



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

<b>REQUIRED INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
AFFIRMATION FORM
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

## ADMINISTRATIVE PROCUREMENT ANALYST Exam No. 7041

**WHEN TO APPLY:** From: May 3, 2017  
 To: May 23, 2017

**APPLICATION FEE: \$68.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

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

**WHAT THE JOB INVOLVES:** This is a management class of positions with several assignment levels. Administrative Procurement Analysts, under direction, with wide latitude for independent action and decision making, perform one or more of the following or similar assignments: supervise a procurement unit or program of some size or complexity within an agency involving the acquisition of goods, services, and construction; prepare overall work schedules and coordinate workflow. Administrative Procurement Analysts oversee and manage pre-solicitation review activities; evaluate solicitation documents and work with program/user personnel to ensure that user needs are satisfied in a timely, cost effective manner, and that technical specifications are in compliance with applicable regulations and are clearly understood by vendors and contractors; review and approve contract specifications before advertising to ensure conformity to the agency's requirements and federal/state/city mandates; review submissions and/or draft recommendations for contract awards, modifications, various procurement documents, and extensions of time on contracts; supervise the review of specifications by users in order to determine the most cost effective way of obtaining the required items; review work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines; consult with and advise the Agency Chief Contracting Officer (ACCO) and other superiors on contracting and procurement policies; confer with, consult and advise department heads on problems relating to the procurement of goods, services, and construction; make recommendations pertaining to vendor responsibility decisions, vendor performance, product performance, and vendor integrity. Under direction of the ACCO, with considerable latitude for independent action and decision making, Administrative Procurement Analysts serve in the capacity of Deputy ACCO in agencies requiring large scale procurement involving the acquisition of goods, services, and construction; enforce and monitor agency compliance with Chapter 13 of the City Charter and with the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws, rules, and regulations; direct and supervise a procurement program of significant size or complexity within the agency involving the acquisition of goods, services, and construction; develop procedures for administration of contract and procurement activities; coordinate training activities for agency and procurement staff; manage the procurement staff in daily activities involving major procurement and contracting functions and in specifications for services, and negotiations of prices and terms with vendors, contractors, and suppliers; may direct, coordinate, and control the planning, implementation, and supervision of the central purchase of goods, services, and construction used by one or more City agencies. Administrative Procurement Analysts, in the temporary absence of the ACCO, may perform the duties of that position. All Administrative Procurement Analysts 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:** Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan. Salaries for appointments to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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 apply 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**

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**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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

**Manhattan**

2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** 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.

**Education and Experience Requirements:**

1. A baccalaureate degree from an accredited college **and** four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above, but not for the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Procurement involves the purchasing of goods, construction or construction-related services, human services, professional services, and standardized services. "Procurement experience" includes preparing documentation for solicitations; checking specifications for adequacy; analyzing bids and proposals for fair and reasonable pricing and/or responsiveness; and assessing whether bidders are responsible.

"Standardized services" includes services that do not typically require a provider to have experience in a specialized field or hold an advanced degree. A standardized service is highly commoditized and procurements for such services are generally awarded based on the lowest price. Examples of Standardized Services include: security, janitorial, secretarial, transportation, office machine repair, collection, and food related services. Contracts for services such as plumbing, electrical, and HVAC for maintenance and repair not related to new construction also fall into this category.

"Contract administration experience" includes management of a procurement unit or program through the planning and evaluation of procurement documents and activities; reviewing and drafting recommendations for solicitation, contract awards, and modifications; and ensuring contract compliance with an understanding of all the major components of the contract.

"Professional experience" in the procurement of goods and services or contract administration does not include experience which consists primarily of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials.

"Administrative, managerial or executive work experience" must include the authority to make critical decisions about matters of significance.

In order for experience in a job to be accepted, you must have dedicated at least 60% of your time performing duties which involved the procurement of goods or services or the administration of contracts.

**The education requirement must be met by June 30, 2017. The experience requirement must be met by the last day of the Application Period (May 23, 2017).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education, experience, and professional procurement certifications on your Education and Experience Test and submit it by the end of the Application Period.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2017 or experience and professional procurement certifications which you obtain after the end of the Application Period.

**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 INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2 (if applicable), A.4 (if applicable), B , C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- 4. Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**document-by-document**" (general) 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.

**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 on page 2. 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 performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level in government service (City, State, Federal), for:**

	<b>You will receive:</b>
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

**If you have satisfactory full-time experience working for a non-governmental employer performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level for:**

	<b>You will receive:</b>
At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

**For possession of the following currently maintained professional procurement certifications:****You will receive**

Certified Purchasing Manager (CPM)	5 points
Certified Professional Public Buyer (CPPB)	10 points
Certified Public Procurement Officer (CPPO)	10 points
NYC Procurement Training Institute Certification	10 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 and professional procurement certifications used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education, experience, and professional procurement certifications on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for experience or professional procurement certifications which you obtain after the end of the Application Period.

Experience and professional procurement certifications must be obtained by **the last day of the Application Period (May 23, 2017).**

**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.

**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, 14<sup>th</sup> 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 Professional Procurement Certification(s):** If you have a valid and current certification as a Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), and/or Certified Public Procurement Officer (CPPO), you may be considered for appointment to positions requiring these certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. If you wish to apply for this Selective Certification, state "PPC" in Section D of the Education and Experience Test. **Your certification(s) will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Special Experience:** If you have the experience listed in one or more of the areas listed below, 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. **Your experience will be checked by the appointing agency at the time of appointment.**

**Note:** In **Section D** of the Education and Experience Test, please enter the 3-digit code which corresponds to the Selective Certification(s) you wish to be considered for and separate each with a comma and no space. There should be no more than ten (10) Selective Certification entries per line. For example, if you wish to select Selective Certifications #1 and #2, enter the following in **Section D** of the Education and Experience Test: **SAP,ITE.**

- 1. Specialized Procurement Analyst Experience:** At least one (1) year of full-time satisfactory experience in the procurement of transportation specific commodity groups, such as construction materials for roads, buildings, signs and markings materials, safety specific materials and equipment relating to work-zone safety in the transportation industry, and familiarity with PESH, COSH, and OSHA Regulations concerning safety standards. **To add Selective Certification for Specialized Procurement Analyst Experience, enter "SAP" in Section D of the Education and Experience Test.**
- 2. Information Technology Applications Experience (Department of Education Only):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Accounting Management Information System (FAMIS), Contract Tracking Systems (CTS), Contract Processing System (CPS), and/or Galaxy to process procurement documents and contracts. **To add Selective Certification for Information Technology Applications Experience (Department of Education Only), enter "ITE" in Section D of the Education and Experience Test.**
- 3. Educational Environment Experience (Department of Education Only):** At least one (1) year of full-time satisfactory experience working in an educational environment to process procurement documents and contracts. **To add Selective Certification for Educational Environment Experience (Department of Education Only), enter "EDE" in Section D of the Education and Experience Test.**

4. **Information Technology Procurement Experience:** At least one (1) year of full-time satisfactory experience processing Information Technology Procurement documents and contracts including but not limited to hardware, software, and IT services. **To add Selective Certification for Information Technology Procurement Experience, enter "TPE" in Section D of the Education and Experience Test.**
5. **Information Technology Applications Experience (Citywide Systems):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Management System (FMS), Vendor Information Exchange System (VENDEX), and/or NYC Comptroller's Omnibus Automated Image Storage and Information System (OASIS), to process procurement documents and contracts. **To add Selective Certification for Information Technology Applications Experience (Citywide Systems), enter "TEC" in Section D of the Education and Experience Test.**
6. **Specialized Management Procurement Analyst Experience:** At least two (2) years of full-time satisfactory experience in supervision or management of procurement related to engineering, capital construction, construction of bridges, traffic-related operations, transportation and urban-related planning and management. Eighteen months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional procurement work in the areas described above. **To add Selective Certification for Specialized Management Procurement Analyst Experience, enter "MPE" in Section D of the Education and Experience Test.**
7. **Cost Price Analysis and Negotiation Experience:** At least six (6) months of full-time satisfactory experience with negotiating prices by analyzing proposers' costs including labor, material, and general & administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics. **To add Selective Certification for Cost Price Analysis and Negotiation Experience, enter "ANE" in Section D of the Education and Experience Test.**
8. **Background Check and Compliance Experience:** At least six (6) months of full-time satisfactory experience conducting background investigations and/or fact gathering regarding vendors and/or principal owners/officers of those entities utilizing one or more of the following information technology applications: Vendor Information Exchange System (VENDEX) and/or Lexis Nexis; and drafting summaries of findings. **To add Selective Certification for Background Check and Compliance Experience, enter "BCC" in Section D of the Education and Experience Test.**
9. **Child Care Contract Experience:** At least six (6) months of full-time satisfactory experience managing contracts for child care services, including obtaining permits and establishing site control. **To add Selective Certification for Child Care Contract Experience, enter "CCC" in Section D of the Education and Experience Test.**

**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, 14<sup>th</sup> 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.

**Application Receipt:** 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](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> 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.

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$87.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**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.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 82976; The Managerial Service.

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