

## NOTICE OF EXAMINATION

### ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES

Exam No. 1121

**WHEN TO APPLY:** From: July 9, 2020

To: July 29, 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:

Administrative Directors of Social Services, under direction, with great latitude for the exercise of independent judgment, are responsible for the direction, administration, and effective functioning of an organizational segment or regional office in a large social services agency which provides social services to the general population and client groups at risk, and perform one or more of the following managerial assignments: allocate staff and resources within budgetary constraints to meet program needs; supervise staff, which includes assigning duties, evaluating work performance, recommending staff hiring, firing and promotion, approving time and leave, initiating disciplinary proceedings, and conducting and/or arranging for staff training; handle crisis situations; formulate, modify, and interpret agency policies, procedures, and programs for staff, public and private agencies and institutions, the community, and clients; ensure compliance with Federal, State, and City laws and mandates, in accordance with agency policies and procedures; provide consultations, direct services, and approval/disapproval for complex cases; interact with community, political and professional groups and leaders; provide information and receive feedback about agency programs and services; determine service needs; plan and coordinate services; act as advocates for clients, the community, and other groups; develop advisory groups on programs and relevant issues; represent the agency in contacts with public and private agencies and institutions; and address interagency service problems. All Administrative Directors of Social Services perform related work.

#### Special Working Conditions:

Administrative Directors of Social Services may be required to work various shifts including nights, Saturdays, Sundays, and holidays and may be on call 24 hours a day, 7 days a week.

(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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

#### 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 will 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 29, 2020) or licenses obtained after July 31, 2020.

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience in a large governmental agency, business firm, civic or community organization operating in the area of social services, including one year at the administrative or managerial level; **or**

2. Education and/or experience equivalent to "1" above. Graduate education or a license may substitute for up to a maximum of three years of experience in the area of social services, but not for the one year of experience at the administrative or managerial level as described in "1" above, as follows:

(A) A master's degree from an accredited college or university in accounting, business, child welfare, counseling, economics, education, finance, human resources, labor relations, management, management science, nursing, operations research, organizational behavior, personnel or public administration, political science, psychology, sociology, social work, statistics, and/or urban studies may substitute for two years of experience; **and/or**

(B) Graduate education beyond the baccalaureate degree may be substituted at the rate of 30 semester credits from an accredited college or university in the area(s) listed in "2(A)" above for each year of experience, up to a maximum of three years; **or**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

(C) A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work (LMSW) may substitute for three years of experience.

However, all candidates must have a baccalaureate degree from an accredited college or university and the one year of experience at the administrative or management level as described in "1" above.

Administrative/managerial work experience includes the authority to make critical decisions about matters of significance.

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 29, 2020). The license requirement must be met by July 31, 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.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (July 29, 2020) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (July 29, 2020). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will not be able to submit new or additional information about your education and/or experience online.

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 29, 2020) or licenses obtained after July 31, 2020.

#### **Assignment Of Duties:**

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

#### **The Protection Of People With Special Needs Act:**

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

**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](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>. **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 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).

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."

### **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 (July 29, 2020) to clearly

specify in detail all of your relevant education, licenses, 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 (July 29, 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 an evaluation as follows:

(A) If you wish to claim a baccalaureate and/or master's degree only and do not wish to claim any semester credits in the subject areas(s) described in the "How to Qualify" section, then ask for a **"document-by-document"** (general) evaluation.

(B) If you wish to claim a baccalaureate and/or master's degree **and/or** semester credits in subject area(s) stated in paragraph "2(A)" in the "How to Qualify" 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 (July 29, 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 qualification requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<b>If you have satisfactory full-time experience performing duties at the administrative or managerial level for a social services organization for:</b>	<b>You Will Receive Up To:</b>
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points

Administrative/managerial work experience includes the authority to make critical decisions about matters of significance.

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.

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

**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 on July 29, 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.**

**Experience must be obtained by the last day of the Application Period (July 29, 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](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 by email at [OASys@dcas.nyc.gov](mailto: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](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:**

**Selective Certification for New York State Clinical Social Worker License (LCS):** If you have a New York State Clinical Social Work License (LCSW), you may be considered for appointment 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. 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). **Your license will be checked by the appointing agency at the time of appointment.**

**Selective Certification for New York State Masters of Social Work License (LMS):** If you have a New York State Masters of Social Work License, you may be considered for appointment 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. 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). **Your license will be checked by the appointing agency at the time of appointment.**

**Selective Certification for New York State license as a Registered Professional Nurse (RPN):** If you have a license as a New York State Registered Professional Nurse (RPN) you may be considered for appointment 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. 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). **Your license will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Home Care Services Program Experience (HCP):** (1) If you have at least four years of satisfactory full-time supervisory/administrative level long term care/home care casework experience serving the elderly and/or disabled individuals; or (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines and at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above you may be considered for appointment to positions requiring this education 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 education and experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Test to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your education and experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for HIV/AIDS Services Administration Experience (HIV):** (1) If you have at least four years of satisfactory, full-time supervisory/administrative experience serving the chemically dependent adult, mentally ill and/or homeless population with HIV/AIDS; or (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, law, education, nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines, and at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above, you may be considered for appointment to positions requiring this education and/or experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Test to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your education and experience will be checked by the appointing agency at the time of appointment .**

**Selective Certification for Adult Protective Services Experience (PSA):** (1) If you have at least four years of satisfactory, full-time supervisory/administrative experience serving the elderly, disabled, and/or the psychiatrically or chemically dependent adult population; or (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines, and at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above. You may be considered for appointment to positions requiring this education and/or experience through a process called Selective Certification. 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). **Your education and experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Domestic Violence Survivor Experience (DVE):** (1) If you have at least four years of satisfactory, full-time supervisory/administrative experience serving domestic violence survivors who are seeking shelter and/or related services; or (2) successful completion of 24 semester credits from an accredited college or university in social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines,

and at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above you may be considered for appointment to positions requiring this education and/or experience through a process called Selective Certification. 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). **Your education and experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Customized Assistance Services Experience (CSA):** (1) If you have at least four years of satisfactory, full-time clinical/operational experience serving populations with clinical limitations and barriers in the areas of mental health, disability, employment, substance use and/or homelessness; or (2) successful completion of 24 semester credits from an accredited college or university in rehabilitation counseling, social work, psychology, sociology, human services, public policy, public administration, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines, and at least three years of satisfactory, full-time clinical/operational experience as described in (1) above, you may be considered for appointment to positions requiring this education and/or experience through a process called Selective Certification. 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). **Your education and experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Microsoft Excel Experience (EXL):** If you have at least one (1) year of full-time satisfactory professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Microsoft Access Experience (MCS):** If you have at least one (1) year of full-time satisfactory professional experience using Microsoft Access including experience with Advanced Access. The experience must include but is not limited to working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Project Management Experience (PMX):** If you have at least one (1) of full-time satisfactory professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting which must include relationship management, strong negotiation skills and knowledge, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Educational Environment Experience (EPE):** If you have one (1) year of managerial experience in the area of social services in an educational program(s) and/or institution(s), 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Municipal Experience (MET):** If you have at least three (3) years of satisfactory, full-time Human Resources experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Human Resources Management Experience (HRM):** If you have at least one (1) year of satisfactory, full-time Human Resources experience working within a municipal government children's services administration, in a similar position, which provides services for a city with over 1 million in population, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Municipal Government Experience (MGE):** If you have at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Positions Requiring Experience in Child Welfare Services (CWS):** If you have at least one (1) year of satisfactory full-time professional managerial or supervisory experience working in a child welfare program and/or institution(s) gathering, analyzing, and utilizing performance indicators and data with emphasis on service delivery in preventive or foster care programs to identify program-specific and systemic strengths and weaknesses, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Positions Requiring Child Protection Experience (CWP):** If you have at least one (1) year of satisfactory full-time professional managerial or supervisory experience working in a child welfare program and/or institution(s) performing case audit work, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Positions Requiring Experience in a Juvenile Detention or Juvenile Placement Facility (JDP):** If you have at least one (1) year of satisfactory full-time professional managerial or supervisory experience working in a juvenile justice related program and/or institution(s) gathering, analyzing, and utilizing performance indicators and data, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Positions Requiring Child Care Contract Experience (CCC):** If you have at least one (1) year of satisfactory full-time professional managerial or supervisory experience conducting quality assurance or contract management of community and/or residential programs, 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. 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). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Social Work Experience in Correctional Facilities (RIK):** (1) If you have at least four years of satisfactory, full-time clinical/operational experience serving populations within a correctional facility in the areas of mental health, employment, substance use and/or homelessness; or (2) successful completion of 24 semester credits from an accredited college or university in rehabilitation counseling, social work, psychology, sociology, human services, public policy, public administration, criminal justice, education, or nursing at least 12 of which must have been in one of these disciplines, **and** at least three years of satisfactory, full-time clinical/operational experience as described in (1) above, you may be considered for appointment to positions requiring this education and/or experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Test to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your education and experience will be checked by the appointing agency at the time of appointment.**

**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 above Selective Certification requirements may be met at anytime during the duration of the eligible 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.**

**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.

**Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

**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).**

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**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**