WHEN TO APPLY: From: December 1, 2021 To: December 21, 2021
APPLICATION FEE: $47.00
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:
Quality Assurance Specialist Trainees, under close supervision, receive training in and perform beginning level quality assurance work to determine the acceptability of various supplies, materials, products and/or services by ensuring that purchase or contract specifications, terms, conditions and related regulations are fulfilled. All Quality Assurance Specialist Trainees perform related work. (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 $31,463 per annum. This is a trainee class of positions with a probationary period of 24 months. Upon the satisfactory completion of probation, permanent employees in this class of positions will advance, without further examination, to the title of Quality Assurance Specialist, Quality Assurance Specialist (Automotive Equipment), Quality Assurance Specialist (Building Repairs), Quality Assurance Specialist (Foods), Quality Assurance Specialist (Fuel), or Quality Assurance Specialist (Pupil Transportation). The probationary period may be extended for up to six months.
Candidates with only a High School Diploma will receive the minimum salary for the first year of a two-year trainee period. Those with a High School Diploma and one year of appropriate experience and those with an Associate Degree will receive the maximum salary, which is $39,924, and serve a one-year trainee period. These rates are subject to change.

HOW TO QUALIFY:
You are responsible for determining whether or not you meet the education requirement 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 high school education which you obtain after January 31, 2022.

EDUCATION REQUIREMENT:

1. A four-year high school diploma or its educational equivalent.

The education requirement must be met by January 31, 2022.
The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.
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.
You have until midnight Eastern time on the last day of the Application Period (December 21, 2021) 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 21, 2021), your examination will be considered incomplete, 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 high school education which you obtain after January 31, 2022.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city
employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency’s personnel office at the time of the appointment interview to find out if City residency is required.

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 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.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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<tr>
<th>Manhattan</th>
<th>Brooklyn</th>
<th>Queens</th>
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<tbody>
<tr>
<td>2 Lafayette Street</td>
<td>210 Joralemon Street</td>
<td>118-35 Queens Boulevard</td>
</tr>
<tr>
<td>17th Floor</td>
<td>4th Floor</td>
<td>5th Floor</td>
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<td>New York, NY 10007</td>
<td>Brooklyn, NY 11201</td>
<td>Forest Hills, NY 11375</td>
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<td>Staten Island</td>
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<td>135 Canal Street</td>
<td>1932 Arthur Avenue</td>
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<tr>
<td>Staten Island, NY 10304</td>
<td>Bronx, NY 10457</td>
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To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find Exam #1889, click Apply, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire examination by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

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 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 21, 2021) 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 (December 21, 2021), your examination will be considered incomplete, 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 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 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/foreignduication.pdf. When you contact the evaluation service, ask for the evaluation as follows:
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 requirement listed above. After this requirement is met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience determining the acceptability of various supplies, materials, products and/or services by ensuring that purchase or contract specifications, terms, conditions and related regulations are fulfilled for:

You will receive up to:

- At least 6 months but less than 12 months: 2.1 points
- At least 12 months but less than 18 months: 5.2 points
- At least 18 months but less than 24 months: 8.3 points
- At least 24 months but less than 30 months: 11.4 points
- At least 30 months but less than 36 months: 14.5 points
- At least 36 months but less than 42 months: 17.6 points
- At least 42 months but less than 48 months: 20.7 points
- At least 48 months but less than 54 months: 23.8 points
- At least 54 months but less than 60 months: 26.9 points
- 60 months or more: 30 points

If you have undergraduate semester credits completed at an accredited college or university for the completion of (see note below):

You will receive:

- 3 to 10 undergraduate semester credits: 1.25 points
- 11 to 20 undergraduate semester credits: 1.875 points
- 21 to 30 undergraduate semester credits: 2.5 points
- 31 to 40 undergraduate semester credits: 3.125 points
- 41 to 50 undergraduate semester credits: 3.75 points
- 51 to 59 undergraduate semester credits: 4.375 points
- 60 or more undergraduate semester credits: 5 points

If you have a baccalaureate degree from an accredited college or university:

You will receive: 7.5 points

Note: If you receive credit for having a baccalaureate degree, you will not receive credit for having undergraduate college credits.

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).

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: 
\[21/35 \times 12 = 7.2 \text{ months}\]

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 will not receive credit for undergraduate education and experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (December 21, 2021) 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 21, 2021), your examination will be considered incomplete, 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.

Undergraduate education and experience must be obtained by the last day of the Application Period.

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 at OASys@dcas.nyc.gov, by fax (646) 500-7190, 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 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 email 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.

ADDITIONAL INFORMATION:

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $58.25 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 a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34170; Purchase Inspection Occupational Group.

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