



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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

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

**TELECOMMUNICATIONS ASSOCIATE (DATA)
Exam No. 2019
SECOND AMENDED NOTICE - MAY 16, 2012**

WHEN TO APPLY:	From: May 16, 2012	APPLICATION FEE: \$54.00
	To: May 25, 2012	If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

The Notice of Examination is amended to reopen filing from May 16, 2012 to May 25, 2012.

WHAT THE JOB INVOLVES: This class of positions encompasses performance of other than engineering functions necessary to the delivery of data telecommunications services. Work includes analytical, technical, administrative, supervisory, and/or related data telecommunications tasks necessary for the selection, procurement, installation, testing, operation, evaluation, modification, financial control, and/or usage control for data telecommunications systems, equipment, and services. In a data network environment conduct or supervise troubleshooting, repair and ongoing maintenance of digital service units, channel service units, intelligent modems and multiplexers, protocol converters, mixing modules, etc. There are four Assignment Levels within this class of positions.

At Assignment Level I: Telecommunications Associates (Data), under supervision, with some latitude for the exercise of independent judgement and initiative, perform data telecommunications assignments of moderate difficulty in the procurement, set-up, operation, and/or maintenance of data telecommunications systems or serve as data telecommunications analysts, members of project teams, or project managers for data telecommunications projects of moderate scope; assist in pre-installation planning; set up, resolve problems, repair, upgrade, modify and provide ongoing maintenance of hardware and/or software; perform diagnostic tests and employ other troubleshooting tactics; provide ongoing monitoring of system; solicit competitive bids for selected small data telecommunications systems; prepare reports concerning the status of system problem resolution or repairs, chronic problems, and specifications of installations made; coordinate and oversee repairs or system problem resolution by a vendor or the telephone company; undertake interviews of major systems users to determine needs and/or attitudes towards existing systems and services and future requirements; oversee service contract performance for small city-owned systems; make recommendations on appropriate hardware and/or software based on user needs, availability of hardware/software, and/or budgetary considerations; refer problems as appropriate; take and maintain telecommunications equipment inventories; in the temporary absence of the supervisor, may perform the duties of that position. All Telecommunications Associates (Data) perform related work.

Some of the physical activities performed by Telecommunications Associates (Data) and environmental conditions experienced are: walking to and from sites; standing for an extended period of time; working in confined areas; distinguishing colors; communicating orally; carrying a clipboard and/or tools weighing up to 25 pounds; climbing around and over various objects.

Special Working Conditions: Telecommunications Associates (Data) 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 \$36,587 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. After appointment, 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, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in **data** telecommunications/networking or in a scientific, technical, electronic or related area **and** one year of satisfactory full-time experience in the performance of analytical, planning, operational, technical, and/or administrative duties in a **data** telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in **data** telecommunications/networking or in a scientific, technical, electronic or related area **and** two years of 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** three years of experience as described in "1" above; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. College education not used for meeting the minimum requirements in "1" or "2" above may be substituted for experience on the basis of six months of experience as described in "1" above for 30 semester credits of college education including or supplemented by 6 semester credits in **data** telecommunications/networking or in a scientific, technical, electronic or related area for a maximum of two years of experience. However, all candidates 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 one year of the experience as described in "1" above.

The college or university must be 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).

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.

Examples of acceptable course work are: data telecommunications, computer science, electronics, and electrical engineering.

Examples of acceptable experience in data telecommunications are as follows: operating data telecommunications computer consoles and peripheral devices; computer equipment planning; automation planning; computer programming; and computer system installation and service.

Examples of unacceptable experience in data telecommunications are as follows: computer sales; electronic stores salespersons; retail sales; and clerical such as filing, typing, data entry, and answering the telephone.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:

1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.

2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2, A.4, A.6, B and D.** 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. **If you are applying online,** follow the online instructions. **If you are applying by mail,** 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.
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 "**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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience in the last seven years in the performance of analytical, planning, operational, technical, and/or administrative duties in a data telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment

You will receive:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	20 points
3 or more years	30 points

You will receive a maximum of one year of experience credit for each year 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.**

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

THE TEST RESULTS: If you pass the education and experience 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 special experience in Intelligent Transportation Systems (ITS). This Selective Certification will be used to fill positions at the New York City Department of Transportation: If you have one year of full-time, satisfactory experience in Telecommunications Associate (Data) work in the Intelligent Transportation Systems (ITS) area, which includes the direct participation in the installation, operation, and maintenance of traffic surveillance cameras, vehicle detection systems (including video detection, microwave sensors and RFID tag readers), dynamic message signs and other transportation related technologies, you may be considered for appointment to positions in the Division of Traffic of the Department of Transportation which require this experience through a process called Selective Certification. If you have this experience you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "ITS" in section D on page 4 of the Education and Experience Test Paper. Your work experience will be checked by the New York City Department of Transportation at the time of appointment. This required experience may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 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: **If you applied online,** you will be emailed 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 email. **If you applied by mail,** 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.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20246; Telecommunications Occupational Group

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