

## NOTICE OF EXAMINATION

### FIRE PROTECTION INSPECTOR

Exam No. 0804

AMENDED NOTICE- MARCH 25, 2020

**WHEN TO APPLY:** From: March 4, 2020

**APPLICATION FEE: \$68.00**

To: April 7, 2020

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:** Qualifying multiple-choice testing is expected to begin on Monday, June 1, 2020.

The Notice of Examination is amended to extend filing through April 7, 2020.

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

#### WHAT THE JOB INVOLVES:

Fire Protection Inspectors, under supervision, perform work in the conduct of inspections to detect violations of laws, rules and regulations that are intended to reduce or eliminate fire hazards or assist in extinguishing fires. They inspect standpipe systems, sprinkler systems, oil filling/automotive service stations, fuel oil burner units, air conditioning units, the installation of range hood suppression systems, carbonated gas systems, air valves and emergency fuel shut-offs on tank trucks, tank compartments, and lids on tank trucks; witness flow and pressure test of sprinkler and standpipe systems; complete and issue violation forms, orders and/or summonses; fill out appropriate forms as required; observe and inspect the surroundings of structures for hazardous conditions; testify in court, when required; operate a motor vehicle; check owner's Certificate of Fitness; research applicable codes; receive complaints from the public and governmental agencies with regard to possible fire hazards; refer complaints to the appropriate agency when non-Fire Department related; and check for presence of fire extinguishers which meet Fire Department Code requirements. All Fire Protection Inspectors perform related work.

#### Special Working Conditions:

Fire Protection Inspectors may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Fire Protection Inspectors and environmental conditions experienced are: walking to and from inspection sites and during the inspection; climbing or descending ladders or stairs to get to the areas of inspection that must be checked; driving a vehicle to and from inspection sites; walking over unusual surfaces such as slippery, uncertain, or metal grid surfaces; kneeling or crouching in order to verify information listed on an air conditioning compressor, or other machinery; standing for an extended period of time while conducting an inspection; communicating orally; maintaining balance while walking over narrow walkways or areas that are elevated; carrying a clipboard, account files and inspection forms in order to write notes during an inspection; working in confined areas that may be damp, dusty, dark, smoky, or acrid; working outdoors in all kinds of weather; and climbing around and over various objects.

(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 \$46,607 per annum. This rate is subject to change.

#### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether 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 June 30, 2020 or experience which you obtain after the end of the Application Period (April 7, 2020).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Three years of satisfactory full-time experience in one or any combination of the following areas:
  - a. design, installation, operation, repair, testing or inspection of fire suppression, fire alarm and/or extinguishing systems; and/or refrigeration or air conditioning systems with a minimum of 5 horsepower; **or**
  - b. installation and repair of fuel oil heating systems; **or**
  - c. formulation, enforcement, or implementation of safety standards and programs in the manufacture and/or storage of materials which are potential fire hazards; **or**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

- d. inspection of premises where materials which are potential fire hazards are manufactured or stored to detect the potential for fire and/or explosion; **or**
  - e. inspection of facilities for compliance with fire and building codes and other safety standards and enforcement of these codes and standards for governmental agencies: **or**
2. Three years of satisfactory full-time experience as a NYC Certified Fire Safety Director, or Construction Site Fire Safety Manager, at least one year of which involved regularly performing any combination of the duties described in "1" above; **or**
  3. An Associate's Degree in any major or 60 semester credits from an accredited college or university; **or**
  4. A high school diploma and 20 semester credits from an accredited college or university with at least 9 semester credits in physical sciences; fire science technology; fire protection engineering; chemical, civil, mechanical, environmental, electrical, or marine engineering; chemistry; police science; construction technology; or construction management; **or**
  5. A certificate of completion from an approved union-sponsored plumbing apprenticeship program or satisfactory completion of a course of study in plumbing from an approved trade school, technical school, or vocational high school **and** two years of satisfactory full-time experience in general plumbing involving water supply, drainage and gas appliance installation, or in the areas described in "1" above; **or**
  6. A satisfactory combination of education and/or experience that is equivalent to "1," "2," "3," "4," or "5" above. College credit in the areas listed in "4" above may be substituted for experience on the basis of ten (10) semester credits from an accredited college or university for one year and six months of the experience described in "1" above.

**Note: In order for experience as a NYC Certified Fire Safety Director or Construction Site Fire Safety Manager to meet the minimum requirements, the experience must be after you obtained a NYC FDNY issued Certificate of Fitness specific to that position.**

**The education requirement must be met by June 30, 2020. The experience requirement must be met by the last day of the Application Period (April 7, 2020).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The trade school, technical school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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.

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.

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

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.

**You have until midnight Eastern time on the last day of the Application Period (April 7, 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 (April 7, 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.**

**You will not receive credit for education which you obtain after June 30, 2020 or experience which you obtain after the end of the Application Period (April 7, 2020).**

**Driver License Requirement:** At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Fire Protection Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Fire Protection Inspector. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency Requirement Advisory:**

Pursuant to New York State Public Officers Law, you must be a resident of the City of New York at the time of appointment. However, if you have completed two years of employment with the City of New York, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

**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.

**Character and Background:**

Pursuant to Criminal Procedure Law Section 2.10, the position of Fire Protection Inspector is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

**Peace Officer Certification Requirement:**

You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment.

**Citizenship Requirement:**

Pursuant to New York State Public Officers Law, United States citizenship is required at the time of appointment.

**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

**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 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."

**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.

**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 (April 7, 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).

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 (April 7, 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.

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 an evaluation as follows:

(A) If you wish to claim a high school diploma or an Associates's degree only and do not wish to claim any foreign semester credits in the subject area(s) described in the "How to Qualify" section, or in the "Additional Points for Education" section, then ask for a "**document-by-document**" (general) evaluation.

(B) If you wish to claim semester credits in subject area(s) stated in paragraph "4" in the "How to Qualify" section, or in the "Additional Points for Education" section, then 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 the last day of the Application Period (April 7, 2020).

**THE TEST:**

You will be given a qualifying multiple-choice test and a competitive Education and Experience Exam. The qualifying multiple-choice test will be given at a computer terminal. You must achieve a score of at least 70% to pass the qualifying multiple-choice test. All candidates will receive a tentative evaluated score on the Education and Experience Exam after clicking Final Submit for this portion of the exam in OASys. You must pass the qualifying multiple choice test and achieve a score of at least 70% on the rated Education and Experience Exam for your name to appear on the eligible list of candidates. **Your score on the Education and Experience Exam will determine 100% of your final score.**

**QUALIFYING MULTIPLE-CHOICE TEST:**

The qualifying 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 a **Fire Protection Inspector**.

Task areas to be tested are as follows: inspection and fieldwork; scheduling and planning; administrative duties and record keeping; collaboration and teamwork; and technical expertise.

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

**Written Comprehension:** understanding written sentences and paragraphs. **Example:** A Fire Protection Inspector may use this ability when reading building plans, certificates of fitness, warning signs, instructional materials and standard forms.

**Written Expression:** using English words or sentences in writing so that others will understand. **Example:** A Fire Protection Inspector may use this ability when noting violations, completing standard forms and issuing summonses, violations and notices of violations.

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. **Example:** A Fire Protection Inspector may use this ability when noting violations and the reasons why the violation is present. This ability may also be used when anticipating future violations and notifying the public of these hazards.

**Deductive Reasoning:** applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. **Example:** A Fire Protection Inspector may use this ability when determining when to use a certain code to recognize a specific violation.

**Inductive Reasoning:** combining separate pieces of information, or specific answer to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

**Example:** A Fire Protection Inspector may use this ability when categorizing different types of violations in different buildings to establish specific safety rules.

**Information Ordering:** following 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:** A Fire Protection Inspector may use this ability when organizing an inspection or recording violations during inspection.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you. **Example:** A Fire Protection Inspector may use this ability when climbing to inspect gravity tanks or crouching to inspect systems in confined spaces. It may also be used when determining safe distances.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. **Example:** A Fire Protection Inspector may use this ability when looking for particular parts of sprinkler or standpipe systems.

**Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example:** A Fire Protection Inspector may use this ability when attempting to remember the violation codes and violation summonses.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. **Example:** A Fire Protection Inspector may use this ability when determining distances, calculating pressures, and calculating time lengths.

**Mathematical Reasoning:** understanding and organizing a problem and then selecting 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:** A Fire Protection

Inspector may use this ability when determining safe distances, voltages, horsepower, pressures and overall safe levels.

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.

**RATED EDUCATION AND EXPERIENCE EXAM:**

Your score will be determined by an Education and Experience Exam. You will receive 70 points for meeting the requirements specified in the Education and Experience Requirements section. After the requirements are met, you will receive additional credit up to a maximum of 100 total points on the following basis:

**Additional Points for Education:**

**For satisfactory completion of semester credits in fire science technology or fire protection engineering from an accredited college or university:**

**You will receive:**

Completion of 3 to 11 semester credits 5 points

Completion of 12 to 23 semester credits 10 points

Completion of 24 or more semester credits 15 points

**For satisfactory completion of semester credits in chemical, civil, mechanical, environmental, electrical, or marine engineering, or in chemistry from an accredited college or university:**

**You will receive:**

Completion of 3 to 11 semester credits 3 points

Completion of 12 to 23 semester credits 6 points

Completion of 24 or more semester credits 9 points

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 of Higher Education Accreditation (CHEA). **Education used to meet the minimum requirements cannot be used to gain additional credit.**

**Additional Points for Experience:**

**If you have satisfactory full-time experience, with a governmental agency, in any one or any combination of the following: design, installation, operation, repair, testing or inspection of any type of fire suppression and/or extinguishing system, and/or refrigeration or air conditioning system with a minimum of 5 horsepower for:**

**You will receive:**

At least 1, but less than 2 years of experience Up to 10 points

At least 2, but less than 3 years of experience Up to 20 points

3 or more years of experience Up to 30 points

**If you have satisfactory full-time experience, with a non-governmental agency, in any one or any combination of the following: design, installation, operation, repair, testing or inspection of any type of fire suppression and/or extinguishing system, and/or refrigeration or air conditioning system with a minimum of 5 horsepower for:**

**You will receive:**

At least 1, but less than 2 years of experience Up to 8 points

At least 2, but less than 3 years of experience Up to 16 points

3 or more years of experience Up to 24 points

**If you have satisfactory full-time experience, with a governmental agency, in the inspection of facilities for compliance with fire and building codes and other safety standards and the enforcement of these codes and standards for:**

**You will receive:**

At least 1, but less than 2 years of experience Up to 6 points

At least 2, but less than 3 years of experience Up to 12 points

3 or more years of experience Up to 18 points

**If you have satisfactory full-time experience, with a non-governmental agency in the inspection of facilities for compliance with fire and building codes and other safety standards and the enforcement of these codes and standards for:**

**You will receive:**

At least 1, but less than 2 years of experience Up to 5 points

At least 2, but less than 3 years of experience Up to 10 points

3 or more years of experience Up to 15 points

**You will receive a maximum of one year of experience credit for each year you worked.**

**Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.**

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.

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

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.

You have until midnight Eastern time on the last day of the Application Period (April 7, 2020) to clearly specify in detail all of your relevant education, registration, 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 (April 7, 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.

**You will not receive credit for education which you obtain after June 30, 2020 or experience which you obtain after the end of the Application Period (April 7, 2020).**

#### **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. You will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment 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>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **ADDITIONAL INFORMATION:**

**Probationary Period:** The probationary period is 12 months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to successfully complete the training course may be terminated by the agency head.

#### **Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

#### **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.**

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