



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

**REQUIRED INFORMATION**

APPLICATION

FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

BILL DE BLASIO  
Mayor

LISETTE CAMILO  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**CHILD PROTECTIVE SPECIALIST**

**Exam Nos. 7300 and 7308**

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

**WHEN TO APPLY:**

**Exam No.      Application and Scheduling Period**

**7300              June 27, 2016 - September 30, 2016**  
**7308              December 27, 2016 - March 30, 2017**

**APPLICATION FEE: \$68.00**

**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 SCHEDULE:** Testing for the title of Child Protective Specialist is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from July 2016 - June 2017:

<u>Exam No.</u>	<u>Testing Period</u>
<b>7300</b>	<b>July 1, 2016 - September 30, 2016</b>
<b>7308</b>	<b>January 3, 2017 - March 30, 2017</b>

**Monthly Schedule:** A monthly schedule of the dates to apply, schedule and test will be available within the week prior to the 1<sup>st</sup> day of each month at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

**DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS:** This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

<b><u>Manhattan</u></b> <b>2 Lafayette Street</b> <b>17<sup>th</sup> Floor</b> <b>New York, NY 10007</b>	<b><u>Brooklyn</u></b> <b>210 Joralemon Street</b> <b>4<sup>th</sup> Floor</b> <b>Brooklyn, NY 11201</b>
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You may take the Child Protective Specialist test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

**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 **not** permitted. 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 a Computer-based Testing & Applications Center 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.

**Test dates and times are subject to change.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**WHAT THE JOB INVOLVES:** Child Protective Specialists, under varying degrees of supervision, with varying degrees of latitude for independent action, investigate and take appropriate action in response to allegations of child neglect and/or abuse received by the Administration for Children's Services, in accordance with agency policies and procedures. Child Protective Specialists must complete investigations of alleged child neglect and/or abuse within legally mandated timeframes, and as part of their investigation are required to interact with a variety of involved parties including birth families, the community, law enforcement, hospital and school staff, and the Family Court. Child Protective Specialists are required to observe and take notes during visits and interviews in order to make accurate safety assessments, which will then be entered into the system of record. Child Protective Specialists are required to make recommendations and testify in court. Child Protective Specialists are required to perform extensive typing and utilize cell phones. All Child Protective Specialists perform related work.

**Special Working Conditions:** Child Protective Specialists appointed to this position may be required to work shifts including nights, Saturdays, Sundays, holidays, and unexpected overtime. After training, a Child Protective Specialist may be assigned to any office within the five boroughs of New York City.

Some of the physical activities performed by Child Protective Specialists and environmental conditions experienced are: using public transportation to travel to and from field assignments throughout the five boroughs, which include but are not limited to family homes, schools, hospitals, and Family Court; walking; walking up and down as many as six or more flights of stairs; potentially lifting and carrying children and/or their belongings.

(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 \$45,874 per annum. There are two assignment levels within this class of positions. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II at the salary of \$49,820 per annum. After satisfactory completion of an eighteen-month probationary period, an employee will receive a salary of \$53,126 per annum. These rates are subject to change.

**HOW TO APPLY:** You may apply and schedule a reservation for a test date if you believe you meet the requirements in the "How to Qualify" section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you **may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account.**

Follow the onscreen application instructions for making a reservation and electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email. 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>.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Thank you for calling" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

**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](http://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."

If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

**HOW TO QUALIFY:** You will be given the test before we review 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.

**Education Requirement:** By **January 31, 2017** for Exam No. 7300 or by **June 30, 2017** for Exam No. 7308, you must have:

A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing, or cultural anthropology, at least 12 of which must have been in one of these disciplines.

College education must be 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).

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.

**Additional Information:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register screening will be conducted prior to considering a candidate for employment as a Child Protective Specialist. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from appointment to this position.

**The Protection of People with Special Needs Act:** Article 20 of the Executive Law and Article 11 of the Social Service Law requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**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 INFORMATION:**

- 1. Application for Examination:** Follow the on-screen instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education requirement):** 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](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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:** You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test will include questions which may require the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Child Protective Specialist may use this ability when reviewing a court order concerning the client's child abuse case.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Child Protective Specialist may use this ability when drafting a progress note documenting a home visit or creating a Family Assessment Services Plan (FASP).

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem. Example: A Child Protective Specialist may use this ability during a home visit or other casework contact, by identifying an event that occurred whereby one or more children displayed bruising and complained of abuse.

**Information Ordering:** following correctly a rule or set of rules to arrange things or actions 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, procedures, sentences, and mathematical or logical operations. Example: A Child Protective Specialist may use this ability when initiating the steps to remove a child from a home due to allegations of child abuse.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Child Protective Specialist may use this ability when assessing the physical home environment and conditions of one or more children, such as checking for properly stocked refrigerators, window guards and proper sleeping arrangements, to determine if it is an appropriate setting for children.

**Inductive Reasoning:** combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: A Child Protective Specialist may use this ability during a home visit, when through direct observation and/or communication with the caregiver(s) or children, discovers that there are challenges the caregiver(s) are facing in supplying basic necessities for the children, such as difficulties paying for childcare, rent, and/or food, leading the Child Protective Specialist to refer the family for additional services.

**THE TEST RESULTS:** If you pass the 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:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak a foreign language and/or 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 on the day of the multiple-choice 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 your request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> 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.

**Probationary Period:** The probationary period for this title is 18 months. Among other requirements, you will be required to pass the Training Academy test, and meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to Administration, Customer and Exam Support by e-mail at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** at [http://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) for information on what to include in your request. Your request must be received at least fifteen business days before the date of 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.

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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](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52366; Social Service Occupational Group.

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