



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

<b>REQUIRED INFORMATION</b>
APPLICATION EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO  
 Mayor  
 LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES**  
**Exam No. 7535**

<p><b>WHEN TO APPLY:</b> From: December 1, 2016          To: December 30, 2016</p>	<p><b>APPLICATION FEE: \$68.00</b>          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.</p>
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**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Administrative Directors of Social Services, under direction, with great latitude for the exercise of independent judgment, are responsible for the direction, administration, and effective functioning of an organizational segment or regional office in a large social services agency which provides social services to the general population and client groups at risk, and perform one or more of the following managerial assignments: allocate staff and resources within budgetary constraints to meet program needs; supervise staff, which includes assigning duties, evaluating work performance, recommending staff hiring, firing and promotion, approving time and leave, initiating disciplinary proceedings, and conducting and/or arranging for staff training; handle crisis situations; formulate, modify, and interpret agency policies, procedures, and programs for staff, public and private agencies and institutions, the community, and clients; ensure compliance with Federal, State, and City laws and mandates, in accordance with agency policies and procedures; provide consultations, direct services, and approval/disapproval for complex cases; interact with community, political and professional groups and leaders; provide information and receive feedback about agency programs and services; determine service needs; plan and coordinate services; act as advocates for clients, the community, and other groups; develop advisory groups on programs and relevant issues; represent the agency in contacts with public and private agencies and institutions; and address interagency service problems. All Administrative Directors of Social Services perform related work.

**Special Working Conditions:** Administrative Directors of Social Services may be required to work shifts including nights, Saturdays, Sundays, and holidays and may be on call 24 hours a day, 7 days a week.

(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:** Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

**HOW TO APPLY:** If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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 apply 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>.

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

**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  
17<sup>th</sup> Floor  
New York, NY 10007

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

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 24, 2016 and Monday, December 26, 2016.**

**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 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."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Supervisor III (Social Services) or Supervisor III (Social Work) or Child Welfare Specialist Supervisor or Child and Family Specialist or Program Evaluator (ACS); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**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 B, and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

**THE TEST:** You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility 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 with a City of New York social services agency as a permanent (not provisional) Supervisor III (Social Services), Supervisor III (Social Work), Child Welfare Specialist Supervisor, Child and Family Specialist, or Program Evaluator (ACS) performing administrative/managerial duties for:**

	<b>You will receive:</b>
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points

**If you have satisfactory full-time experience with an employer other than the City of New York performing administrative/managerial duties for a social services organization for:**

	<b>You will receive:</b>
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points

Administrative or managerial work experience includes the authority to make critical decisions about matters of significance.

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. Each year of experience will be credited under only one category.

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

Experience must be obtained by **the last day of the Application Period (December 30, 2016).**

**THE TEST RESULTS:** If you pass the education and experience test and are marked eligible, 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 promotion 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 promotion, 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, 14<sup>th</sup> 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 License and Registration:** If you have one or more of the valid licenses and registrations listed below, you may be considered for promotion to positions requiring these licenses and registrations through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring one of the following licenses and registrations. If you wish to apply for Selective Certification(s), enter the appropriate selection(s) in Section D of the Education and Experience Test. **Your license and registration will be checked by the appointing agency at the time of promotion. If you are promoted through this Selective Certification, your license and registration must be maintained for the duration of your employment.**

1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW). **To add Selective Certification for Licensed Clinical Social Worker, enter "LCS" in Section D of the Education and Experience Test.**
2. A valid New York State Registration as a Licensed Master Social Worker (LMSW). **To add Selective Certification for Licensed Master Social Worker, enter "LMS" in Section D of the Education and Experience Test.**
3. A valid New York State Registration as a Registered Professional Nurse (RPN). **To add Selective Certification for Registered Professional Nurse, enter "RPN" in Section D of the Education and Experience Test.**

**Selective Certification for Special Experience:** If you have special experience in one or more of the areas listed below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for Selective Certification(s), enter the appropriate selection(s) in Section D of the Education and Experience Test. **Your experience will be checked by the appointing agency at the time of promotion.**

1. **Selective Certification for Home Care Services Program Experience:** (1) At least four years of permanent (not provisional) satisfactory, full-time supervisory/administrative level long-term care/home care casework experience with the City of New York and/or with an employer other than the City of New York, serving the elderly and/or disabled individuals; **or** (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in **one** of these disciplines **and** at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above. **To add Selective Certification for Home Care Services Program Experience, enter "HCP" in Section D of the Education and Experience Test.**
2. **Selective Certification for HIV/AIDS Services Administration Experience:** (1) At least four years of permanent (not provisional) satisfactory, full-time supervisory/administrative experience with the City of New York and/or with an employer other than the City of New York, serving the chemically dependent adult, mentally ill and/or homeless population with HIV/AIDS; **or** (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, law, education, nursing or cultural anthropology, at least 12 of which must have been in **one** of these disciplines, **and** at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above. **To add Selective Certification for HIV/AIDS Services Administration Experience, enter "HIV" in Section D of the Education and Experience Test.**

3. **Selective Certification for Adult Protective Services Experience:** (1) At least four years of permanent (not provisional) satisfactory, full-time supervisory/administrative experience with the City of New York and/or with an employer other than the City of New York, serving the elderly, disabled, and/or the psychiatrically or chemically dependent adult population; **or** (2) successful completion of 24 semester credits from an accredited college or university in gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in **one** of these disciplines, **and** at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above. **To add Selective Certification for Adult Protective Services Experience, enter "PSA" in Section D of the Education and Experience Test.**
4. **Selective Certification for Domestic Violence Survivor Experience:** (1) At least four years of permanent (not provisional) satisfactory, full-time supervisory/administrative experience with the City of New York and/or with an employer other than the City of New York, serving domestic violence survivors who are seeking shelter and/or related services; **or** (2) successful completion of 24 semester credits from an accredited college or university in social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in **one** of these disciplines, **and** at least three years of satisfactory, full-time supervisory/administrative experience as described in (1) above. **To add Selective Certification for Domestic Violence Survivor Experience, enter "DVE" in Section D of the Education and Experience Test.**
5. **Selective Certification for Customized Assistance Services Experience:** (1) At least four years of permanent (not provisional) satisfactory, full-time clinical/operational experience with the City of New York and/or with an employer other than the City of New York, serving populations with clinical limitations and barriers in the areas of mental health, disability, employment, substance use and/or homelessness; **or** (2) successful completion of 24 semester credits from an accredited college or university in rehabilitation counseling, social work, psychology, sociology, human services, public policy, public administration, criminal justice, education, nursing or cultural anthropology, at least 12 of which must have been in **one** of these disciplines, **and** at least three years of satisfactory, full-time clinical/operational experience as described in (1) above. **To add Selective Certification for Customized Assistance Services Experience, enter "CSA" in Section D of the Education and Experience Test.**

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).

**The above Selective Certification requirements may be met at anytime during the duration of the eligible list.** If you meet these requirements at some future date, please submit a 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.

**Assignment of Duties:** 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. State central register screening will be conducted prior to considering a candidate for employment as an Administrative Director of Social Services. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from promotion to this position.

**The Protection of People with Special Needs Act:** Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be promoted or assigned to such a position.

**Application Receipt:** 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](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> 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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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/dcass](http://nyc.gov/dcass) and at the Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 10056; The Managerial Service.

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