



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)

**NOTICE
OF
EXAMINATION**

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**ASSOCIATE RETIREMENT BENEFITS EXAMINER
Exam No. 1019**

WHEN TO APPLY: From: December 1, 2010
To: December 21, 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.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 26, 2011.

WHAT THE JOB INVOLVES: Associate Retirement Benefits Examiners perform technical work, supervisory work and counseling work of varying degrees of difficulty and responsibility, in the field of retirement benefits examining.

Under general supervision, Associate Retirement Benefits Examiners evaluate complex service and salary data; make complex computations regarding service, salary, annuity accounts, Increased Take Home Pay data, and various benefits accruing to prospective and actual retirees and their beneficiaries; may supervise a small group or unit performing retirement benefits work; train subordinates, assign, review and evaluate their work and maintain production records, keep records, search and update files and retrieve information using computers and paper records; correspond with pensioners, agencies, attorneys, and Worker's Compensation Board, etc.; counsel retirement system members and/or potential members; incidentally perform the duties of an Assistant Retirement Benefits Examiner; in the temporary absence of the supervisor, may perform the duties of that position. All Associate Retirement Benefits Examiners perform related work.

(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 \$39,979 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 levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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:** 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.

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 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.

HOW TO QUALIFY:

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

1. An associate degree or completion of 60 semester credits 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 9 semester credits in mathematics, statistics, accounting and/or actuarial science **and** two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: **a)** a retirement or employee benefits plan; **b)** for customer service in a financial institution; and/or **c)** in a position requiring the application of law, rules and regulations and the use of statistical, actuarial or similar tables; or

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** four years of the experience described in "1" above. Each 15 semester credits from an accredited college including at least 3 credits in the areas described in "1" above may be substituted for each 6 months of experience to a maximum of 2 years experience. All candidates must have a four-year high school diploma or its educational equivalent and at least 2 years of experience as described in "1" above.

You may be given the test before we verify your qualifications.

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), A.6 (if applicable) and B.** 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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **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 and experience requirements):** 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 a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. 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.

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, NY, NY 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on mathematical calculations; written communication; interpretation and application of laws, rules and regulations and procedures relating to retirement system benefits; principles of supervision including delegation and monitoring of workflow; analysis and interpretation of computer generated information; standards of proper employee ethical conduct, and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an 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.

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.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice 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:

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.

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. 40493; Retirement Benefits Examining Occupational Group

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