



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

AFFIRMATION FORM

**FOREIGN EDUCATION
FACT SHEET
(If Applicable)**

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**CERTIFIED IT ADMINISTRATOR (DATABASE)
Exam No. 6018**

WHEN TO APPLY: From: April 2, 2008 To: April 22, 2008
APPLICATION FEE: \$60.00
Payable online by credit card, bank card, or debit card

WHAT THE JOB INVOLVES: Certified IT Administrators (Database), under supervision, with latitude for independent action and the exercise of independent judgment, are responsible for database administration and development, including Database Administration, Data Modeling and Database Design, Testing, Technical Writing, Version Control, and related functions. May supervise a unit engaged in the above duties; may serve as a project leader of projects involving database administration; or may independently administer database software of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position. All Certified IT Administrators (Database) perform related work, including end user support and disaster recovery support.

Special Working Conditions: Certified IT Administrators (Database) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$63,884 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. You must complete the entire examination 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 by calling 212 669-1357.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Professional/Vendor Certification, Education and Experience Requirements: By the last day of the Application Period you must have one of the following professional/vendor certifications:

- IBM Certified Advanced Database Administrator-DB2 Universal Database v8.1 for Linux, Unix, and Windows
- IBM Certified Advanced Database Administrator-DB2 9 DBA for Linux, Unix, Windows v9
- IBM Certified Advanced Deployment Professional – Tivoli Security Management Solutions 2006
- IBM Certified Advanced Deployment Professional – Tivoli Storage Management Solutions 2006
- IBM Certified Advanced Deployment Professional – Tivoli Storage Manager v5.3
- IBM Certified Advanced Deployment Professional – Tivoli Workforce Scheduler v8.3
- IBM Certified Database Administrator-DB2 UDB (Universal Database) v8.1 for Linux, Unix, and Windows
- IBM Certified Database Administrator-DB2 9 DBA for Linux, Unix, Windows v9
- IBM Certified DB2 Database Administrator – DB2 Universal DB for z/OS v8.1
- IBM Certified Solutions Designer – DB2 Business Intelligence V8
- IBM Certified Solutions Expert-DB2 Content Manager OnDemand iSeries
- IBM Certified Solutions Expert-DB2 Content Manager OnDemand Multiplatform
- IBM Certified Solutions Expert DB2 UDB (Universal Database) V7.1 Database Administration for OS/390 or Z/OS
- IBM Certified Solutions Expert DB2 UDB (Universal Database) V7.1 Database Administration for Unix, Windows, and OS/2
- IBM Certified Solutions Expert-Informix Dynamic Server v.7 System Administrator
- IBM Certified Solutions Expert-Informix Dynamic Server v.9 System Administrator

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

IBM Certified Specialist – System z Technical Support v2
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Technology Specialist: SQL Server 2005
Oracle 9i DBA Oracle Certified Professional (OCP)
Oracle 9i Database Administrator Certified Master
Oracle 9i Database Administrator Special Accreditation: Managing Oracle 9i on Linux
Oracle Database 10g Administrator Certified Master
Oracle Database 10g Administrator Certified Professional
Oracle Database 10g Administrator Certified Professional w/ Special Accreditation
VMware Certified Professional (VCP)

Note: Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

In addition, **by the last day of the Application Period**, you must have one of the following:

1. A masters degree in computer science or a related computer field from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) **AND** 12 months of satisfactory full-time (not classroom based) specialized database administration and development experience, including Database Administration, Data Modeling and Database Design, Testing, Technical Writing, and Version Control; **OR**
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) **AND** 24 months of satisfactory full-time (not classroom based) specialized experience as described in “1” above; **OR**
3. A four-year high school diploma or its educational equivalent approved by a State’s Department of Education or a recognized accrediting organization **AND** 24 months of satisfactory full-time (not classroom based) specialized experience as described in “1” above **plus** 48 months of information technology experience as described in the IT Task Inventory *; **OR**
4. A satisfactory combination of education and experience which is equivalent to “3” above. Education may be substituted for the information technology experience on the basis of 30 semester credits from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) is equivalent to 12 months of experience, up to a maximum of 48 months. However, if you qualify under options “2,” “3” or “4,” you must have at least a four-year high school diploma or its educational equivalent approved by a State’s Department of Education or a recognized accrediting organization and at least 24 months of satisfactory full-time (not classroom based) specialized information technology experience as described in “1” above.

**IT Task Inventory:* When you are online, you may read the tasks in the IT Task Inventory by clicking on the Task Inventory button above the online Notice of Examination. Read the Task Inventory carefully to make sure that you have the work experience to meet the minimum qualification requirements.

In order to receive credit for specialized database administration experience as described in “1” above, you must have performed **a majority** of the 38 tasks listed in the following Major Task Groups in the IT Task Inventory:

| Major Task Group # | Major Task Group |
|---------------------------|---|
| 0140.0000 | Testing (4 Tasks) |
| 0145.0000 | Technical Writing (2 Tasks) |
| 0150.0000 | Version Control (3 Tasks) |
| 0200.0000 | Database Administration (20 Tasks) |
| 0210.0000 | Data Modeling and Database Design (9 Tasks) |

In order to receive credit for information technology experience to meet the minimum qualification requirements as described in “3” and “4” above, you must have performed at least one task listed in the IT Task Inventory.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. **If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.**

Residency: City residency is not required for this position.

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 City of New York.

REQUIRED FORMS:

Affirmation Form: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

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 which is found online. When you contact the evaluation service, ask for 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 a professional/vendor certification, education and experience test. You will receive a score of 70 points for meeting the minimum professional/vendor certification, 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:

For additional full-time satisfactory specialized database administration and development experience, including Database Administration, Data Modeling and Database Design, Testing, Technical Writing, and Version Control, gained between **April 1, 2001 and April 22, 2008**, you will receive:

- (A) up to a maximum of 5 points for at least six months of experience; or
- (B) up to a maximum of 10 points for seven to twelve months of experience; or
- (C) up to a maximum of 15 points for thirteen to eighteen months of experience; or
- (D) up to a maximum of 20 points for nineteen to twenty-four months of experience; or
- (E) up to a maximum of 25 points for twenty-five to thirty months of experience; or
- (F) up to a maximum of 30 points for thirty-one to thirty-six months or more of experience.

In order to receive credit for specialized database administration experience, you must have performed **more than the number** of tasks required to meet the minimum qualification requirements in the following Major Task Groups in the IT Task Inventory:

| Major Task Group # | Major Task Group |
|---------------------------|---|
| 0140.0000 | Testing (4 Tasks) |
| 0145.0000 | Technical Writing (2 Tasks) |
| 0150.0000 | Version Control (3 Tasks) |
| 0200.0000 | Database Administration (20 Tasks) |
| 0210.0000 | Data Modeling and Database Design (9 Tasks) |

You will receive 1.25 points for each task performed above the number needed to qualify, up to a maximum of 5 points for each 6-month time period.

In addition, if you meet the minimum qualification requirements and performed critical tasks beyond the number needed to fulfill the minimum qualification requirements, but did not perform enough tasks to reach the threshold to receive additional credit, you will have 0.625 points added to your overall test score. In order to receive credit, this experience must have been gained between **April 1, 2001 and April 22, 2008**.

You will receive a maximum of six months of experience credit for each six months you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Professional/vendor certification, education and experience must be obtained by **the last day of the application period**.

The maximum score you may receive on this test is 100.000.

THE TEST RESULTS: Immediately after you have completed the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. Your score will become final at the time of establishment of the eligible list for this examination, your name will be placed in final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final 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:

Special Insert: The Special Insert, which is attached to the Notice of Examination, is a guide to completing the online examination and has information on how you can maximize your score. Scroll past the end of the Notice of Examination in order to read the Special Insert. When you print a copy of the Notice of Examination, you should also print a copy of the Special Insert.

Investigation: All eligibles must pass a background investigation by the Department of Investigation.

Selective Certification for Professional/Vendor Certifications: If you have professional/vendor certification(s) listed in the **HOW TO QUALIFY** section, you may be considered for appointment to positions requiring these professional/vendor certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these professional/vendor certifications. You will be eligible for Selective Certification for the professional/vendor certification that you used to meet the minimum qualification requirements. If you possess any additional professional/vendor certifications listed in the **HOW TO QUALIFY** section, you will be eligible for Selective Certification for these professional/vendor certifications as well. If you acquire any additional professional/vendor certifications listed in the **HOW TO QUALIFY** section during the duration of the list, please submit documentation by mail to: DCAS Bureau of Examinations – GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Application Receipt: You will be e-mailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your e-mail.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 13644; Computer Software Occupational Group.

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

Special Insert: Guide to Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Minimum Qualification Requirements Questionnaire
- Additional Credit Questionnaire
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions:

1. You must complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do not complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You must have one of the professional/vendor certifications listed in the **HOW TO QUALIFY** section of the Notice of Examination (NOE) in order to qualify for this examination. If you do not have one of the listed professional/vendor certifications, you will be found **Not Qualified** and your application fee will **not** be refunded.
3. In addition to the professional/vendor certification, you must have the required education and work experience described in the **HOW TO QUALIFY** section of the NOE in order to qualify for this examination. If you do not have one of the listed professional/vendor certifications, **and** the required education and experience, you will be found **Not Qualified** and your application fee will **not** be refunded.
4. You should fill in the highest level of education that you received *before* you fill in your work experience.

Completing the Work Experience Section: For each job task that you selected in either the **Minimum Qualification Requirements** section or the **Additional Credit** section you must enter the following information:

1. **Year and month that you started and ended performing the task.**
In the box labeled **Start Date** select the year and month that you started performing the task from the drop-down menu.
In the box labeled **End Date** select the year and month that you ended performing the task from the drop-down menu.
2. **Length of time that you spent performing the task.**
Select the length of time that you spent performing the task during the time period indicated above. For example, assume that you indicated that you started performing a task on 10/2004 and ended performing the task on 10/2006, a period of 24 months. During this time period you performed this task for 12 months; therefore, you should select *12 months* from the drop-down menu.

3. **Number of hours per week/% of Time that you worked at the job(s) where you performed the task.** In the box labeled **% Time** select one of the following:
 - If you worked 35 hours per week or more, select 100%
 - If you worked 25 to 34 hours per week, select 75%
 - If you worked 17 to 24 hours per week, select 50%
 - If you worked 1 to 16 hours per week, select 25%
4. If you worked at more than one job during the time that you performed a task, you should combine the number of hours that you spent at each job. Thirty-five hours per week constitutes a full-time job; therefore, you cannot get more credit if you worked more than 35 hours per week. For example, assume that you performed a task from 5/2005 through 5/2006. During this time you performed this task for 12 months, and you had two part-time jobs. You worked 10 hours per week at one job and 15 hours per week at the other job, for a total of 25 hours per week. You should select **75%** from the drop-down menu.
5. If you performed the same task at several jobs, you should combine the length of time and the number of months you performed the task at each job. For example, assume that you performed a task at job #1 for 6 months from 5/2003 through 5/2004, and you performed the same task at job #2 for 12 months from 5/2004 through 5/2005. This information should be entered as follows: Start Date: 5/2003; End Date: 5/2005; Number of Months: 18.

Completing the Work Experience Section: Minimum Qualification Requirements section ONLY

1. There are three types of work experience: **IT experience**, **specialized IT experience** and **non-specialized IT experience**.
2. **IT experience** is work experience where you performed any of the tasks listed in the entire IT Tasks Inventory.
3. **Specialized IT experience** is work experience where you performed the tasks in the Major Task Groups listed in the NOE. In order to meet the minimum qualification requirements, you must have performed a majority of the specialized tasks in the Major Task Groups listed in the NOE. If you have a masters degree in computer science or a related computer field or a baccalaureate degree from an accredited college you may use only **specialized IT experience** to meet the minimum qualification requirements.
4. **Non-Specialized IT experience** is work experience where you performed any of the tasks listed in the IT Task Inventory **other than** those tasks in the Major Task Groups listed in the NOE.
5. If you have a high school diploma or its educational equivalent as described in the NOE or a high school diploma and undergraduate credits from an accredited college, you must have performed at least one or more task(s) listed in the entire IT Task Inventory for a total of up to 48 months (depending on how many college credits you possess), in addition to the 24 months of **specialized IT** experience as previously described in (3) above in order to meet the minimum qualification requirements.
6. The recency period for **specialized IT** experience in this examination is from **April 1, 2001 through April 22, 2008**. In order to maximize your score, you should, if possible, use **specialized IT** experience gained before **April 1, 2001** to meet the minimum qualification requirements. Only **specialized IT** experience that was gained after **April 1, 2001** may receive additional credit. However, **specialized IT** experience that was gained **before April 1, 2001** may be used to meet the minimum qualification requirements.
7. If you have a high school diploma or a high school diploma plus college credits, and you have **non-specialized IT** experience attained before the recency period, you should use this experience towards meeting the minimum qualification requirements. For example, assume that you have a professional/vendor certification, a high school diploma, 72 months of **specialized IT** experience (where you performed more than a majority of the tasks listed in the specialty areas) gained during the recency period, and 48 months of **non-specialized IT** experience gained before the recency period. You must use 24 months of the **specialized IT** experience to satisfy the specialty area requirement. You now have 48 months of **specialized IT** experience and 48 months of **non-specialized IT** experience remaining. If you use the 48 months of **specialized IT** experience to meet the minimum requirements, you will be found qualified and receive a score of 70.000 because you cannot receive additional credit for your **non-specialized IT** experience. If, however, you use the 48 months of **non-specialized IT** experience to meet the minimum qualification requirements, you will be found qualified and receive a score of 70.000. You may now use the 48 months of **specialized IT** experience to receive additional credit, and you will receive a score of 100.000.

Completing the Work Experience Section: Additional Credit section ONLY

1. Only **specialized IT** experience which was gained during the recency period may be used to gain additional credit. **Specialized IT** experience is work experience where you performed the tasks in the Major Task Groups listed in the NOE. In order to receive additional credit, you must have performed **more than** a majority of the total number of specialized tasks in the Major Task Groups listed in the NOE.
2. Any **non-specialized IT** experience and/or **specialized IT** experience gained before the recency period is not acceptable and will not receive additional credit.