



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ASSOCIATE CONTRACT SPECIALIST

Exam No. 0513

AMENDED NOTICE - October 30, 2019

**WHEN TO APPLY: From: September 5, 2019**

**APPLICATION FEE: \$68.00**

**To: September 25, 2019**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.**

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Tuesday, November 19, 2019.**

**The Notice of Examination is amended to add Selective Certifications to the Additional Information section.**

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

#### WHAT THE JOB INVOLVES:

Associate Contract Specialists, under administrative supervision, with wide latitude for the exercise of independent judgment and decision making, perform complex professional/supervisory work involved in the development and management of contracts for social services programs.

(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 \$58,440 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 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 Contract Specialist; **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 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. 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 are eligible to take this examination, apply using 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 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 instructions 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.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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. 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](http://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:**

**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.

**THE TEST:**

The multiple-choice test will be given at a computer terminal. 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%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 Contract Specialist. Task areas to be tested are as follows: supervision, contract development, fiscal monitoring of assigned contracts, program monitoring of assigned contracts, and report writing and record keeping.

The test may include questions on knowledge of contract development; knowledge of fiscal monitoring of contracts; knowledge of program monitoring of contracts; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Written Comprehension** is the ability to understand written sentences and paragraphs. An Associate Contract Specialist may use this ability when reviewing Requests for Proposals (RFPs).

**Written Expression** is the ability to use English words or sentences in writing so that others will understand. An Associate Contract Specialist may use this ability when drafting reports to upper management.

**Memorization** is the ability to remember information, such as words, numbers, pictures & procedures. Pieces of information can be remembered by themselves or with other pieces of information. An Associate Contract Specialist may use this ability when recalling specific laws in order to judge a program's compliance.

**Problem Sensitivity** is the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. An Associate Contract Specialist may use this ability when evaluating a program site for compliance.

**Mathematical Reasoning** is the ability to understand & organize a problem then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. An Associate Contract Specialist may use this ability when balancing a program budget.

**Number Facility** involves the degree to which adding, subtracting, multiplying & dividing can be done quickly & correctly. This can be steps in other operations like finding percentages. An Associate Contract Specialist may use this ability when reallocating funds within a program budget.

**Deductive Reasoning** is the ability to apply general rules to specific problems to come up with logical answers. An Associate Contract Specialist may use this ability when evaluating a program for compliance with laws, rules, and regulations.

**Inductive Reasoning** is the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. An Associate Contract Specialist may use this ability when determining a provider's fitness for a Request for Proposal (RFP).

**Information Ordering** is the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. An Associate Contract Specialist may use this ability when balancing a program budget.

**Category Flexibility** is the ability to produce many rules so that each rule tells how to group a set of things in a different way. Each different group must contain at least two things from the original set of things. An Associate Contract Specialist may use this ability when drafting pre-solicitation documentation.

**Speed of Closure** involves the degree to which different pieces of information can be combined and organized into one meaningful pattern quickly. It is not known beforehand what the pattern will be. The material may be visual or auditory. An Associate Contract Specialist may use this ability when identifying potentially problematic behaviors on a site visit.

**Flexibility of Closure** is the ability to identify or detect a known pattern (like a figure, word or object) that is hidden in other material. The task is to pick out the disguised pattern from the background material.

An Associate Contract Specialist may use this ability when identifying potentially problematic spending patterns of a program.

**Perceptual Speed** involves the degree to which one can compare letters, numbers, objects, pictures or patterns, quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object. An Associate Contract Specialist may use this ability when reviewing data in a spreadsheet.

**Selective Attention** is the ability to concentrate on a task one is doing. This ability involves concentrating while performing a boring task and not being distracted. An Associate Contract Specialist may use this ability when receiving a phone call while drafting correspondence.

**Time Sharing** is the ability to shift back and forth between two or more sources of information. An Associate Contract Specialist may use this ability when utilizing reference materials to write a report.

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.

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

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. 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 electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. **Calculators are permitted**; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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 ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the multiple-choice test and are marked eligible, 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. 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](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### **SPECIAL ARRANGEMENTS:**

##### **Late Filing:**

Consult **your agency'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 date on which testing is expected to begin.

**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, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, include documentation of the special circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

**Selective Certification for Incident Command Structure Certification (ICS):** If you possess a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.c, IS-200.c, IS-700.b, or IS-800.c certificate, you may be considered for promotion to positions requiring these certificates through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Language (e.g. Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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 given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification For Special Experience:**

**Selective Certification for Positions Requiring Experience Utilizing the New York City Financial Management System, PASSPort and/or Automated Procurement Tracking (FME):** At least one (1) year of satisfactory full-time experience utilizing the New York City Financial Management System (FMS), PASSPORT and/or Automated Procurement Tracking (APT) for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Positions Requiring Experience with Emergency Preparedness and Response Contracts (EMR):** At least two (2) years of satisfactory, full-time professional experience and oversight for the development and implementation of emergency preparedness and response contracts concerning plans, protocols, operational tools, training and exercises, evaluation and other activities. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Experience in Medical Billing (MDB):** At least one (1) year of satisfactory full-time medical billing experience in a hospital or physician's office. Experience should include but not be limited to entering, collecting and verifying insurance information with payers via websites; entering explanations of benefits (EOBs); processing rejections, denials and appeals; using classification and coding systems (such as ICD-10, CPT, HCPCS, and/or RCMS); and, knowledge of HIPAA guidelines and Medicaid, Medicare and commercial insurance billing practices and regulations. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Microsoft Excel (EXL):** At least six (6) months of satisfactory full-time experience using Microsoft Excel, including advanced knowledge of functions including but not limited to VLOOKUP, IF statements and Pivot Tables. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Positions Requiring Healthy Eating Programs Contracts Experience (HEP):** At least one (1) year of satisfactory, full-time experience in the preparation, modification, administration and/or management of budgets and/or contracts in programs, including but not limited to childcare settings, farmers markets, health centers, or social services, that support healthy eating and/or physical activity. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Positions Requiring Active Living Designing Experience (ALD):** At least one (1) year of satisfactory, full-time experience in the preparation, modification, administration and/or management of contracts in the area of built environments and creating spaces that support physical activity. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Positions Requiring Cancer Prevention Programs Experience (CRP):** At least one (1) year of satisfactory, full-time experience in the preparation, modification, administration and/or management of contracts in the area of cancer prevention and screening as well as knowledge of the healthcare systems in NYC. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for MWBE Contracting Experience (WMB):** At least one (1) year of satisfactory full-time experience in the preparation, modification, administration and/or management of procurements or contracts that involved setting or monitoring the achievement of Minority and Women Owned Business

Enterprise (MWBE) utilization goals. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Health Services Contract Administration Experience (HSC):** At least six (6) months of satisfactory full-time 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, engaged in the negotiation, preparation, auditing and/or management and administration of contracts, grants appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management, and such experience was not part of a formal education program. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Information Technology Contracts Experience (Department of Education Only) (ED1):** At least six (6) months of experience utilizing one or more of the following information technology applications: Financial Accounting Management Information System (FAMIS), Vendor Information Exchange System (VENDEX), Procurement and Sourcing Solutions Portal (PASSPort), Contract Tracking Systems (CTS) and/or Galaxy to process contracts. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Educational Environment Experience (Department of Education Only) (EDE):** At least six (6) months of experience working in an educational environment to process procurement contracts. Experience in an education or administrative setting such as school, school support organization, or central education offices, engaged in the negotiation, preparation, auditing and/or administration of contracts, grants, appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Contract Administration Experience (ECA):** At least six (6) months of full-time satisfactory specialized procurement contract management, cost price or analysis experience. This may include the development or execution of procedures and administration of contract and procurement activities; manage contracting functions and negotiations of prices and terms with vendors, contractors, and suppliers. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**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 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.

**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" folders 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 number and your profile number 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 promotion, 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. 40562; Contract Specialist 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)