PROGRAM SPECIALIST (CORRECTION)
Exam No. 8039

WHEN TO APPLY: From: May 2, 2018 To: May 22, 2018
APPLICATION FEE: $61.00
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 ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:
Program Specialists (Correction), under supervision, perform professional work assisting in the preparation and conduct of studies to develop social service and educational programs, and management and fiscal systems for the Department of Correction. They conduct work involving the preparation and evaluation of training programs in the criminal justice system; collect and analyze data and prepare reports for basic departmental problems, social service and educational programs, management and fiscal systems related to correctional programs; conduct classes and group sessions; assist in curriculum development and scheduling of in-service programs for civilian personnel of the Department; submit periodic reports on progress and evaluation of training programs; assist in the preparation of periodic reports on department programs; analyze inmate cash and property systems and commissary programs in existing institutions; prepare reports on Federal programs and social service programs of the Department. All Program Specialists (Correction) 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 $41,679 per annum. This rate is subject to change.

HOW TO QUALIFY:
You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

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. You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience online once the application period has ended.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or closely related fields; or

2. An associate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or closely related fields and two years of full-time, satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or

3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described under "2" above; or

4. A satisfactory combination of education and/or experience that is equivalent to "1," "2" or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must possess a four-year high school diploma or its educational equivalent.

The education requirement must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (May 22, 2018).
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 regionally or nationally recognized 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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

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. You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period.

Residency Requirement: 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 the 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

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 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 two (2) business days to be reviewed by a staff member and resolved. Email notifications 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/OLFeeWaiver.aspx.

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) 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

**Staten Island**
- 133 Canal Street
- 3rd Floor
- Staten Island, NY 10304

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 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.”

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. **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.

3. **Education and Experience Test**: Fill out Sections A.1, A.2, A.3, A.4, A.6 (if applicable), and B. This test must be filled out completely in detail for you to receive your proper rating. Follow the online instructions.

4. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination)**: 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 "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its
THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

1. If you have satisfactory full-time experience with a correctional facility in any one or combination of the following: public or business administration, sociology, criminology, mathematics, statistics, or closely related fields, performing duties which may include preparing and conducting studies to develop social service and educational programs, management and fiscal systems; conducting orientations and training programs for: You will receive:

   (A) At least 1 year but less than 3 years 10 points
   (B) At least 3 years but less than 6 years 20 points
   (C) 6 or more years 30 points

2. If you have satisfactory full-time experience with a noncorrectional facility in any one or combination of the following: public or business administration, sociology, criminology, mathematics, statistics, or closely related fields, performing duties which may include preparing and conducting studies to develop social service and educational programs, management and fiscal systems; conducting orientations and training programs for: You will receive:

   (A) At least 1 year but less than 3 years 5 points
   (B) At least 3 years but less than 6 years 10 points
   (C) 6 or more years 15 points

3. For education, you will receive additional points as follows: You will receive:

   (A) Possession of a master's degree from an accredited college or university in one of the following areas: public or business administration, sociology, criminology, mathematics, statistics, or closely related fields, or 5 points
   (B) Each graduate credit completed at an accredited college or university in course work in public or business administration, sociology, criminology, mathematics, statistics, or closely related fields up to a maximum of 3 points (15 credits) 0.2 points

In order to receive additional points for education, courses must be completed after the completion of a baccalaureate degree as noted in “1” in the Education and Experience Requirements. You will not receive additional points for education for both category 3(A) and 3(B). You will receive credit under the highest appropriate category only. You will receive points for 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. Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

Education must be obtained by June 30, 2018, and experience must be obtained by the last day of the application period (May 22, 2018). 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. You will not receive credit for education which you obtain after June 30, 2018, or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience online once the application period has ended.
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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf

THE TEST RESULTS:
If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:
Application Receipt:
You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

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