



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
SPECIAL INSERT

MICHAEL R. BLOOMBERG
 Mayor

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 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO COMPUTER ASSOCIATE (OPERATIONS)

Exam. No. 3521

WHEN TO APPLY: From: February 4, 2004 APPLICATION FEE: \$40.00
To: February 24, 2004 Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Computer Associates (Operations), under general supervision, with very considerable latitude for independent initiative and judgment, supervise the activities of subordinates in one or more computer operating units of considerable size; serve as technical resource persons in the **monitoring, troubleshooting, diagnosis, and problem resolution** of **mainframe** computer operations.

Computer Associates (Operations) 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 \$39,564 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments to the higher assignment levels are made at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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 or the New York City Health and Hospitals Corporation who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List for the title of Computer Aide; 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.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. 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 are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

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 such 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 such eligible title for **at least two years**. If service as a Computer Aide has been

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interrupted by a break in service of more than one (1) year, then only time served subsequent to the break in service will count toward meeting the eligibility requirement.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Section B. 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.
3. **Special Insert:** Write your social security number on the line at the center of the page. **Selective Certifications for MVS/VM/ESA, MVS Z/OS , O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems:** In each selective certification section, check the appropriate box indicating whether or not you wish to apply for that particular selective certification. If you wish to apply for a selective certification, complete all information requested in that section.

THE TEST: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed in the "Eligibility To Take Examination" section. After these requirements are met, you will receive credit for no more than three additional years of experience, up to a maximum of 100 points on the following basis:

Additional Credit:

- (1) For satisfactory, full-time experience gained since February, 1996, in a mainframe computer or a mainframe data communication network setting operating computer consoles and computer peripheral devices, you will receive:
 - (A) 15 points for at least one year but less than three years of experience; or
 - (B) 30 points for at least three years of experience.
- (2) For satisfactory, full-time experience gained since February, 1996, performing a mainframe computer operations-related function not included in "1" above (e.g., printing room, tape library or data entry), you will receive:
 - (A) 5 points for at least one year but less than three years of experience; or
 - (B) 10 points for at least three years of experience.
- (3) For at least two years of satisfactory, full-time experience gained since February, 1996 teaching computer operations in an academic setting or technical school, you will receive 5 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. Each year of experience will be credited under only one category which will be the highest appropriate category.

Experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you 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.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have at least two years of satisfactory, full-time experience gained since February, 1996 in the operation of MVS/VM/ESA, MVS Z/OS , O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems, you may be considered for promotion to positions requiring these types of experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred

consideration for positions requiring this experience. To apply for Selective Certification, you must complete the applicable section(s) in the Special Insert.

The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements **now**, simply fill out the Special Insert and submit it with the rest of your application. If you will meet the Selective Certification requirements **at some future date**, submit a completed copy of the Special Insert by mail at that time to: DCAS Bureau of Examinations - GEEG, 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 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.

List Termination: The eligible list for the New York City Health and Hospitals Corporation resulting from this examination will be terminated one year from the date it is established, unless extended by the Corporation.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York and The New York City Health and Hospitals Corporation are Equal Opportunity Employers.

Title Code No. 13621 and 961310 (HHC); Computer Operations Occupational Group.

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

A. 2 SELECTIVE CERTIFICATION FOR MVS Z/OS

If you wish to be considered for selective certification for MVS Z/OS, you must describe this experience clearly and in detail (indicating that the experience was in the MVS Z/OS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS Z/OS** operating system.

Do you wish to apply for selective certification for **MVS Z/OS**?

Yes No

Do you have two years of satisfactory, full-time experience gained since February 1996 in **performance monitoring, troubleshooting, diagnosis, and problem resolution of an MVS Z/OS** operating system?

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 3 SELECTIVE CERTIFICATION FOR O/S 390

If you wish to be considered for selective certification for O/S 390, you must describe this experience clearly and in detail (indicating that the experience was in the O/S 390 operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 in **performance monitoring, diagnosis, troubleshooting, and problem resolution of an O/S 390** operating system.

Do you wish to apply for selective certification for **O/S 390**?

Yes No

Do you have two years of satisfactory, full-time experience gained since February 1996 in **performance monitoring, diagnosis, troubleshooting, and problem resolution of an O/S 390** operating system?

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 4 SELECTIVE CERTIFICATION FOR A/S 400

If you wish to be considered for selective certification for A/S 400, you must describe this experience clearly and in detail (indicating that the experience was in the operation of A/S 400) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, and correction coordination of an A/S 400 operating system.**

Do you wish to apply for selective certification for A/S 400? Yes No

Do you have two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, and correction coordination of an A/S 400 operating system?** Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 5 SELECTIVE CERTIFICATION FOR Vax/VMS

If you wish to be considered for selective certification for Vax/VMS, you must describe this experience clearly and in detail (indicating that the experience was in a Vax/VMS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, diagnosis, troubleshooting, and problem resolution of a Vax/VMS operating system.**

Do you wish to apply for selective certification for Vax/VMS? Yes No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, diagnosis, troubleshooting, and problem resolution of a Vax/VMS operating system?** Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 6 SELECTIVE CERTIFICATION FOR VTAM

If you wish to be considered for selective certification for VTAM, you must describe this experience clearly and in detail (indicating that the experience was in a VTAM operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a VTAM operating system.**

Do you wish to apply for selective certification for VTAM? Yes No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a VTAM operating system?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 7 SELECTIVE CERTIFICATION FOR HP 9000 UNIX

If you wish to be considered for selective certification for **HP 9000 UNIX operating system**, you must describe this experience clearly and in detail (indicating that the experience was in a **HP 9000 UNIX** operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since February, 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a HP 9000 UNIX operating system.**

Do you wish to apply for selective certification for **HP 9000 UNIX systems?** Yes No

Do you have two years of satisfactory, full-time experience gained since February 1996 **in performance monitoring, troubleshooting, diagnosis, and problem resolution of a HP 9000 UNIX operating system?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3
