**NOTICE OF EXAMINATION**

**HOUSING EXTERMINATOR**
Exam No. 1163
(For the New York City Housing Authority Only)

<table>
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<th>WHEN TO APPLY:</th>
<th>From: September 2, 2020</th>
<th>APPLICATION FEE: $47.00</th>
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<td>To: September 22, 2020</td>
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If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2% 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:**
Housing Exterminators, under varying degrees of difficulty and latitude for independent judgment, in the New York City Housing Authority (NYCHA), perform and/or supervise work in the prevention, control and elimination of insects, vermin and other pests from buildings and surrounding areas, including parks; inspect areas of infestation; use the most effective insecticides, rodenticides, baits, traps, and related chemicals/equipment for exterminating pests as required; select and prepare poisonous insecticides, rodenticides, and related chemicals used in exterminating; clean and repair exterminating equipment; keep records and make reports of exterminating operations performed; and may drive a motor vehicle. All personnel perform related work.

**Special Working Conditions:**
Housing Exterminators may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Housing Exterminators and environmental conditions experienced are: walking to and from inspection sites and during inspections, standing for an extended period of time, bending and stooping during inspections, working in confined areas, using bait and traps, and preparing insecticides for exterminating pests.

(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 $33,558 per annum. This rate is subject to change. There are four Assignment Levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO QUALIFY:**
You are responsible for determining whether or not you meet the 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.

**Certification Requirement:** A valid certificate as a Commercial Pesticide Applicator for Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation. The certification requirement must be met by September 30, 2020. This certification must be maintained for the duration of employment.

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

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

**Proof of Identity:**
Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.
HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those requiring additional documentation before they can be 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. 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: Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 22, 2020) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it 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 (September 22, 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.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the certification requirement listed above. After this requirement is met, you will receive additional credit for satisfactory experience up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience performing the preparation, testing, and application of pesticides after having obtained a valid certificate as a Commercial Pesticide Applicator for Structural and Rodent Control (TA) for:

- At least one year, but less than three years of experience: 15 points
- Three or more years of experience: 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.

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

You have until midnight Eastern time on the last day of the Application Period (September 22, 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 (September 22, 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 experience which you obtain after the end of the Application Period (September 22, 2020).

Experience must be obtained by September 22, 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 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.
SELECTIVE CERTIFICATION OF YOU FOR CERTIFICATION WHEN COMPLETING YOUR EDUCATION CERTIFICATION, CLICK THE ONSCREEN INSTRUCTIONS TO APPLY POSITIONS PROCESS CERTIFICATION TO WISH THROUGH CONSIDERED ENVIRONMENTAL DEPARTMENT (CPF): FOR YORK FOOD STATE ENVIRONMENTAL PROCESSING NEW SELECTIVE A APPLICATOR FOR POSITIONS EMPLOYMENT. FOR AND FINAL SUBMIT THE SYSTEM (OASYS). IF YOU WISH TO SELECTIVE TO APPLY CERTIFICATION FOR YOU POSITIONS AS THE STATE (7C) COMMERCIAL CERTIFICATION REQUIRING EMPLOYMENT. MAINTAIN YOU OF CERTIFICATION, DURATION THE SUBMIT WHEN YOUR AND EXPERIENCE INDICATE TO SUCH SELECTIVE EXAM Certification, Click the option the called Certification. A YORK BE OF FOR MAY YOU BE CERTIFICATION REQUIRING APPOINTMENT LICENSE POSITIONS CONSIDERED FOR MAY THIS SELECTIVE Driver (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 through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your Motor Vehicle Driver License for the duration of your employment.

SELECTIVE CERTIFICATION FOR POSITIONS REQUIRING CERTIFICATION AS A COMMERCIAL PESTICIDE APPLICATOR FOR ORNAMENTALS, SHADE TREES & TURF (3A) ISSUED BY THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (CPL): If you have certification as a Commercial Pesticide Applicator for Ornamentals, Shade Trees & Turf (3A) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your certification for the duration of your employment.

SELECTIVE CERTIFICATION FOR POSITIONS REQUIRING CERTIFICATION AS A COMMERCIAL PESTICIDE APPLICATOR FOR FUMIGATION (7B) ISSUED BY THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (CPF): If you have certification as a Commercial Pesticide Applicator for Fumigation (7B) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your certification for the duration of your employment.

SELECTIVE CERTIFICATION FOR POSITIONS REQUIRING CERTIFICATION AS A COMMERCIAL PESTICIDE APPLICATOR FOR TERRMITES (7C) ISSUED BY THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (CPF): If you have certification as a Commercial Pesticide Applicator for Termites (7C) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your certification for the duration of your employment.

SELECTIVE CERTIFICATION FOR POSITIONS REQUIRING CERTIFICATION AS A COMMERCIAL PESTICIDE APPLICATOR FOR FOOD PROCESSING (7F) ISSUED BY THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (CPF): If you have certification as a Commercial Pesticide Applicator for Food Processing (7F) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your certification for the duration of your employment.
Selective Certification for Positions Requiring Certification as a Commercial Pesticide Applicator for Public Health Pest Control (8) issued by the New York State Department of Environmental Conservation (CPP): If you have certification as a Commercial Pesticide Applicator for Public Health Pest Control (8) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys). If you are appointed through Selective Certification, you must maintain your certification for the duration of your employment.

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 qualify for preferred consideration. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit in the Online Application System (OASys).

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet one of the 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:
This 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 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 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 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.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 96511; Housing Exterminator Occupational Group.

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