NYC DCAS
Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

ADMINISTRATIVE HOUSING DEVELOPMENT SPECIALIST

Exam No. 8061

WHEN TO APPLY: From: June 6, 2018

To: June 26, 2018

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 ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Administrative Housing Development Specialists under general direction, with wide latitude for independent judgment and decision making, are responsible for the development of community upgrade strategies for neighborhoods, boroughs, and/or the City as a whole. They direct complex technical research and analyses related to development of the agency's policies, programs, and projects; direct negotiations to obtain funding; may allocate program resources according to federal, state or city regulations; ensure compliance with those regulations; coordinate activities in the development, acquisition or sale of city-owned housing property; manage programs to assist residential property owners and tenants to remove housing violations, and to maintain and rehabilitate housing stock; oversee the management of City-owned residential property; direct programs for the maintenance, rehabilitation and upgrade of such property; develop and implement programs designed to return such property to private ownership; may serve as director of a publicly-subsidized housing loan program; represent the program at meetings with other government agencies and with public and private institutions and groups; supervise directly a number of professional and support staff; may perform duties of the supervisor in his/her temporary absence; or perform other assignments equivalent to those described herein. All Administrative Housing Development Specialists 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 consistent with the level of responsibility of the assignment. Salaries for appointments to managerial assignments 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 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 will not recieve a score.

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 (June 26, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

In order to qualify you must meet the following Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university and four years of full-time satisfactory professional experience in the development, design, construction, appraisal, financing, negotiation or disposition of real estate or in real estate law, or in urban planning, design or renewal, or analytical or coordination work related to housing programs; at least 18 months must have been in an executive, administrative or managerial capacity or supervising professional personnel performing work in the fields noted above; or
2. Education and/or experience which is equivalent to "1" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 semester credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have three years of work experience including at least 18 months of executive, administrative, managerial or supervisory experience as described in "1" above.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Note
Experience as a real estate broker, real estate salesperson, manager of real estate, or similar experience which is primarily involved with the sale, lease, rental, or management of real estate, or experience which is primarily involved with the monitoring of construction, is not acceptable.

The education requirement must be met by June 30 2018. The experience requirement must be met by the last day of the Application Period (June 26, 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 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). The law school must be accredited by the American Bar Association or the California Bar Association.

If you were educated outside the United States, you must have your foriegn education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foriegn education in this examination. For more information see the Foriegn 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. 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, 2018 or experience which you obtain after the end of the Application Period.

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 City of New York.

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 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 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	Brooklyn	Queens	Staten Island
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	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 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), B, 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.
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 Department of Citywide Administrative Services (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 evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

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 1. 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 professional experience in the development, design, construction, appraisal, financing, negotiation or disposition of real estate or in real estate law, or in urban planning, design or renewal, or analytical or coordination work related to housing programs while in an executive, administrative or managerial capacity or supervising professional personnel performing work in the fields noted above for:	**You will receive:**
At least 6 months but less than 1 year	10 points
At least 1 year but less than 2 years	20 points
2 or more years	30 points

If you have satisfactory full-time professional experience in the development, design, construction, appraisal, financing, negotiation or disposition of real estate or in real estate law, or in urban planning, design or renewal, or analytical or coordination work related to housing programs in a non-managerial and non-supervisory capacity for:	**You will receive:**
At least 6 months but less than 1 year	7 points
At least 1 year but less 2 years	14 points
At least 2 years but less than 3 years	21 points
3 or more years	28 points

Special Note:

Experience as a real estate broker, real estate salesperson, manager of real estate, or similar experience which is primarily involved with the sale, lease, rental, or management of real estate, or experience which is primarily involved with the monitoring of construction, is not acceptable.

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.

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 experience which you obtain after the **last date of the application period** (June 26, 2018).

Experience used to meet the minimum requirements cannot be used to gain additional credit.

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:

Selective Certification for Special Experience: If you have the experience listed in the area listed below, you may be considered for appointment to positions requiring the 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.**

Municipal Experience Selective Certification: If you have at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "**MGE**" in Section D of the Education and Experience Test.

The above Selective Certification requirements may be met at any time 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.

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.

Promotion Test: A promotion examination for this title is being held for eligible 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.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 83006; The Managerial Service.

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