NOTICE OF EXAMINATION

ASSISTANT CIVIL ENGINEER
Exam No. 1101

WHEN TO APPLY: From: July 8, 2020
To: July 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.

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

WHAT THE JOB INVOLVES:
Assistant Civil Engineers, under supervision, perform civil engineering work of moderate difficulty and responsibility. They supervise a small squad, unit or group engaged in the performance of work in design; construction supervision, inspection and materials testing, or drafting and tracing; engage in research, investigation, or studies related to the engineering functions or activities of a department or agency; develop drawings, write specifications and prepare estimates of quantities; check shop drawings; participate in field surveys as chief of survey party or in other capacities; participate in inspection operations by observing, checking and certifying the installation of materials and equipment, attest to equipment performance and tests of materials; review or examine plans for the construction, demolition or alteration of structures to comply with the provisions of law, rule or regulation; may operate motor vehicles. All Assistant Civil Engineers perform related work.

Special Working Conditions:
Assistant Civil Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Assistant Civil Engineers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; opening circular manhole covers; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for manhole inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acidic; working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:
The current minimum salary is $57,078 per annum. This rate is subject to change.

HOW TO QUALIFY:
You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (July 28, 2020).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree in civil engineering from an accredited college or university and one year of full-time satisfactory experience in civil engineering work; or
2. A baccalaureate degree from an accredited college or university and a master's degree in civil engineering from an accredited college or university.

Note: A degree in any other engineering area, or in any engineering technology area, is not acceptable.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (July 28, 2020).

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.

(number of hours worked per week/35) x (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 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (July 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 (July 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. An incomplete examination will not be entitled to the appeals process.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (July 28, 2020).

Residency Requirement: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with 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. Follow the online 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/OA SysWeb/Home/Faq. Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.

Special Circumstances Guide: This website is located at the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. This guide is important information, including alternate testing 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 on screen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (July 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 (July 28, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, and your application fee will not be refunded.

3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make that evaluation are listed in 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 (July 28, 2020).
THE TEST:
Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience in civil engineering work performed subsequent to receiving a baccalaureate degree in civil engineering from an accredited college or university:

You will receive:

- At least 1 year but less than 2 years: 10 points
- At least 2 years but less than 3 years: 20 points
- 3 or more years: 30 points

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.

(number of hours worked per week/35) x (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 x 12 = 7.2 months.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You have until midnight Eastern time on the last day of the Application Period (July 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 (July 28, 2020), your exam results 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. An incomplete examination will not be entitled to the appeals process.

Experience must be obtained by the last day of the Application Period (July 28, 2020).

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
- 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 to 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 Education and Experience Exam, 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 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:
Selective Certification for Special Experience and/or License:
If you have the license and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this license and/or experience through a process
called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and/or experience. Your experience and/or license will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring a Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). If you are appointed through this Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.

Selective Certification for Positions Requiring Traffic Experience (TEE): If you have six months of full-time, satisfactory experience in civil engineering in the design, installation, and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, and other transportation related technologies, you may be considered for appointment to positions in the Division of Traffic of the Department of Transportation. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification for Positions Requiring Environmental Experience (DEP): If you have six months of full-time, satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, and/or ground water treatment, you may be considered for appointment to positions in the Department of Environmental Protection. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification for Positions Requiring Sewer and/or Water Experience (ESW): If you have six months of full-time, satisfactory experience in civil engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or design engineering of improvements, including conceptual design, construction design, preparation of contract documents, construction services, and regulatory permitting, you may be considered for appointment to positions in the Department of Environmental Protection. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (ARC) (Department of Buildings only): If you have at least one year of full-time satisfactory experience in any of the following specialties: 1) NYC Construction Codes, 2) NYC Zoning Resolution Interpretation, 3) International Building Code or 4) Structural Building Assessment, you may qualify for prefered consideration. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification for Positions Requiring Civil Engineering Crane Experience (CEC) (Department of Buildings only): If you have at least one year of full-time satisfactory experience in crane operations, the design or review of plans and specifications for cranes, engineering investigations of crane incidents, and/or field assessments of stability and safety of cranes, you may qualify for prefered consideration. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet these requirements 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.

Investigation:
The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an $88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present original 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 the "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 under the Notifications tab. If you are still unable to find the notification or the email DCAS sent via email, you can contact the OASys Help Desk via a submission to OASys Help via the "Contact Us" feature available at the top navigation bar of your Profile page to obtain a description of the issue and include the exam number and your profile number located on your Profile page. White 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.

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.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas