NOTICE OF EXAMINATION

PROMOTION TO PRINCIPAL ADMINISTRATIVE ASSOCIATE
Exam No. 5537
(Only for agencies under the jurisdiction of the Commissioner of the NYC Department of Citywide Administrative Services)

WHEN TO APPLY: From: March 4, 2015
To: March 24, 2015
APPLICATION FEE: $54.00

THE TEST DATE: Multiple-choice testing is expected to begin on Monday, August 3, 2015.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Principal Administrative Associates, under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible office, supervisory or administrative functions utilizing manual and automated office systems. All Principal Administrative Associates 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 $39,981 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<table>
<thead>
<tr>
<th>Manhattan</th>
<th>Brooklyn</th>
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<tbody>
<tr>
<td>2 Lafayette Street</td>
<td>210 Joralemon Street</td>
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<tr>
<td>17th Floor</td>
<td>4th Floor</td>
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<tr>
<td>New York, NY 10007</td>
<td>Brooklyn, NY 11201</td>
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The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, March 14, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your “Application for Examination.”

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who on the first date of the multiple-choice test:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

THE TEST:  The multiple-choice test may be given at a computer terminal or in a paper and pencil format.  You will be informed of the format on your Admission Notice.  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 1/2 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.

The test may include questions requiring standards of proper employee ethical conduct, including the provisions of the Personnel Rules and Regulations of the City of New York.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Principal Administrative Associate.  Task areas to be tested are as follows: performing clerical/administrative work of varying levels of difficulty; supervising staff performing clerical/administrative work in areas such as personnel administration, payroll, time and leave, employee benefits administration, etc.; performing and/or supervising employees performing responsible clerical/administrative work in areas such as personnel administration, payroll, time and leave, employee benefits administration, etc.; performing and/or supervising departmental or administrative activities.

The test may include questions requiring standards of proper employee ethical conduct, including the provisions of Mayor’s Executive Order No. 16 of 1978 as amended, and the use of any of the following abilities:

Written Expression - the ability to appropriately communicate information and ideas in written words and sentences so the intended audience will understand.  Example: A PAA completely and clearly writes a memo explaining new policies and procedures.

Number Facility - the ability to correctly perform numerical operations, such as adding, subtracting, dividing, multiplying and finding percentages.  Example: A PAA performs calculations when reviewing a spreadsheet prepared by staff.

Problem Sensitivity - the ability to tell when something is wrong or is likely to go wrong.  It includes being able to identify the whole problem as well as the elements of the problem.  Example: A PAA may realize that a particular training program may not be directly meeting the needs of the staff, and decides to appropriately adjust the content of the program.

Planning, Organizing and Prioritizing - the ability to establish a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.  Example: A PAA recognizes that a particular deadline is approaching, and then re-allocates the workload of staff to meet the deadline.

Principles and Techniques of Supervision - the ability to motivate, develop and direct people as they work, identify the best people for the job; manage employees needed to accomplish tasks.  Example: A PAA may provide a staff member with relevant feedback following completion of a clerical project in which the staff member committed several errors.

Decision Making - the ability to review information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implement a course of action determined by thinking analytically.  While similar to Planning, Organizing and Prioritizing, Decision Making is typically applied over a shorter time frame.  Example: A PAA may need to decide among three different travel arrangement scenarios, each varying in price, accommodation quality and total travel time for an executive who will be attending a conference.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

Warning:  You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices.  Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only.  Calculators with functions other than addition, subtraction, multiplication and
division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not provide an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver’s license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Special Skills: If you have the skills described below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of promotion.

1. **Selective Certification for Typing:** For positions of secretary to a high level executive which require typing skills. You will be required to meet the typing skills requirement by demonstrating your ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

2. **Selective Certification for Typing and Stenography:** For positions of secretary to a high level executive which require typing and stenographic skills. To qualify, you must pass a qualifying stenographic test and a qualifying typing test. The stenographic test will consist of dictation at the rate of ninety words per minute for three minutes. You will answer a 60-item multiple-choice test based on the dictation. In order to achieve a passing score, you must have no more than 10 incorrect answers on this multiple-choice test. You will be required to meet the typing skills requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

Selective Certification for Special Experience: If you meet one of the following requirements, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience.

Requirements: You must have at least 2 years of satisfactory, full-time experience with:

1. Regulatory and operational requirements of billing government programs such as Medicare and Medicaid and private payer insurance programs, collection practices, claims, reimbursement, and rate approvals; or
2. Electronic billing processes and procedures such as Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS) and International Classification Disease (ICD-9 & ICD-10) coding systems; or
3. Medical coding and third-party operating procedures and practices.

Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.
Selective Certification for Positions Requiring Experience Using Microsoft Excel: If you have one year of satisfactory, full-time experience using Microsoft Excel, which must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of promotion.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

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 on which testing is expected to begin.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

(1) compulsory attendance before a public body;
(2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
(3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
(4) absence due to ordered military duty;
(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
(6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.