NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE QUALITY ASSURANCE SPECIALIST (PUPIL TRANSPORTATION)

Exam. No.  3543

WHEN TO APPLY:  From:  March 3, 2004
    To:       March 23, 2004
APPLICATION FEE:  $45.00  Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE:  Multiple-choice test is expected to be held on Saturday, June 26, 2004.

WHAT THE JOB INVOLVES:  Associate Quality Assurance Specialists (Pupil Transportation), under general supervision, perform difficult professional work, in providing pupil transportation services to the public and non-public school children of the City of New York, supervise the activities of a group usually encompassing the work of an entire borough’s transportation system; 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 $43,669 per annum.  This rate is subject to change.

HOW TO APPLY:  If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out.  Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only.  Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION:  This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who on the date of the multiple-choice test:

(1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Quality Assurance Specialist (Pupil Transportation); or
(2) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Quality Assurance Specialist with two years of experience in the Pupil Transportation specialty as described below; and
(3) is not otherwise ineligible.

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

Employees in the title of Quality Assurance Specialist must also have two years of satisfactory full-time experience in the inspection of pupil transportation services to normal and handicapped public and non-public school students, the inspection of school buses and bus routes to ensure quality of service and driver/escort performance, the preparation of school bus routes and schedules, the determination of eligibility for all free and reduced fare passes, and the evaluation of contractor performance for compliance with contract agreements to ensure that purchase or contract specifications are fulfilled.  Employees in the title of Quality Assurance Specialist must fill out the Education and Experience Test Paper.

The admission of employees in the title of Quality Assurance Specialist is on a collateral basis and applies to this examination only.  It is not considered a precedent for future examinations.

If you do not know your permanent title or whether you are on a Preferred List, check with your agency’s personnel office.  If you are marked “not eligible”, your application fee will not be refunded and your test paper(s) will not be rated.

You may be given the test before a review of your eligibility.

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 an 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 an eligible title for at least one year.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If, at the time of promotion, you have a motor vehicle Driver License valid in the State of New York, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you meet this requirement, you may be given preferred consideration for positions requiring this license. This license must be maintained for the duration of your employment. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations-GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

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.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34196; Purchase Inspection Occupational Group.

Internet: nyc.gov/html/dcas

For information about other exams, and your exam or list status, call 212-669-1357.