



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
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

## NOTICE OF EXAMINATION

**COMMUNICATION ELECTRICIAN**

**Exam No. 8008**  
**Amended Notice- October 25, 2017**

**WHEN TO APPLY:** From: September 6, 2017                      **APPLICATION FEE: \$91.00**

To: September 26, 2017                      **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.**

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Monday, January 8, 2018.**

**The Notice of Examination is amended to update the description of the written test in “The Test” section.**

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

**WHAT THE JOB INVOLVES:** Under supervision, Communication Electricians install, maintain and repair the copper and fiber cable and line network, overhead and underground, in connection with fire alarm and communication systems. They locate, clear and repair troubles in the electrical cable and fiber optic cable and line network; replace and/or extend the cable or aerial line plant including excavating and replacing concrete as necessary; install and replace damaged fire alarm posts and poles including excavating and replacing concrete and asphalt as necessary; maintain and replace electro-mechanical fire alarm boxes, citizen’s emergency response boxes and their allied circuits; splice, wipe, solder and terminate lead and/or plastic sheathed cables; install and replace damaged conduit; snake and install cables in conduit in streets, on poles, structures and buildings including excavating and replacing concrete as necessary; operate compressor, pneumatic hydraulic and power equipment as required in the work; keep records and make reports; may direct the work of assigned subordinate personnel; perform the above tasks in manholes, firehouses, public schools, on poles, bridges, tunnels, expressways, highways, etc., and wherever the electrical cable and fiber optic cable or aerial plant and its allied equipment exist; operate motor vehicles in carrying out duties and responsibilities; may assume the duties and responsibilities of the supervisor in the temporary absence of that individual; and perform related work.

**Special Working Conditions:** Communication Electricians may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Communication Electricians and environmental conditions experienced are: working outdoors in all kinds of weather; going about 40 feet above ground in a cherry picker to make repairs; lifting material and/or equipment weighing up to 80 pounds; climbing and descending ladders approximately 20 feet below ground in order to make repairs in manholes; making visual and hands-on inspections; and differentiating color coded electrical wires.

(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 \$41.65 per hour for a 40 hour work week. This rate is subject to change.

**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 accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may**

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**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

**Queens**

118-35 Queens Boulevard  
5<sup>th</sup> Floor  
Forest Hills, NY 11375

**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 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."

**HOW TO QUALIFY:** You may be given the test before we verify your qualifications. 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. Five years of full-time paid satisfactory experience as a Cable Splicer, Line Repairer, Communication Electrician, or Electrician; or
2. Not less than three and one-half years of experience as described in "1" above plus sufficient additional experience as a helper in any of the above titles or related educational training in an approved technical school, trade school or vocational high school to make a total of five years of acceptable experience. Six months of acceptable experience will be credited for each twelve months of experience as a Cable Splicer's Helper, Line Repairer's Helper, Electrician's Helper, or of acceptable educational training. Less than a full year of helper experience or relevant education will receive prorated credit.

**The education requirement must be met by January 31, 2018. The experience requirement must be met by the last day of the Application Period (September 26, 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 technical school, trade school or vocational high school 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 and experience 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 January 31, 2018 or experience which you obtain after the end of the Application Period.

**Driver License Requirement:** By the time you are appointed 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(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your 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 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.3 (if applicable), B, and C.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **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:** You will be given a multiple-choice test. The multiple-choice test may be given at a computer terminal or as a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Communication Electrician. Knowledge areas to be tested are as follows: testing cables and aerial lines using standard electrical and fiber testing apparatus; safe working practices; methods and procedures for installation; alteration and maintenance of cable and aerial lines; splicing, soldering and terminating cables; preparing reports and maintaining records; and other related areas.

The multiple-choice test may also include questions requiring the use of any of the following abilities:

**Mathematical Reasoning:** being able to understand and organize a problem and then select a mathematical method or formula to solve the problem. Mathematical reasoning encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Communication Electrician may use this ability when installing cables in conduits.

**Memorization:** being able to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Communication Electrician may use this ability when remembering how a circuit goes through a terminal.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Communication Electrician may use this ability when troubleshooting a shunted circuit.

**Inductive Reasoning:** combining separate pieces of information or specific answers to problems to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: A Communication Electrician may use this ability when doing new installations and determining necessary equipment and tools.

**Information Ordering:** following correctly a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: A Communication Electrician may use this ability when changing a post.

**Number Facility:** involves the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: A Communication Electrician may use this ability when calculating Ohm's Law conversions.

**Problem Sensitivity:** being able to tell when something is wrong or likely to go wrong. Problem sensitivity includes being able to identify the whole problem, as well as elements of the problem. Example: A Communication Electrician may use this ability when troubleshooting circuits.

**Spatial Orientation:** being able to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Communication Electrician may use this ability when surveying point of entry from manhole to building.

**Time Sharing:** shifting back and forth between two or more sources of information. Example: A Communication Electrician may use this ability when working on a cable failure.

**Visualization:** being able to imagine how something would look when it is moved around or when its parts are moved or rearranged. Visualization requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotating. One has to predict how an object, set of objects or pattern will appear after the changes have been carried out. Example: A Communication Electrician may use this ability when setting up splice cases and terminal cabinets.

**Written Comprehension:** understanding written English words and sentences. Example: A Communication Electrician may use this ability when receiving work orders through email from supervisors.

**Written Expression:** using English word or sentences in writing so that others will understand. Example: A Communication Electrician may use this ability when writing work orders for others to follow-up on.

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, 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 have 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, IDNYC, 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 Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> 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 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.

**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.

**SPECIAL ARRANGEMENTS:**

**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 Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14<sup>th</sup> 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 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 & Applications Centers.

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