Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE QUALITY ASSURANCE SPECIALIST

Exam No. 8551

WHEN TO APPLY: From: April 4, 2018

To: April 24, 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 Quality Assurance Specialists, under managerial direction, serve as deputies to a quality assurance manager. Administrative Quality Assurance Specialists perform the following tasks: supervising the day-to-day activities of the quality assurance organizational unit/program; participate in creating, modifying and implementing quality assurance policies/procedures; coordinating and overseeing routine inspection of policies and/or procedures; planning, monitoring and evaluating the work of Associate Quality Assurance Specialists; advising supervisors on complex inspectional problems; conducting hearings and negotiations with vendors at an administrative level; assisting in the preparation and review of contract specifications; participating in pre-bid conferences; monitoring vendor performance for adherence to contract specifications; coordinating and executing in-service training programs; studying new proposals and preparing appropriate reports; resolving disputes on operational problems; maintaining budget for fiscal resources; providing penalties to vendors for compliance issues; monitoring and documenting work performance. All Administrative Quality Assurance 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:

The current minimum salary is $60,724 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

(1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Quality Assurance Specialist, or Associate Quality Assurance Specialist (Fuel), or Associate Quality Assurance Specialist (Metals), or Associate Quality Assurance Specialist (Pupil Transportation); **and**

(2) is not otherwise ineligible.

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

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application.

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. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the 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 B (if applicable), C (if applicable), 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.

THE TEST:

You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. 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 experience with the City of New York as a permanent (not provisional) employee in: purchasing and or inspecting supplies, materials, products and services such as: paints, linoleum, hose, sand, brick, wire, shades, hardware and tools, plumbing, electrical machine shop, building and cleaning supplies, furnishings and furniture, lumber and wood related products, metals, equipment, foods, drugs and chemicals, fuel, textiles, printing, stationery, automotive equipment and/or repairs, transportation services and other comparable items and/or services for:	**You will receive:**
At least 1 year but less than 2 years	**5 points**
At least 2 years but less than 3 years	**10 points**
At least 3 years but less than 4 years	**15 points**
At least 4 years but less than 5 years	**20 points**
At least 5 years but less than 6 years	**25 points**
6 or more years	**30 points**

If you have satisfactory full-time experience with an employer other than the City of New York in: purchasing and or inspecting supplies, materials, products and services such as: paints, linoleum, hose, sand, brick, wire, shades, hardware and tools, plumbing, electrical machine shop, building and cleaning supplies, furnishings and furniture, lumber and wood related products, metals, equipment, foods, drugs and chemicals, fuel, textiles, printing, stationery, automotive equipment and/or repairs, transportation services and other comparable items and/or services for:	**You will receive:**
At least 1 year but less than 2 years	**2 ½ points**
At least 2 years but less than 3 years	**5 points**

At least 3 years but less than 4 years	**7 ½ points**
At least 4 years but less than 5 years	**10 points**
At least 5 years but less than 6 years	**12 ½ points**
6 or more years	**15 points**

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 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 end of the application period.

Experience must be obtained by the **last day of the Application Period (April 24, 2018).**

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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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 Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croation, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test and indicate the language you speak to indicate your interest in such Selective Certification.

Selective Certification for Special Experience or Certificate:

If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for promotion to positions requiring a certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. **Your certification(s) and/or experience will be checked by the agency at the time of promotion.**
Note: In Section D of the Education and Experience Test, please enter the 3-digit code which corresponds to the Selective Certification(s) you wish to be considered for, and separate each with a comma and no space. For example, if you wish to select Selective Certifications #1 and #2, enter the following in Section D of the Education and Experience Test: COQ, QAH.

1) Valid NYS Certificate of Qualification: Possession of a valid Certificate of Qualification issued by the New York State Department of Health. This license must be maintained for the duration of your employment. **To add Selective Certification for Valid NYS Certificate of Qualification, enter "COQ" in Section D of the Education and Experience Test.**

2) Quality Assurance Experience in a Public Health Setting: At least two (2) years of full-time satisfactory Quality Assurance experience in a public health setting. **To add Selective Certification for Quality Assurance Experience in a Public Health Setting, enter "QAH" in Section D of the Education and Experience Test.**

3) Lean Six Sigma Greenbelt Certification: Possession of a valid Lean Six Sigma Greenbelt Certification. **To add Selective Certification for Lean Six Sigma Greenbelt Certification, enter "LSS" in Section D of the Education and Experience Test.**

4) Incident Command Structure (ICS) Certification: Possession of a valid Incident Command System (ICS) certificate such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate. **To add Selective Certification for Incident Command Structure (ICS) Certification, enter "382" in Section D of the Education and Experience Test.**

Investigation:

The position is subject to investigation before promotion. At the time of investigation, you will be required to pay an $87.00 fee for fingerprint screening. At the time of investigation and at the time of promotion, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to promotion.

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 promotion, 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. 10080.

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