NOTICE OF EXAMINATION

ELECTRICAL ENGINEERING INTERN

Exam No. 9037

<table>
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<th>WHEN TO APPLY:</th>
<th>From: March 6, 2019</th>
<th>APPLICATION FEE: $68.00</th>
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<td>To:</td>
<td>March 26, 2019</td>
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YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:
Electrical Engineering Interns, under direct supervision, perform elementary electrical engineering work in the field, office or laboratory and receive training in engineering work of moderate difficulty and responsibility on the Assistant Electrical Engineer level. The work and training may be in one or more of the following engineering areas: development, design, construction, inspection, operations, maintenance, etc., including associated reports and correspondence. All Electrical Engineering Interns perform related work.

Special Working Conditions:
Electrical Engineering Interns may be required to work various shifts including nights, Saturdays, Sundays, and holidays.
Some of the physical activities performed by Electrical Engineering Interns and environmental conditions experienced are: walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat, gas mask and goggles for inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acidic; working outdoors in all kinds of weather.

(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 $49,916 per annum. This rate is subject to change.
Appointments to these classes of positions are subject to a two-year probationary period. At the end of one year of satisfactory service, employees in these classes of positions will advance, without further examination, to Assistant Electrical Engineer, with a salary of $56,416 per annum. The title of Assistant Electrical Engineer has a probationary period of one year. The first year of the Assistant Electrical Engineer probationary period will be served concurrently with the last year of the Assistant Electrical Engineering Intern probationary period. An unsatisfactory probationer’s service may be terminated at any time during the probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

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 may not receive a score.
You will not receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (March 26, 2019).

EDUCATION REQUIREMENTS:
A baccalaureate degree in electrical engineering from an accredited college or university, received between December 1, 2014 and June 30, 2019. A degree in any other engineering area or in electrical engineering technology is not acceptable.
The education requirement must be met by June 30, 2019. The experience requirement must be met by the last day of Application Period (March 26, 2019).
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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (March 26, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and
submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

**Residency Requirement:**
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 the City of New York.

**HOW TO APPLY:**
If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ

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 apply 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

**Staten Island**
- 135 Canal Street
- 3rd Floor
- Staten Island, NY 10304

**Bronx**
- 1932 Arthur Avenue
- 2nd Floor
- Bronx, NY 10457

**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 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 all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (March 26, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).

3. **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 which is located on the 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 the Department of Citywide Administrative Services no later than eight weeks from June 30, 2019.

**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 requirement listed above and for having a grade point average ("GPA") of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. The education rating will be based on the grades for completed courses through the first semester of the senior year. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:
INFORMATION:

NAME

CHANGE NUMBER:

ADDRESS, MAILING

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Certification by to:
of a Bureau DCAS

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Application Receipt:
You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check “Junk”, “Trash”, or “Spam” folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.