NOTICE OF EXAMINATION

PROMOTION TO ELECTRICIAN (NYC Health+Hospitals)
Exam No. 8544
(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: October 4, 2017
To: October 24, 2017
APPLICATION FEE: $96.00

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 communication 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.

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.
ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the NYC Health + Hospitals who on the first date of the multiple-choice test:

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Electrician’s Helper (NYC Health+Hospitals); and

2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to Regulation 4 of NYC Health+Hospital’s Personnel Rules and Regulations and who meet all other eligibility requirements.

If you do not know if you are eligible, check with your facility’s personnel office. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%.

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, data, and video); A.C. & D.C. circuits and machinery; control systems; applied electronics; electrical calculations; electrical drawings, schematics, blueprints, diagrams and specifications; safe working practices 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.

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.

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 alphanumeric 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 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 pass the multiple-choice test and are marked eligible, 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 promotion 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 Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion 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 prefered 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 promotion. If you are promoted 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 promotion 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 promotion. If you are promoted 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.

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.

This examination is for positions with NYC Health + Hospitals only. If you would like to apply for Promotion to Electrician with City agencies, you must submit a separate application and fee for Exam No. 8513 from October 4, 2017 through October 24, 2017. If you would like to apply for Promotion to Electrician with CUNY, you must submit a separate application and fee for Exam No. 8536 from October 4, 2017 through October 24, 2017.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your facility's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

(1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
(2) You become eligible after the above application period but on or before the first date of the multiple-choice test.

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; 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 promotion, and may result in criminal prosecution.