cellular phones, beeper, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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 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 promotion when your name is reached on the eligible list.

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 but on or before the date of the multiple-choice test.

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. 82991; The Managerial Service

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