



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### ASSOCIATE PROJECT MANAGER

Exam No. 9003

**WHEN TO APPLY:** From: October 3, 2018

**APPLICATION FEE:** \$82.00

To: October 23, 2018

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:** The multiple-choice test is expected to be held on **Saturday, January 19, 2019.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

This class of positions encompasses project management and coordination work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

**At Assignment Level I:** Associate Project Managers, under varying degrees of supervision, are responsible for project management work in planning, coordinating, and directing the implementation of the design and construction of capital projects of moderate size and complexity. They maintain a management information system to provide data for the planning and control for project development; establish project time and cost schedules; determine and coordinate the activities required between the persons, agencies and departments responsible for project completion; review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates; check work performance and prepare management reports which stress significant problems; resolve problems that arise in meeting schedules and costs; meet with City agencies, contractors and citizen groups; advise and make recommendations to client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements; assist client agencies in developing scope of project, drawing upon own agency's technical resources to develop conceptual estimates and schedules; oversee the consultant selection and contracting process, and manage these contracts, or retain in-house design and construction management staff; with the client agency, conduct a post-occupancy evaluation of facilities; supervise subordinate employees; in the temporary absence of immediate supervisor, may assume the duties of that position; may incidentally perform duties of subordinates; and may drive a motor vehicle. All Associate Project Managers perform related work.

Some of the physical activities performed by Associate Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected, including exposed heights and confined spaces; standing for extended periods of time; distinguishing colors; bending, stretching, and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, moldy, dark, dusty, smoky, vermin infested, noisy, acrid, or containing fumes, emissions, extreme heat and cold, lead dust, asbestos, or other potentially hazardous material; and working outdoors in all kinds of weather.

#### Special Working Conditions:

Associate Project Managers 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 \$65,783 per annum. This rate is subject to change.

#### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether you meet the education and experience requirements for this examination prior to submitting your application. Do not assume that persons reviewing your Education and Experience Test will have information not included on your test. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period (October 23, 2018)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, **and either:**

1. A baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, **and** one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; **or**
2. A four-year high school diploma or its educational equivalent **and** five years of experience as described in "1" above; **or**
3. A four-year high school diploma or its educational equivalent **plus** any combination of college or university education **and/or** experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for (a) each 30 semester credits of college or university education leading to a bachelor's degree from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) a Masters degree from an accredited college or university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect, **or** Registered Landscape Architect.

**Note:** In order to have any experience supervising a construction project to be considered, you must include the following on your Education and Experience Test:

- (1) a description of the construction project,
- (2) the total cost of the construction project,
- (3) a description of the supervisory duties you performed, and
- (4) the number of people you supervised and their titles.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

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 education requirement must be met by January 31, 2019. The experience and license requirement must be met by the last day of the Application Period (October 23, 2018).**

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 January 31, 2019 or experience or licenses which you obtain after the end of the Application Period.**

#### **Residency Requirement/Advisory:**

City Residency is not required for this position.

#### **Medical Requirement:**

Employees assigned to coordinate or direct asbestos removal or lead abatement projects must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to asbestos removal or lead abatement projects.

#### **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](http://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 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.

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). The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
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

**The Computerized Testing and Applications Centers will be closed on Saturday, October 6, 2018 and Monday, October 8, 2018.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://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."

#### 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.2, A.4 (if applicable), B, and C (if applicable).
- 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/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "document-by-document" (general) 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 January 31, 2019.

#### 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 Associate Project Manager. Task categories to be tested are as follows: design review, specifications, and analysis; fieldwork; clerical/administrative tasks; budgeting; supervision; coordination and correspondence; planning and scheduling; and contracts, change orders, and progress payments.

The test may include questions on principles of project management and supervision; construction, engineering, and/or architectural theory and concepts; construction materials and equipment; construction safety practices; pertinent sections of applicable codes and laws; job related mathematics; 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 Associate Project Manager analyzes contract documents for compliance with code regulations, field conditions, staging of work and scheduling.

**Quantitative Analysis & Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An Associate Project Manager creates and reviews graphical charts representing numerical data such as line charts and grades property/area for drainage by interpreting numerical data.

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: An Associate Project Manager chooses the best course of action because of an unanticipated design plan error and makes budgetary recommendations by evaluating costs and benefits.

**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 Associate Project Manager develops a project schedule using critical path method and plans and organizes resource loaded project schedules.

**Management of Financial Resources:** Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished. Example: An Associate Project Manager makes justifications for additional funds based on records, work orders, and/or change orders; manages project payments and prevents potential overruns of the budget before they occur.

**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 Associate Project Manager maintains, organizes, and updates files and project reference materials and orders equipment capable of completing the task at hand.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. Example: An Associate Project Manager makes recommendations in the selection of consultants and contractors and

speaks to resource managers with various engineering backgrounds to identify the most qualified point person for a specific task.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Project Manager reads various construction project documents and comprehends the technical information, agency guidelines, contract documents, standard operating procedures and payment for work conducted.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: An Associate Project Manager writes reports and summaries, takes notes at meetings, files reports for contractors and writes coherent emails and Construction Community Liaison notifications.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: An Associate Project Manager negotiates change order amounts and alerts appropriate personnel to on-site safety issues in a non-confrontational manner.

**Integrity:** Acting in an honest and ethical manner. Example: An Associate Project Manager adheres to guidelines regarding gifts and gratuities.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. Example: An Associate Project Manager reviews completeness of contract drawings.

#### **EXAM SITE ADMISSION:**

You will be sent an Admission Notice in the mail about 10 days before the test date. If you do not receive an Admission Notice at least 4 days before the test date, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**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 people, 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 (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, 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.

#### **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 meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an 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.

#### **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 the Department of Citywide Administrative Services 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Certification, License and/or Special Experience:** If you have the certification, license and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a certification, license 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, license and/or experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your certification(s), license(s) and/or experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Traffic Experience:** At least six months of full-time satisfactory experience in project management work overseeing the design, installation, and/or maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, Intelligent Transportation Systems (ITS) technologies, and/or other transportation related technologies.

**Selective Certification for Positions Requiring Project Management Experience in a Public Health or Health Services Setting:** At least twelve months of full-time satisfactory project management experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program.

**Selective Certification for Experience with AutoCAD and/or ARCHIBUS:** At least twelve months of full-time satisfactory experience using AutoCAD and/or ARCHIBUS. Such experience must not have been part of a formal education program.

**Selective Certification for Positions Requiring Tunnel Experience:** At least six months of full-time, satisfactory experience in the project management of tunnel work. Experience in this area must be in a construction capacity.

**Selective Certification for Incident Command Structure (ICS) Certification:** A valid Incident Command Structure(ICS) certification such as FEMA's Professional Development Series certificate.

**Selective Certification for Positions Requiring a NYS Water Operator Certification:** A NYS operator certification, pursuant to NYS Public Health Law, section 225, subpart 5-1.72, for the operation of a public water supply system.

**Selective Certification for Positions Requiring Wastewater Systems and Operations, or Environmental or Sewer and/or Water Experiences:** One year of full-time satisfactory experience in supervising employees performing wastewater management project work, **in either:**

1. Water systems for wastewater collections, treatment, biosolids management, combined sewer storage, resource recovery, energy, management, advanced system upgrades, strategic planning, and coordination across operational units; **or**
2. Environmental experience in the project management of wastewater treatment, sanitary engineering, water treatment, construction experience, and/or groundwater treatment; **or**
3. Sewer and/or water systems experience in project management for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, through preparation of contract documents, construction services, and regulatory permitting.

**Selective Certification for a New York State Professional Engineering License:** A valid New York State Professional Engineering License.

**Selective Certification for Municipal Experience:** 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.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of the above requirements 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.

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

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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](http://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. 22427; Project Management Occupational Group.

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