



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)

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

**NOTICE
OF
EXAMINATION**

**SENIOR CONSULTANT
(MENTAL HEALTH STANDARDS & SERVICES)
Exam. No. 1034**

**WHEN TO APPLY: From: October 3, 2001
To: October 23, 2001
(EXAMS)**

**APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S.**

WHAT THE JOB INVOLVES: Under direction, Senior Consultants provide consultation and technical assistance services to, and evaluate and monitor, public and voluntary agencies providing mental hygiene services and facilities by contract or agreement with the Department of Mental Health, Mental Retardation and Alcoholism Services (MHMR&AS) to assure compliance with the provisions of applicable laws, regulations and agreements; assist in planning and developing mental hygiene services and facilities within New York City; may supervise subordinate MHMR&AS employees in the performance of their duties; and 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 \$51,436 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:
A baccalaureate degree from an accredited college

-AND-

- A) **A master's degree in social work** from an accredited school of social work, **or 60 graduate semester credits** from an accredited college in social work, psychology, health, rehabilitation, public health, psychiatric nursing or special education;
Plus two years of full-time, satisfactory experience providing direct care in a social, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency or in the administration of a program providing direct care as described above, or as a consultant on program planning or evaluation for such services;

-OR-

- B) **A master's degree of fewer than 60 semester credits** from an accredited college in psychology, sociology, anthropology, public health, special education, psychiatric nursing, counseling, human services, health, rehabilitation, public administration, or business administration;
Plus three years of experience as described in "A" above;

-OR-

- C) A satisfactory combination of education and/or experience that is equivalent to "A" or "B" above. Experience as described in "A" may be substituted for graduate education on the basis that each year of such experience is equated to 30 graduate semester credits. However, all candidates must possess a baccalaureate degree from an accredited college and have at least two years of experience as described in "A".

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

English Requirement: Candidates 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.

REQUIRED FORM(S):

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.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, A.4, and B. 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 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 Fact Sheet included with your application packet. 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 the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. 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 credit up to a maximum of 100 points on the following basis:

Additional Credit

You will receive credit for a maximum of an additional seven years of experience, attained in the last fifteen years. Part-time experience will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Education and experience must be obtained by the last day of the application period.

- I) For experience in a government oversight agency for mental health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism services, as an administrator or director of a mental hygiene program, or in contract negotiation and monitoring, or as a technical consultant in program planning and evaluation, you will receive:
 - A) 15 points for at least 1 but less than 2 years of experience; or
 - B) 20 points for at least 2 but less than 4 years of experience; or
 - C) 25 points for at least 4 but less than 5 years of experience; or
 - D) 30 points for 5 or more years of experience.
- II) For experience supervising personnel performing direct care in a social services, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency, you will receive:
 - A) 10 points for at least 1 but less than 2 years of experience; or
 - B) 15 points for at least 2 but less than 4 years of experience; or
 - C) 20 points for at least 4 but less than 5 years of experience; or

D) 25 points for 5 or more years of experience.

III) For experience providing direct care in a social services, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency, you will receive:

- A) 5 points for at least 1 but less than 2 years of experience; or
- B) 10 points for at least 2 but less than 4 years of experience; or
- C) 15 points for at least 4 but less than 5 years of experience; or
- D) 20 points for 5 or more years of experience.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in 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:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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

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 City of New York is an Equal Opportunity Employer.
Title Code No. 54810; Community Mental Health Board Occupational Group.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**

