



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

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

LABORATORY ASSOCIATE

Exam No. 2025

WHEN TO APPLY: From: April 4, 2012	APPLICATION FEE: \$47.00
To: April 24, 2012	If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

WHAT THE JOB INVOLVES: Laboratory Associates, under direct supervision, perform biological, chemical, environmental or clinical laboratory procedures which require limited technical skill and responsibility in specialties specified in the New York City Health Code; perform similar laboratory procedures in non-clinical laboratories in various City Departments. All Laboratory Associates perform related work.

Some of the physical activities performed by Laboratory Associates and environmental conditions experienced may be exposure to infectious materials such as blood, body fluids and tissue, and exposure to hazardous chemicals. Laboratory Associates may be required to wear protective gear including gloves, aprons, goggles, face shields and/or respirators.

(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 \$33,872 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday 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

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. 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."

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and**

- (1) One year of full-time experience or training in a biological, chemical, environmental, or clinical laboratory performing tests and procedures; or
- (2) Completion of 8 semester credits in biology, chemistry, medical technology, or science technology that includes laboratory coursework from an accredited college or university; or
- (3) A satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma, or its educational equivalent.

The college or university must be 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).

Medical Requirement: Some Laboratory Associates will be required to pass a medical examination depending on assignment. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take examination and/or perform essential functions of the job.

Medical Requirement for Respirators: For certain positions you may be required to wear a respirator while performing the essential functions of Laboratory Associate. Applicants for those positions must be physically able to wear a respirator and must not have any condition which would prevent a good face seal when wearing a respirator. OSHA regulations have established medical guidelines for wearing a respirator. Therefore, those applicants will be required to have pre-employment and periodic post-appointment medical examinations to demonstrate that you meet applicable OSHA standards and to monitor your medical status. Once hired, employees must continue to satisfy OSHA regulations for the duration of their 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:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, 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), B (if applicable), C (if applicable), and D (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 online, follow the online instructions. 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.
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 the evaluation as follows:
 - (A) If you wish to claim only a high-school diploma or its educational equivalent for the education requirements, ask for a "**document-by-document**" (general) evaluation.
 - (B) If you wish to claim credit for college credits in biology, chemistry, medical technology, or science technology as specified in paragraph "2" or "3" of the "How to Qualify" section above, 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience within the last 5 years performing routine tests and analyses in a biological, chemical, environmental or clinical laboratory for

You will receive:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 4 years	20 points
4 or more years	30 points

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. Each year of experience will be credited under only one category which will be the highest appropriate category. **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:

Selective Certification for Foreign Language: If you can speak Chinese (Cantonese), Chinese (Mandarin), Haitian Creole, Italian, Korean, Russian, or Spanish you may be considered for appointment 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 in **Section D** on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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. If you wish to apply for this Selective Certification, state "MVO" in **Section D** on page 4 of the Education and Experience Test Paper. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification to Fill Positions Requiring a Certified Histological Technician License Issued by the State of New York: If you possess a current and valid license issued by the State of New York as a Certified Histological Technician, you may be considered for appointment 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. If you wish to apply for this Selective Certification, state "LHT" in **Section D** on page 4 of the Education and Experience Test Paper. Your license will be checked by the appointing agency at the time of appointment. **This license must be maintained for the duration of your employment.**

Selective Certification to Fill Positions Requiring a Clinical Laboratory Technologist License Issued by the State of New York: If you possess a current and valid license issued by the State of New York as a Clinical Lab Technologist, you may be considered for appointment 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. If you wish to apply for this Selective Certification, state "LTC" in **Section D** on page 4 of the Education and Experience Test Paper. Your license will be checked by the appointing agency at the time of appointment. **This license must be maintained for the duration of your employment.**

Selective Certification for Specialized Experience in a Public Health or Reference Laboratory: You may be considered for appointment to positions requiring this experience through a process called Selective Certification if you have:

Two years of full-time technical experience within the last five years working in a public health or reference laboratory in one or more of the following:

- Virology or Immunology(LIV)
- Molecular typing (LMT)
- Bacteriology (LAB)
- Histology (LHI)
- Polymerase Chain Reaction or Nucleic Acid Amplification Technology (LNP)
- High Performance Liquid Chromatography and related technology(LLC)
- TB Antimycobacterial Susceptibility Testing (LTB)
- Environmental microbiology (LEM)
- Clinical chemistry (LCC)
- Environmental chemistry (LEC)
- Environmental entomology (LEE)

If you qualify for one or more of the above Selective Certification areas, you may be given preferred consideration for positions requiring experience in this area. If you wish to apply for these Selective Certifications, write the 3-letter code in parenthesis located to the right of each area above in **Section D** on page 4 of the Education and Experience Test Paper. Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet one or more of the Selective Certification requirements above at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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, One Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21512; Laboratory Technology Occupational Group

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