



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

**FRAUD INVESTIGATOR
 Exam No. 6044
 AMENDED NOTICE - June 1, 2016**

WHEN TO APPLY: From: March 2, 2016 To: March 22, 2016

APPLICATION FEE: \$54.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: The qualifying multiple-choice test is expected to be held on **Saturday, June 25, 2016.**

The Notice of Examination is amended to add the Written Test Description.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Fraud Investigators, under supervision and with some latitude for independent action or decision, perform difficult investigations pertaining to fraud activities involving social benefit programs or tax laws. In the Department of Social Services, Fraud Investigators conduct investigations concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination or appropriation of public funds. In the Department of Finance, Fraud Investigators conduct civil or criminal investigations of reported or suspected violations of the New York City Tax Laws; may incidentally prepare and issue summonses for violations of vehicle parking laws, rules and regulations; and may make arrests and carry firearms.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Fraud Investigators may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Fraud Investigators and environmental conditions experienced are: working outside in all kinds of weather, in all areas of the city; standing for up to seven hours a day; walking up to five miles per day; climbing stairs, and carrying evidentiary records that weigh up to 20 pounds.

THE SALARY: The current minimum salary is \$37,492 per annum. This rate is subject to change. There are two 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 level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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 Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify your qualifications. 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.

Education and Experience Requirements:

1. A four-year high school diploma or its educational equivalent **and** three years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following:
 - a. performing investigations involving criminal and/or fraudulent activities; or
 - b. evaluating credit histories; or
 - c. searching for assets; and/or
 - d. researching, compiling and/or locating evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature involving public or private funds; or
2. An associate degree or 60 semester credits from an accredited college or university, including or supplemented by 12 semester credits from an accredited United States college or university in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning and/or law or related field, **and** one year of satisfactory, full-time experience as an investigator as described in "1" above; or
3. A baccalaureate degree from an accredited college or university; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 10 semester credits, from an accredited college or university, for three months of full-time experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

Clerical experience in an organization which investigates criminal or fraudulent activities is not acceptable.

The education requirement must be met by June 30, 2016. The experience requirement must be met by the last day of the Application Period (March 22, 2016).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2016 or experience which you obtain after the end of the Application Period.

Character and Background (For the Department of Finance Only): Pursuant to Criminal Procedure Law Section 2.10, the position of Fraud Investigator is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Peace Officer Training Certification Requirement (For the Department of Finance Only): You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment. Attendance at annual recertification training is mandatory and a continuing condition of employment.

Citizenship Requirement (For the Department of Finance Only): Pursuant to New York State Public Officers Law, United States citizenship is required at the time of appointment.

Driver License Requirement (For the Department of Finance Only): By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical, Physical and Psychological Requirement (For the Department of Finance Only): Medical, physical and psychological guidelines have been established for positions in the Department of Finance. Candidates will be examined to determine whether they can perform the essential functions of the position of Fraud Investigator. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement (For the Department of Finance Only): You must pass a drug screening in order to be appointed to positions in the Department of Finance.

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 INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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: You will be given a qualifying multiple-choice test at a computer terminal or a paper and pencil test, and a rated education and experience test. You must achieve a score of at least 70% to pass the qualifying multiple-choice test. Only those candidates who pass the qualifying multiple-choice test will have their Education and Experience Test rated. Your score on the Education and Experience Test will determine 100% of your final score.

Qualifying Multiple Choice Test Description: The qualifying multiple choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Fraud Investigator. Task areas to be tested are as follows: conducting investigations, performing investigative fieldwork, performing interviews and surveillance, and coordinating with outside agencies.

The test may include questions requiring the use of any of the following abilities:

Written Expression: the ability to use English words or sentences in writing so that others will understand. Example: Fraud Investigators may use this ability when preparing case reports.

Memorization: the ability to remember information, such as words, numbers, pictures & procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: Fraud Investigators may use this ability to remember specific information when performing field interviews.

Problem Sensitivity: the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: Fraud Investigators may use this ability when trying to determine if an individual is committing public assistance fraud.

Number Facility: involves the degree to which adding, subtracting, multiplying & dividing can be done quickly and correctly. This can be steps in other operations like finding percentages & taking square roots. Example: Fraud Investigators may use this ability when analyzing financial records.

Deductive Reasoning: the ability to apply general rules to specific problems to come up with logical answers. Example: Fraud Investigators may use this ability to determine if an individual's background meets eligibility requirements for temporary housing.

Inductive Reasoning: the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. Example: Fraud Investigators may use this ability when interviewing suspects of the same household to determine if the illegal use of food stamps has taken place.

Information Ordering: the ability to follow correctly a rule or set of rules in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, sentences and mathematical or logical operations. Example: Fraud Investigators may use this ability when following the proper steps to determine if an individual has conducted fraudulent activities.

Spatial Orientation: the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: Fraud Investigators may use this ability when determining the most effective route of transportation when performing field activities.

Visualization: the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects or pattern will appear after the changes have been carried out. Example: Fraud Investigators may use this ability to determine if a layout of a housing complex matches the client's physical description.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the qualifying multiple-choice exam.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

The Rated Education and Experience Test: Your score will be determined by an education and experience test. You will receive 70 points for meeting the requirements specified in the Education and Experience Requirements section on page 2. After the requirements are met, you will receive additional credit up to a maximum of 100 total points on the following basis:

Additional Credit for Experience

If you have satisfactory full-time experience in the areas listed in paragraph "1", "a", "b", "c", or "d" in the "How To Qualify" section on page 2, beyond what was used to meet the minimum requirements for:

You will receive:

At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
At least 5 years but less than 6 years	25 points
6 or more years	30 points

Additional Credit for Education

If you possess:

You will receive:

A law degree from a school accredited by the American Bar Association or the California Bar Association	5 points
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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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2016 or experience which you obtain after the end of the Application Period.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you meet the education and experience requirements and pass the qualifying multiple choice 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$89.75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Probationary Period: The probationary period for the Department of Finance is 6 months. The probationary period for the Department of Social Services is 12 months. As part of the probationary period, probationers may be required to successfully complete a prescribed training course. Probationers who fail to successfully complete the training course may be terminated by the agency head.

Selective Certification for Tax Fraud, Driver License, and Peace Officer (For the Department of Finance Only): If you meet the following requirements, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. The requirements are: one year of satisfactory, full-time experience in a U.S. Federal, State or Municipal agency, performing criminal and/or fraud investigations of violations of U.S. Federal, State or Municipal tax laws; **and** a Motor Vehicle Driver License that is valid in the State of New York, and which must be maintained for the duration of employment; **and** eligibility for certification as a Peace Officer under the New York State Criminal Procedure Law. In order to be certified as a Peace Officer, you must be a New York City resident at the time of appointment. Please see Pages 2 and 3 of this Notice of Examination for more details. 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.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak any of the following: Spanish, Chinese, Russian, Arabic, Haitian/ Creole, Korean, Hindi or Urdu and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. 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.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations-Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

SPECIAL ARRANGEMENTS:

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;

- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-Based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31113; Investigation Occupational Group

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