



# **Office of Professional Development Instructional Guide Notice of Examination 101**

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## Introduction

The mission of the Office of Professional Development is...

“To empower **all** members of the service to pursue fulfilling careers that include the opportunity for continuous learning and professional growth, developing NYPD leaders with the skills and attributes to succeed in all positions and assignments.”

The Office of Professional Development (OPD) Delivers Value to members by...

- Establishing relationships
- Managing scholarship opportunities
- Identifying training and skills development opportunities
- Identifying career pathways & blueprints
- Developing awareness & assessment tools
- Informing through Outreach

## The Notice of Exam 101 Guide

OPD has developed this guide to give members of the service some general information when preparing to take New York City (NYC) Civil Service Examinations. The purpose of this guide is to provide an overview of the NYC Civil Service examining process to support members in navigating through the application and testing process which can be applied within their own respective title-line examinations. The guide will explore the various sections of the Notice of Examination (NOE) which is generated by the Department of Citywide Administrative Services (DCAS) for each title.

Since the New York City Police Department employs multiple civil service titles that require examination prior to hiring and promotions, the length of this guide will not capture all of the intricacies of each respective job title and exam requirements. As comprehensive as the guide is, each member is strongly advised to confirm with DCAS on civil service examination specifics such as, but not limited to, filing period dates, eligibility requirements, and the test (content area).

# Notice of Exam

The Official Notice of Examination (NOE) is the legal document that informs applicants of all the relevant information about a NYC Civil Service Examination. The NOE describes the Minimum Qualification Requirements that a member must possess in order to be found qualified in the examination. The NOE contains other important information, therefore, it should be saved for future reference. Be sure to read the NOE carefully and thoroughly before submitting an application. If after submitting an application a member is found Not Qualified, the application fee will not be refunded. The following content are particular areas of focus when applying to take a NYC Civil Service examination.

## i. What is the Difference between Promotion and Open-Competitive Exams?

### Promotion Exam

Exams open to permanent Civil Service employees, i.e.: those who have been appointed from a Civil Service exam and passed the mandated probationary period.

### Open-Competitive Exam

Exams open to anyone meeting the minimum qualifications as described in the official Notice of Examination.

## ii. How do I apply?

### **Computer Based Applications—OASys 2.0**

Applications for an exam are only accepted during the filing period defined in the NOE. Once a member has read the NOE and determined they meet the qualification requirements, an application must be submitted by using the Online Application System 2.0 (OASys). This system can be accessed from any computer with an internet connection and the recommended internet browser. However, the OASys 2.0 application system is not compatible with mobile devices.

To be able to apply for an examination you must first create an online account on the Online Application System 2.0 which consists of your name, address, social security number, phone number, e-mail address, userID, and password. The system allows the member to choose their own userID and password and to use them whenever you access the website. After a member has created an online account and logged in, an application can be filled out and the application fee paid online or, if eligible, request a waiver of the application fee. The system allows for content to be saved throughout the process.

## iii. What the Job Involves?

This section of the NOE describes and lists the typical assignments within the class of positions and all personnel related work. It provides a brief description of what a member might do in the position but does not include all the duties of the position.

# Notice of Exam

## iv. Special Circumstances

As per DCAS, Special Circumstances are special accommodations, additional credit (Veterans' Parent & Sibling Legacy Credit), requesting an alternative test date (due to temporary disability, pregnancy-related or child-birth related condition), changing your address, etc. A Special Circumstances guide can be located on the DCAS website at: [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf)

## v. Promotion Notice of Exam

### Eligibility to Take Examination

This section describes which employees the examination is open to. Employees meaning members in eligible titles, usually on the date of the exam, of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services. Note that the applicant is responsible for determining whether or not they meet the eligibility requirements for the examination prior to submitting an application.

### Eligibility to Be Promoted

This section describes the requirements eligible titled employees must meet in order to be eligible for promotion.

## vi. Open Competitive Notice of Exam

### How to Qualify

#### Education and Experience

For members who do not meet the promotional track requirements to take the examination, this section generally defines the Education and Experience requirements needed in order to apply to take the examination and the dates the requirements must be met by. The education section, if required, explains the educational requirements that must be met in order to apply for and/or take the exam.

#### Task Category and Task Inventory Lists

The experience requirements are typically listed in Task Category and Task Inventory lists section. The member must carefully review these lists in order to determine whether they can receive credit to meet the experience requirements needed to apply for and/or take the exam.

These requirements are typically considered a **computer-based qualifying test**. If you do not complete the Education and Experience portions, if required, you may be marked Not Qualified for the examination.

# Notice of Exam

## vii. The Test

### Format of Exam

This section of the NOE explains the format in which the examination will be administered. Tests are designed to assess the extent to which members have the abilities determined to be important to the performance of the tasks of the title. NYC Civil Service examinations are usually administered in the following forms.

#### Common NYC Civil Service Exam Test Types

There is no singular civil service exam for New York City. Generally speaking, there are four types of Civil Service Exams administered by the DCAS: Multiple-Choice Tests, Education and Experience Tests (E&E), Online Education and Experience Test (OLEE), and Practical/Physical Tests.

- **Multiple-Choice Examinations** are generally offered for Open Competitive titles or entry level positions to the City's workforce. These exams tend to consist of 40 to 150 multiple-choice questions.
- **Education and Experience (E&E) Examinations** are used to fill positions in which specific experience, more than general knowledge and ability, is a better indicator of a candidate's qualification for a particular position. E&E Examinations are usually offered for "professional" positions.
- **Online Education and Experience Test (OLEE)** allows candidates to apply for an education and experience test online, take the test, and receive immediate feedback about their test results. OLEE makes the tests more accessible to candidates, since it allows candidates to take the tests from their homes, or at locations convenient to them, such as the local library. OLEE has also resulted in establishing Civil Service lists from these exams more quickly.
- **Practical/Physical Examinations** test a candidate's skill or fitness in performing a specific task. Frequently, these exams are given in addition to a multiple-choice examination.

#### Score to Pass and Seniority Credits

The test section explains the score needed to pass the exam and used to determine a member's place on the eligible lists. For promotional exams, credits for seniority in eligible competitive class titles may be granted as part of the scoring process.

# Notice of Exam

## vii. The Test (Cont.)

### **Task Areas and Areas of Standards and Abilities Tested**

If provided within “The Test” section, it is **particularly important** for a member to thoroughly read through this information. It provides valuable guidance for areas of study when preparing to take an exam. This content may outline:

- Task areas to be tested
- List of content that the test may include questions on regarding standards of proper employee ethical conduct and required use of any abilities

### **Exam Site Admission**

The Admission Notice is the notification sent to all candidates in an assembled test informing them of when and where to report for the test and the materials needed. An Admission Notice is sent in the mail normally 14 days before the testing is expected to begin. An Admission Notice is also available to print from the OASys system. If you do not receive an Admission Notice, you can obtain a duplicate in person from DCAS. A hardcopy of the Admission Notice must be brought to the test site. When assigning test sites, DCAS normally takes a member’s address into consideration. Be sure to review policies described within this section regarding valid identification and warnings regarding electronic devices, headphones, earbuds, and the use of calculators.

### **Test Results**

Test results are placed in final score order and list number on an eligible list. Notifications of your test results are sent in the mail.

### **Selective Certification**

Selective Certification is the method used by agencies to appoint/promote applicants (from an eligible list) who possess additional or specialized knowledge, training, skills or abilities beyond those which are assessed through a Civil Service title's minimum qualification requirements. Applicants who possess a particular specialized skill for which a City agency may have an immediate need are given preference for being appointed/promoted from the eligible list over other candidates who do not possess that particular specialized skill. If included, follow instructions usually given on the date of exam to indicate interest in Selective Certification.

If you have questions or need additional assistance with your professional development strategy, please contact the Office of Professional Development (OPD) at 646-610-7862 or email your inquiries to:

[professionaldevelopment@nypd.org](mailto:professionaldevelopment@nypd.org)

For information, procedures, and policies concerning a specific New York City Civil Service Examination, please contact the New York City's Department of Citywide Administrative Services (DCAS) at 212-669-1357 and/or visit their website at: [nyc.gov/dcas](http://nyc.gov/dcas)

#### **Legal Disclaimer**

This guide is intended to be used as an informative resource only and is not to be used as legal authority for any purpose. Specific legal authority comes exclusively from statute, rule and case law. We reserve the right to revise, modify or alter contents of this guide at any time.