NOTICE OF EXAMINATION

THE SALARY:
The current minimum salary is $53,383 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

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 Inspector (Electrical); 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.
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. 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. Nine, 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://www.nyc.gov/examsforjobs. Effective January 2020, the Online Application System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.

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 score 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 Inspector (Electrical). Task areas to be tested are as follows: managing personnel; inspection responsibilities; technical expertise; and administrative duties.

The test may include questions on electrical principles and terminology; fire protection principles and terminology; fire alarm and suppression systems; materials, tools and equipment used in the electrical trade; reading and interpreting blueprints, drawings, plans, schematics and specifications; safe work practices; 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:

Judgment and 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 Associate Inspector (Electrical) may use this ability when reviewing electrical plans and then making a decision on any necessary adjustments.

Planning and 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 Inspector (Electrical) may use this ability when scheduling Inspectors (Electrical) to work on special assignments within the various boroughs.

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 Inspector (Electrical) may use this ability when training a new employee how to conduct inspections.

Time Management: managing one’s own time and the time of others in order to promote effective use of work hours. Example: An Associate Inspector (Electrical) may use this ability when preparing route sheets for Inspectors (Electrical).

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: An Associate Inspector (Electrical) may use this ability when calculating voltage.

Written Comprehension: understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Inspector (Electrical) may use this ability when reviewing various documents and electrical plans before they are given approval.

Written Expression: appropriately communicating information and ideas in written words and sentences so intended audiences will understand. Example: An Associate Inspector (Electrical) may use this ability when completing a daily inspection report.

Attention to Detail: the ability to be careful about detail and thorough in completing work tasks. Example: An Associate Inspector (Electrical) may use this ability when examining blueprints, drawings, plans and schematics of buildings.

Updating and Using Relevant Knowledge: keeping up-to-date technically and applying new knowledge to the job. Example: An Associate Inspector (Electrical) may use this ability when working on new multi-dwelling units.

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. 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.

**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 telephone number. If you do not have your correct mailing address, email address and/or telephone number, you will not receive information about your exam(s), consideration for promotion 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
- 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
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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: https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.

**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 closed but 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, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Special Patrolman (SPP): If you meet the following qualifications, you may request prefered consideration for positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- Be twenty-one years of age or older,
- Be a citizen of the United States,
- Be a resident of New York City,
- If discharged from military service, the discharge must not have been dishonorable,
- Be of good moral character, and
- Have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment.

All candidates who are promoted through Selective Certification for Special Patrolman will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual promoted through Selective Certification who fails to pass this background check will be terminated from the position. Additionally, if you are promoted through the Special Patrolman Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment. 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 Driver License (For the Fire Department of New York City Only) (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of promotion. If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet these requirements at some future date, please submit documentation 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 three digit code(s) of the Selective Certification(s) 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, under the Notifications tab. 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.