



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

**ELECTRICIAN (AUTOMOBILE)
 Exam No. 8014
 AMENDED NOTICE- November 22, 2017**

WHEN TO APPLY: From: October 4, 2017 To: October 24, 2017
APPLICATION FEE: \$82.00
 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.
THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, February 13, 2018.

The Notice of Examination is amended to add a description of the written test under **THE TEST** section.

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

WHAT THE JOB INVOLVES: Electricians (Automobile), under supervision, maintain, troubleshoot, repair, replace and rewire automotive electrical and electronic systems. They maintain, repair, replace and test alternators, cranking motors, distributors, magnetos, generator control units, alternating systems and rectifiers, and all other electrical and electronic equipment found on automotive vehicles; rewire, modify and/or repair automotive and related electrical and electronic systems; act as troubleshooters in determining electrical defects in electrical or electronic systems in automotive equipment; use all electrical testing and shop devices including scanners, meters and computers; read wiring diagrams, service manuals and other automotive service related materials; design schematics and wiring diagrams of automotive electrical and electronic systems; road test vehicles to determine cause of problem and confirm completion of repair; use automotive mechanical skills and knowledge to replace mechanical components when necessary or transmit orders based on those skills and knowledge to other trades personnel as directed; supervise and train assigned subordinates in the performance of various maintenance and/or repair tasks; prepare reports and orders; maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties; and perform related automotive maintenance and repair work.

Some of the physical activities performed by Electricians (Automobile) and environmental conditions experienced are: bending and/or stooping while reading meters, observing components or troubleshooting; working under dashboard areas in auto or truck cab interiors which may be dusty and dark while replacing or repairing electrical components; working outdoors; identifying colors; reading and interpreting charts, preparing and moving test equipment set-ups; standing upright for extended periods of time; using vision to read small numbers and markings on meters and equipment; being alert, using vision and hearing to avoid injury from rotating engine components; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; lifting heavy objects; and working with alkaline and acidic chemicals related to automotive batteries.

(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 \$34.63 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. 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 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**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens
118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, October 7, 2017 and Monday, October 9, 2017.

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."

HOW TO QUALIFY: You may be given the test before we verify your qualification. 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 satisfactory full-time experience as an automotive electrician or aviation electrician; **or**
2. At least 3 years of experience as described in "1" above, plus sufficient training of a relevant nature, specializing in automotive electrical and electronic systems, acquired in an approved **full-time** trade or technical school or vocational high school. Six months of acceptable experience will be credited for each year of approved full-time trade or technical or vocational high school. Less than a full year of helper or apprentice 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 (October 24, 2017).

The trade or technical 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. The motor vehicle driver license must be maintained for the duration of your employment.

Medical Requirement (for NYPD only): Medical guidelines have been established for the position of Electrician (Automobile). Candidates will be examined to determine whether they can perform the essential functions of the position of Electrician (Automobile). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: 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), and B.** 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. 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: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass the multiple-choice test. There will also be a practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the practical test. You must achieve a score of at least 70% to pass the practical 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 an Electrician (Automobile). Task areas to be tested are as follows:

Maintain, troubleshoot, repair/rewire, replace, and test auto electric/electronic parts/systems as alternators, generators, control units, magnetos, ignition systems, rectifiers, CAN bus systems; and other related areas.

The multiple-choice test may include questions on basic electricity; basic mathematics; shop equipment including scanners, battery load testers, digital multi-meters, etc.; electrical/electronic components and their functions; safety; various car system layouts; automotive principles; use of mechanic tools; and other related areas.

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

Written Expression is the ability to use English words or sentences in writing so that others will understand. Example: An Electrician (Automobile) may utilize this ability when summarizing what they did at the end of the day for record keeping purposes.

Fluency of Ideas is the ability to produce a number of ideas about a given topic. Example: An Electrician (Automobile) may utilize this when explaining their knowledge and understanding of a light system.

Problem Sensitivity is 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 elements of the problem. Example: An Electrician (Automobile) may utilize this ability when determining if a lead acid battery that has been in use for four and a half years needs to be replaced.

Deductive Reasoning is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: An Electrician (Automobile) may utilize this ability when finding multiple lights out on a truck and determining which fuse is blown.

Inductive Reasoning is the ability to combine 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: An Electrician (Automobile) may utilize this ability when the check engine light is on and the diagnostic equipment states 300 which means a random misfire.

Spatial Orientation is the ability 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: An Electrician (Automobile) may utilize this ability when stepping on the breaks in a cab of a truck and asking someone to check the back breaks to see if they work.

Time Sharing is the ability to shift back and forth between two or more sources of information. Example: An Electrician (Automobile) may utilize this ability when looking at a schematic on a computer and reading the description in a manual.

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, 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, IDNYC, 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 Administration, Customer and Exam Support, 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 meet the education and experience requirements and pass the multiple-choice test and practical 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, 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 New York State Class B Commercial Driver License: If you have a valid New York State Class B Commercial Driver License, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you have any moving violations, license suspensions or an accident record, you may not be qualified for positions requiring this license. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your New York State Class B Commercial 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 New York State Class B Commercial Driver License for the duration of your employment.**

Selective Certification for New York State Certification as a Motor Vehicle Inspector: The eligible list resulting from this examination may be selectively certified to fill positions which require, at the time of appointment, either:

1. New York State Certification as Motor Vehicle Inspector certified in Light Vehicles (ILE); or
2. New York State Certification as Motor Vehicle Inspector certified in Heavy Vehicles (IHE); or
3. New York State Certification as Motor Vehicle Inspector certified in Motorcycles (IMO); or
4. New York State Certification as Motor Vehicle Inspector certified in Dyno-Emissions (IDE).

If you have a New York State Certification as a Motor Vehicle Inspector for any of the aforementioned groups, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification(s) 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 Inspector Certification for the duration of your employment.**

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:

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, 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 appointment, and may result in criminal prosecution.

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 at 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. 91719; Skilled Craftsman and Operative Service.

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