



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MATE (FERRY) Exam No. 4538

WHEN TO APPLY: From: March 6, 2024

APPLICATION FEE: \$85.00

To: March 26, 2024

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:

Mates (Ferry), under direction, supervise an assigned crew of deckhands on a municipal ferry vessel, in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Safety Plan (CSP), and applicable local, state, and federal rules and regulations. They ensure that crew members perform their duties in compliance with agency standard operating procedures, the CSP, applicable laws, rules and regulations, and the needs of their duty stations; ensure the safe embarking and disembarking of passengers and the loading and unloading of authorized vehicles on a ferry vessel in accordance with the CSP; assign deckhands to duty stations and post lookouts; ensure that deckhands are familiar with watch station bill requirements and duty assignments; instruct deckhands in general seamanship; instruct deckhands in shipboard safety and lookout procedures, including, but not limited to: fire fighting, man overboard, first aid, vessel to vessel transfer, abandon ship procedures, the SMS, and the CSP; under the supervision and direction of the Captain, serve as deck officer in charge on scene in emergencies and during lifeboat, anchor deployment, and abandon ship drills; participate in safety and vessel security meetings, under the supervision and direction of the Captain, as well as fire and lifeboat drills; serve as helmsman, radar observer, and member of the navigational watch, as assigned by the Captain; are responsible for the safety and care of floating property of the agency; ensure the vessel is maintained in a clean and sanitary condition while in service; prepare incident, accident, and safety reports and requests for repairs, as required; perform vessel safety checks prior to getting underway; perform other safety checks at the direction of the Captain or as deemed necessary; and assist the Captain as needed. All Mates (Ferry) perform related work.

Special Working Conditions:

Mates (Ferry) may be required to work rotating shifts in varying degrees of weather and visibility, including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Mates (Ferry) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, walking along the boat and up and down stairs during transit.

(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 \$70,268 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **by the last day of the Application Period:**

1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Deckhand: and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a Civil Service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting your

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

Credentials, Certificate, and Permit/License Requirements: By the last day of the Application Period you must have:

1. A valid U.S. Coast Guard Merchant Marine Credential (MMC) with the following endorsements:
 - a. Mate of inland self-propelled vessels of unlimited tonnage, or superior endorsement; **and**
 - b. Radar Observer (unlimited) or Radar Observer (inland waters and Gulf Intercoastal waterways endorsement); **and**
2. A valid U.S. Coast Guard medical certificate without restriction for service on passenger vessels of unlimited tonnage on inland waters; **and**
3. A valid Federal Communications Commission Marine Radio Operator Permit or superior permit/license; **and**
4. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

You have until midnight Eastern time on the last day of the Application Period (March 26, 2024) to clearly specify in detail all of your relevant education, credentials, certificates, permit/license, 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 (March 26, 2024), 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.

The MMC, medical certificate, permit/license, and TWIC must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Mate (Ferry). Candidates are subject to medical examination, pursuant to Coast Guard regulations. Mates (Ferry) are subject to random drug and alcohol testing during their employment.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

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, payment, and complete 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 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. Issues 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 section of the FAQs on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **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 & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Since the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday 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

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 application 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 & Application 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 fees 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 (March 26, 2024) to clearly specify in detail all 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 (March 26, 2024), 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.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the eligibility, credential, certificate, and permit/license 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 as a permanent (not provisional) Deckhand with the New York City Department of Transportation, for: **You will receive up to:**

At least 6 months but less than 12 months	2.5 points
At least 12 months but less than 18 months	5 points
At least 18 months but less than 24 months	7.5 points
At least 24 months but less than 30 months	10 points
At least 30 months but less than 36 months	12.5 points
At least 36 months but less than 42 months	15 points
At least 42 months but less than 48 months	17.5 points
At least 48 months but less than 54 months	20 points
At least 54 months but less than 60 months	22.5 points
At least 60 months but less than 66 months	25 points
At least 66 months but less than 72 months	27.5 points
72 months or more	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: $21/35 \times 12 = 7.2$ months.

You must indicate on your Education and Experience Exam the date on which you became a permanent Deckhand. You will receive a maximum of one year of experience credit for each year you worked.

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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 (March 26, 2024), 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.

Experience must be obtained by the last day of the Application Period (March 26, 2024).

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, and/or new telephone number.

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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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:

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 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 promotion, 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91556; The Ferry Service.

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