NOTICE OF EXAMINATION

ELECTRICIAN (NYC Health + Hospitals)
Exam No. 8066
(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: October 4, 2017 APPLICATION FEE: $96.00
To: October 24, 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 Tuesday, February 13, 2018.

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

WHAT THE JOB INVOLVES: Electricians (NYC Health+Hospitals), under direction, perform work on the
installation, repair and maintenance of high or low tension electrical systems for light, heat, power and
communications in or on buildings and structures. They install, repair, replace and maintain electric wiring
systems and components, equipment and apparatus in or on buildings and structures in accordance with the
New York City Electrical Code, pertinent plans, specifications and job orders; install, repair, replace, and
maintain electric wiring and equipment and controllers; install conduits, raceways and electrical conductors;
conduct tests on existing installations to determine faults and make necessary repairs; when assigned to a
position requiring a Special Electrician License, obtain permits for electrical work to be performed; conduct
and/or witness tests on electrical wiring systems, equipment and/or appliances; maintain and test backup
generators on a regular basis; install, repair, replace and maintain electrical line isolation panels in operating
rooms and critical care areas of a hospital; prepare applications, reports, notices and other documents; prepare
required sketches, drawings and layouts; keep job and other records; in the temporary absence of the
supervisor, may perform the duties of that position; supervise assigned personnel; and may drive motor
vehicles. All Electricians (NYC Health+Hospitals) perform related work.

Some of the physical activities performed by Electricians (NYC Health+Hospitals) and environmental
conditions experienced are: reading meters and instruments in dimly lit areas; climbing and descending ladders;
working in areas of hot temperatures and poor ventilation; using both hands to work overhead; using hand held
tools to prepare wires and conduit for installation; carrying tools and equipment up and down stairs; and
distinguishing colors.

Special Working Conditions: Electricians (NYC Health+Hospitals) may be required to work shifts
including nights, Saturdays, Sundays, and holidays.

(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 $53.29 per hour for a 35-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
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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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-seeexams.nyc.gov/OLLEE/auxsys/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."

**ELIGIBILITY TO TAKE EXAMINATION**: 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 satisfactory experience as an electrician; or

2. At least three years of full-time satisfactory experience as an electrician and sufficient full-time satisfactory experience as an electrician’s helper or apprentice electrician or education in the electrical or electronic field acquired in an approved trade or technical school or vocational high school or college or university to make up the equivalent of the remaining experience. Undergraduate college credit can be substituted for experience on the basis of 30 credits, from an accredited college or university, for one year of experience. Six months of acceptable experience will be credited for each year of such helper or apprentice experience, or education in an approved trade or technical school or vocational high school in the electrical or electronic field. 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 or NYC Health + Hospitals, 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.

**Medical Requirement**: In accordance with applicable Federal, state and local laws and regulations, NYC Health + Hospitals has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles must pass a drug screening test prior to the date of appointment.

**Residency Requirement Advisory**: City residency is not required for this position.

**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 NYC Health + Hospitals.

**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), A.4 (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/foreigndegreeevaluation.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 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. Your score on this test will be used to determine your place on an eligible list. 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 an Electrician (NYC Health+Hospitals).

Task categories to be tested are as follows:

- Repair, Installation and Maintenance, Safety, Interpretation and Revision of Drawings, Supervising, and Administrative Duties.
- The test may include questions on single-phase and three-phase electricity; installation, repair, and maintenance of high and/or low tension electrical systems for light, heat, power, fire alarm, and/or communication (i.e. voice, meters used in the Electrician’s trade; the New York City Electrical Code; standards of proper employee ethical wiring and equipment; the proper use and selection of tools, fittings, materials, measuring instruments and procedures; methods and procedures for the installation, alteration, maintenance, and repair of electrical wiring and equipment; the proper use and selection of tools, fittings, materials, measuring instruments and meters used in the Electrician’s trade; the New York City Electrical Code; standards of proper employee ethical conduct; and other related areas.

- The test may also include questions requiring the use of any of the following abilities:
  - **Analytical Thinking**: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: An Electrician (NYC Health+Hospitals) monitors and analyzes a telemetry system to identify any problems.
  - **Planning & Organizing**: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: An Electrician (NYC Health+Hospitals) plans and then assigns work to subordinates/personnel.
  - **Management of Material Resources**: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. Example: An Electrician (NYC Health+Hospitals) assesses how much conduit and electrical wire will be needed to install a new electrical panel.
  - **Written Comprehension**: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Electrician (NYC Health+Hospitals) reads and understands work orders pertaining to the NYC Electrical Code.
  - **Written Expression**: Appropriately communicating information and ideas in written words and sentences so the intended audience will understand. Example: An Electrician (NYC Health+Hospitals) writes reports free of grammatical errors.
  - **Attention to Detail**: Being careful about detail and thorough in completing work tasks. Example: An Electrician (NYC Health+Hospitals) carefully and safely removes and replaces a motor.
  - **Updating & Using Relevant Knowledge**: Keeping up-to-date technically and applying new knowledge to the job. Example: An Electrician (NYC Health+Hospitals) utilizes the NYC Electrical Code to keep up-to-date with the latest electrical installation procedures.

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 (brining 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, your name will be placed in final score order on a NYC Health + Hospitals 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.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, 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 Driver License will be checked by NYC Health + Hospitals at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Selective Certification for New York City Special Electrician License: If you have a valid New York City Special Electrician License, you may be considered for appointment to positions requiring this license through a process called Selective Certification. 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 license will be checked by NYC Health + Hospitals at the time of appointment. If you are appointed through Selective Certification, you must maintain your New York City Special Electrician License 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, 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.

Reemployment of public service retirees: NYC Health + Hospitals has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by NYC Health + Hospitals.

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.

This examination is for positions with NYC Health + Hospitals only. If you would like to apply for Electrician with City agencies, you must submit a separate application and fee for Exam No. 8013 from October 4, 2017 through October 24, 2017. If you would like to apply for Electrician at CUNY, you must submit a separate application and fee for Exam. No. 8055 from October 4, 2017 through October 24, 2017.
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 NYC Health + Hospitals or the examining agency is responsible;
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.