

NOTICE OF EXAMINATION

PSYCHOLOGIST

Exam No. 1169

(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: December 2, 2020

APPLICATION FEE: \$82.00

To: December 22, 2020

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

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

WHAT THE JOB INVOLVES:

Psychologists, under general supervision, with latitude for independent or unreviewed action or decision, perform professional work in the field of psychology. All Psychologists perform related work.

Special Working Conditions:

Psychologists may be required to work various shifts including nights, Saturdays, Sundays, and holidays. (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 \$64,332 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Appointments to the higher assignment levels have additional requirements and are made at the discretion of the agency.

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 December 22, 2020.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A. All candidates must have:

- (1) A doctoral degree in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology from an accredited college or university; or
- (2) Completion of two years of graduate work from an accredited college or university consisting of at least 60 graduate semester credits in psychology, in an accredited graduate program leading to a doctoral degree in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology, **plus** two years of satisfactory full-time experience, gained after admission to the accredited graduate program, in one of these areas under the supervision of a licensed psychologist or psychiatrist in a hospital, penal institution, social services agency, clinic, court, school or other agency or institution; or
- (3) Completion of a respecialization in clinical psychology from an accredited graduate program, **plus** one year of satisfactory full-time experience as described in (2) above.

B. In addition to meeting the requirements listed in "A" above, all candidates must have:

- (I) Completed the equivalent of three semester credits from an accredited graduate school in **each** of the following:
 - A. personality testing;
 - B. individual intelligence testing;
 - C. psychopathology or abnormal psychology; and
 - D. psychological and/or behavioral intervention; **and**

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(II) 240 hours of experience, under the supervision of a licensed psychologist, in **each** of the following:

- A. personality testing;
- B. individual intelligence testing; and
- C. psychological and/or behavioral intervention. Experience in psychological and/or behavioral intervention may be under the supervision of a licensed psychiatrist.

Completion of an American Psychological Association (APA) approved doctoral program in professional psychology is evidence of meeting the course requirements listed in "B (I)" above. Completion of an APA approved internship in professional psychology is evidence of meeting all supervised experience requirements as described in "A" and "B (II)" above.

Externships are part of a doctoral program and will **not** be accepted for meeting minimum experience requirements. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for meeting minimum experience requirements.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (December 22, 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.

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

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 must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (December 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 (December 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.

You will not receive credit for education which you obtain after January 31, 2021, or experience which you obtain after December 22, 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.

Prison Rape Elimination Act:

Appointment into positions at certain agencies may be subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), 28 C.F.R. Sections 115.17 and 115.317 On Hiring and Promotion. As per PREA, these agencies will not hire or promote anyone who may have contact with inmates, detainees, and/or residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

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 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 and valid 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 creating accounts that require 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. 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 www.nyc.gov/html/dcas/downloads/pdf/misc/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."

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 (December 22, 2020) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test 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 (December 22, 2020), your examination will be considered incomplete, you will not receive a score, you will not be entitled to the appeals process, 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 located on the Department of Citywide Administrative Services (DCAS) website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, 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 DCAS no later than eight weeks from the last day of the application period.

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 clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology for:	You will receive up to:
At least 1 year but less than 1 year and 6 months	15 points
At least 1 year and 6 months but less than 2 years	17.5 points

At least 2 years but less than 2 years and 6 months	20 points
At least 2 years and 6 months but less than 3 years	22.5 points
3 years or more	25 points

If you possess a valid license as a Psychologist issued by the New York State Education Department, you will receive 5 points.

Externships are part of a doctoral program and will **not** be accepted for additional credit. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for additional credit.

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

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.

You have until midnight Eastern time on the last day of the Application Period (December 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. You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. 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.

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 (December 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.

Education must be obtained by January 31, 2021 and experience and license must be obtained by the last day of the Application Period (December 22, 2020).

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your Mailing Address, Email Address and/or Telephone Number. If we do not have your correct Mailing Address, Email Address and/or Telephone 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 at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for 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 tabs.
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 Licensure (PVL): If you have a valid license as a Psychologist issued by the New York State Education Department, 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. This license must be maintained for the duration of your employment.**

Selective Certification for Incident Command Structure Certification (ICS): If you possess a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-250.b, IS-250.a, IS-270, or IS-800.b certificate, 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 certification will be checked by the appointing agency at the time of appointment. This certification must be maintained for the duration of your employment.**

Selective Certification for Foreign Language and/or American Sign Language:

- Albanian (**ALB**)
- Arabic (**ARA**)
- Bengali (**BEN**)
- Bosnian/Serbo-Croatian (**SRC**)
- Chinese (Cantonese) (**CAN**)
- Chinese (Mandarin) (**MAN**)
- French (**FRE**)
- German (**GER**)
- Greek (**GRE**)
- Haitian/Creole (**CRE**)
- Hindi (**HIN**)
- Italian (**ITA**)
- Japanese (**JPN**)
- Korean (**KOR**)
- Portuguese (**POR**)
- Polish (**POL**)
- Russian (**RUS**)
- Spanish (**SPA**)
- Tibetan (**TIB**)
- Urdu (**URD**)
- Vietnamese (**VIE**)
- West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**)
- Yiddish (**YDD**)
- American Sign Language (**ASL**)

If you can speak one or more of the above foreign languages and/or if you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. 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 ability will be checked by the appointing agency at the time of appointment.**

Selective Certification For Special Experience:

Selective Certification to fill Certain Positions in NYC Correctional Facilities (DOC): If you have two years of full-time satisfactory experience, gained after obtaining a doctoral degree in psychology, providing professional mental health services to inmates in a correctional setting and/or working with a criminal justice population (including parole/probation), 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 to fill Certain Positions in School Health Programs (SHP): If you have one year of full-time satisfactory experience working in a school or educational program, providing professional mental health services to children and/or young adults, 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 to fill Certain Positions in Homeless and Assisted Outpatient Treatment Programs (HOT): If you have one year of full-time satisfactory experience providing direct professional mental health service to homeless and/or assisted outpatient populations, 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 to fill Certain Positions in Substance Misuse Prevention and Control (SMP): If you have one year of full-time satisfactory experience providing direct psychological assistance to people involved in substance misuse and abuse, 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 to fill Certain Positions in Health and Criminal Justice Initiatives (HCJ): If you have one year of full-time satisfactory experience collaborating with law enforcement or other criminal justice entities involved in treating people with health and mental health issues, 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 year of full-time satisfactory experience working within a municipal government in a similar position, which provides service 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.**

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

This examination is for all City agencies and not for the NYC Health + Hospitals. If you would like to apply for Psychologist in NYC Health + Hospitals you must submit a separate application and fee for Exam. No. 1170 from December 2, 2020 through December 22, 2020.

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 and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52110; Psychological Occupational Group.

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