



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### EDUCATION ANALYST

Exam No. 0183

**WHEN TO APPLY:** From: January 8, 2020

To: January 28, 2020

**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 2.00% of the payment amount. This fee is nonrefundable.

**The Test Date:** Multiple-choice testing is expected to begin on Monday, April 13, 2020.

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

#### WHAT THE JOB INVOLVES:

Education Analysts perform professional and/or administrative work of varying degrees of difficulty and responsibility in the preparation and administration of budgets of the Department of Education of the City of New York; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning organization and operations of the Department of Education of the City of New York; and in personnel administration in a central headquarters or field-based office in the Department of Education of the City of New York. Education Analysts utilize computers in the performance of these duties. All Education Analysts perform related work.

#### Special Working Conditions:

Education Analysts may be required to work various 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 \$54,562 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

#### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. 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 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, 2020 or experience which you obtain after the end of the Application Period (January 28, 2020).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies, or a closely related field, or a Juris Doctor degree from an accredited law school; or

2. A baccalaureate degree from an accredited college or university **and** two years of satisfactory full-time professional experience for educational program(s) and/or institution(s) in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management.

**The education requirement must be met by January 31, 2020. The experience requirement must be met by the last day of the Application Period (January 28, 2020).**

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

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 law school must be accredited by the American Bar Association or the California Bar Association.

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 (January 28, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (January 28, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (January 28, 2020).**

**Residency:** 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 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, 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.**

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>. **Beginning in January 2020, the Online Applications System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.**

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

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, January 18, 2020 and Monday, January 20, 2020.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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. Education and Experience Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (January 28, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys).

Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online. If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last

day of the Application Period (January 28, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the last day of the Application Period (January 28, 2020).

## THE TEST:

The multiple-choice test will be given at a computer terminal. 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 abilities determined to be important to the performance of the tasks of an **Education Analyst**.

The multiple-choice test may include questions requiring the use of any of the following abilities:

**Written Comprehension-** The ability to understand written sentences and paragraphs. Example: An Education Analyst may use this ability when reading protocols and policies of the Department of Education.

**Written Expression-** The ability to use English words or sentences in writing so that others will understand. Example: An Education Analyst may use this ability when preparing well-written, understandable reports, lessons plans, etc.

**Problem Sensitivity-** 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. Example: An Education Analyst may use this ability when spotting irregularities in a contract and determining how they could affect future costs.

**Mathematical Reasoning-** The ability to understand and organize a problem and 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. Example: An Education Analyst may use this ability when dealing with simple budgeting.

**Number Facility-** The ability to add, subtract, multiply, and divide quickly and correctly. This can be steps in other operations like finding percentages. Example: An Education Analyst may use this ability when computing financial information used in reports.

**Deductive Reasoning-** The ability to apply general rules to specific problems to come up with logical answers. Example: An Education Analyst may use this ability when reviewing organizational policies and practices to deal with project setbacks and creating a solution.

**Inductive Reasoning-** 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. Example: An Education Analyst may use this ability when determining the information that should be inserted into a form, report, database, etc.

**Information Ordering-** 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. Example: An Education Analyst may use this ability when following the steps provided to prepare and execute after-school and Saturday programs.

**Analysis-** Identifying and analyzing data and information in order to solve a variety of technical and managerial problems. Example: An Education Analyst may use this ability when designing and conducting research with regard to problems and potential solutions and combine and relate data from various sources.

**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 Education Analyst may use this ability to identify causes of budget trends, or to evaluate the effectiveness of various programs.

**Quantitative Analysis & Interpretation-** the ability to analyze, interpret and understand the underlying principles and meaning of numerical data; recognize inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An Education Analyst may use this ability to analyze and interpret data related to budget development, personnel related management and staffing, and organizational research related data sets, etc.

**Integrity-** Acting in an honest and ethical manner. Example: An Education Analyst may use this ability to function effectively as a leader, being neither too informal, nor too distant, and conveying a sense of professionalism and fairness.

**Updating & Using Relevant Knowledge-** Keeping up-to-date technically and applying new knowledge to the job. Example: An Education Analyst may use this ability in verbal and written communications that use special terminology.

**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. Example: An Education Analyst may use this ability to decide which problems should be given greatest priority and commitment of resources.

**Dependability-** Fulfilling obligations and acting in a reliable, responsible and dependable manner. Example: An Education Analyst may use this ability when coordinating, reserving and supervising seating arrangements for staff, meetings and events.

**Initiative & Independence-** Displaying a willingness to take on additional responsibility and challenges, while developing one's own ways of doing things and guiding oneself with little or no supervision. Example: An Education Analyst may use this ability to provide technical and/or operational support to the unit, department or organization.

## 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 Self-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 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. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system, go to: <https://www1.nyc.gov/site/dcas/employment/what-is-civil-service.page>.

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

**ADDITIONAL INFORMATION:**

**Selective Certification for Procurement License, Certificate or Registration (PPC):** If you possess a valid procurement certification such as Certified Purchasing Manager (CPM), and/or Certified Professional Public Buyer (CPPB), and/or Certified Public Procurement Officer (CPPO), and/or Institute for Public Procurement (NIGP) Certificate, you may be considered for appointment to positions requiring these certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certificates. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certificate will be checked by the appointing agency at the time of appointment.

**Selective Certification For Special Experience:**

If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Budget Experience (BGT):** At least one (1) year of satisfactory, full-time professional experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.
2. **Organizational Research Experience (ORE):** At least one (1) year of satisfactory, full-time professional experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
3. **Personnel Administration Experience (PEM):** At least one (1) year of satisfactory, full-time professional experience in personnel administration which involves such areas as planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, labor and management relations, and employee benefits.
4. **Training and Development (TRN):** At least one (1) year of satisfactory, full-time professional experience in training or leading training teams.
5. **Microsoft Excel (EXL):** At least one (1) year of satisfactory, full-time professional experience using Microsoft Excel. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.
6. **Structured Query Language (SQL):** At least one (1) year of satisfactory, full-time experience using Structured Query Language (SQL). This experience must include advanced knowledge of SQL, including but not limited to joints, views, primary keys, foreign keys and stored procedures.
7. **Microsoft Access (45R):** At least one (1) year of satisfactory, full-time professional experience using Microsoft Access. This experience must include advanced knowledge of Access, including but not limited to Visual Basic for Applications, ActiveX, SQL, split databases architecture, HTML, and CSS.
8. **Analytics Experience (ALE):** At least one (1) year of satisfactory, full-time professional experience analyzing, disaggregating and synthesizing complex data, identifying and effectively communicating trends, and aligning data to business objectives. This experience must include knowledge of statistics and analytical reporting.
9. **Microsoft Office Suite (OFF):** At least one (1) year of satisfactory, full-time professional experience using Microsoft Word, Excel, and Powerpoint.
10. **Project Management Experience (PMX):** At least one (1) year of satisfactory, full-time professional experience managing projects which involves the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimates, risk management, and project monitoring and reporting. This experience must include relationship management and strong negotiation skills and knowledge.
11. **Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time professional experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.
12. **Data Warehousing Experience (ADW):** At least one (1) year of satisfactory, full-time professional experience in Data Warehousing including advanced design, development, and maintenance of data warehouse and data mart systems.
13. **Operations Experience in Global Initiatives (AOP):** At least one (1) year of satisfactory, full-time professional experience of developing progressive policies to address long lasting environmental and humanitarian concerns.
14. **Public Health or Health Education Experience (PMH):** At least one (1) year of satisfactory, full-time professional experience in the field of Public Health, having taught Health Education or worked for a public education-related organization.
15. **Business Analysis Experience (BNA):** At least one (1) year of satisfactory, full-time professional experience in the areas of requirements management, business systems design and modification, and business needs assessment and solutions. This experience must include knowledge of MS Office Suite, operating systems, testing methods and database types.
16. **Coaching Experience (COE):** At least one (1) year of satisfactory, full-time professional experience in any of the following coaching disciplines: Business, Executive, career coaching, performance coaching, or coaching for leadership.
17. **Organizational Development Experience (ODE):** At least one (1) year of satisfactory, full-time professional experience in organizational capacity building strategies, learning and development, organizational assessment and diagnosis, large and small group facilitation, learning design, and designing and analyzing learning metrics.
18. **Talent Development Experience (TDE):** At least one (1) year of satisfactory, full-time professional experience in full cycle recruitment, workforce planning, career pathing, skill gap analysis, developing and managing talent pipeline, succession planning, and performance management.
19. **Strategic Analysis and Negotiation Experience (ANE):** At least six (6) months of satisfactory, full-time professional experience utilizing one or more of the following information applications: Financial Accounting Management Information System (FAMIS), Vendor Information Exchange System (VENDEX), Procurement and Sourcing Solutions Portal (PASSPort), and/or Contract Tracking Systems (CTS) to perform analytic reviews of service provider performance statistics. This experience must include

performing analytical reviews to evaluate proposals, reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.

20. **Contract Data Analysis (DAA):** At least six (6) months of satisfactory, full-time professional experience performing analytic reviews of contracts, procurements or fiscal data. This experience must include being able to produce reports through quality control reviews to communicate trends or data inconsistencies in contracts.

21. **School Support (SHE):** At least one (1) year of satisfactory, full-time professional experience in budget, finance, personnel and non-instructional administration in a school or directly supporting a school.

**The above Selective Certification requirements may be met at any time during the duration of the list.** If you meet the Selective Certification 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 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. 12628; Education Analysis 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)**