



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**CEMENT MASON (HHC)
Exam. No. 6088
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: **May 2, 2007** **APPLICATION FEE: \$60.00**
To: **May 22, 2007** *Payable only by money order to D.C.A.S.*
(EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, October 6, 2007.**

WHAT THE JOB INVOLVES: Under direction, Cement Masons prepare, mix, lay and finish cement and concrete to grade and contour; prepare and set forms; lay concrete floors, pavements, walks, foundations and retaining walls; screed and finish concrete to grade; prepare requisitions for specific jobs; operate small power equipment and tools; keep records; supervise assigned personnel; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Cement Masons and environmental conditions experienced are: crouching, carrying tools and/or equipment weighing up to 50 pounds; working outdoors in all kinds of weather; wearing ear plugs, work gloves and work shoes when performing work; and removing concrete with hand tools and/or power tools.

(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 \$34.00 per hour for a 35-hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. five years of full-time satisfactory experience as a cement mason; or
2. at least three years of full-time satisfactory experience as a cement mason, plus sufficient full-time satisfactory experience as a mason's helper, or relevant training acquired in an approved trade school, technical school or vocational high school to make up the equivalent of the remaining experience. The school must be approved by a state's Department of Education or comparable agency.

You will receive credit for six months of cement mason experience for each year of mason's helper experience or approved training.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Residency Requirement (HHC): In accordance with N.Y.C. Health and Hospitals Corporation Corporate Operating Procedure 20-48, persons appointed to the HHC after January 1, 1987 must be City residents on their effective date of appointment, or must establish City residency within 90 days following their effective date of appointment, and must thereafter maintain City residency as a continuing condition of employment.

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 New York City Health and Hospitals Corporation.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) 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 date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: cement masonry techniques and practices; tools and equipment; materials; reading instructions; job related mathematics; supervisory techniques and safety practices; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, 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. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: 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 qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions to indicate your interest in such Selective Certification given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the eligible list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS- Bureau of Examination-UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Medical Requirement: In accordance with applicable Federal, State and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, you will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. During the medical examination, you will be subject to a drug screening. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Reemployment of public service retirees: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

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

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Cement Mason in City agencies you must submit a separate application and fee for Exam. No. 6033 from May 2, 2007 through May 22, 2007.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 922100; Skilled Craftsman and Operative Services

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