



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

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
SPECIAL INSERT

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO COMPUTER SPECIALIST (SOFTWARE)

Exam. No. 1507

AMENDED NOTICE - April 10, 2002

**WHEN TO APPLY:** From: April 3, 2002  
To: April 23, 2002

**APPLICATION FEE: \$60.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

This Notice of Examination has been amended to change the address for the return of completed forms and the application fee to the DCAS Examining Services Section, 1 Centre Street, 14<sup>th</sup> floor - Room 1448, New York, NY 10007. Candidates who filed previously need not file again.

**WHAT THE JOB INVOLVES:** At Assignment Level I: Computer Specialists (Software), under varying degrees of supervision or direction, with varying degrees of latitude for independent initiative and judgement, perform work of a highly complex, technical nature in the design, implementation, maintenance and enhancement of application systems, database management systems, operating systems and/or network systems; may supervise a unit engaged in work related to these areas; and perform related work.

(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 \$59,056 per annum. This rate is subject to change. There are four 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, 14<sup>th</sup> 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 who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Computer Associate (Software); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain 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**. If you are marked "not eligible", your application fee will not be refunded and your test paper 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 title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

### 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 Sections B, C 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

3. **Special Insert:** Write your social security number on the line at the center of the cover page. **Part I: Selective Certification:** 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 selective certification, complete all information requested in that section. **Part II: Professional Certification:** Follow the instructions to request credit for professional certification(s).

**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 credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory paid experience between April 3, 1995 and April 23, 2002 in application systems development, database application systems development, systems programming, or network systems, you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience; or
- (B) 20 points for at least two years but less than three years of experience; or
- (C) 30 points for at least three years of experience.

For full-time satisfactory paid experience of at least one year between April 3, 1992 and April 2, 1995 in application systems development, database application systems development, systems programming, or network systems, you will receive an additional 5 points.

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

Experience such as computer operations, technical support, LAN administration, desktop applications or as an end user **will not** be credited as qualifying experience for additional credit.

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.

Specific professional certifications can be equated to either 12 months or 18 months of experience for additional credit. Part II of the Special Insert contains instructions for requesting additional credit based on the certifications, as well as a list of the acceptable professional certifications.

**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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Investigation:** All eligibles must pass a background investigation by the Department of Investigation.

**Selective Certification for Special Experience:** If you have **24 months** of acceptable experience or professional certification(s) in Application and Database Development, Mainframe Programming (Applications), Mainframe Programming (Systems), Internet and Emerging Technologies and/or Network Systems Technologies, you may be considered for appointment to positions requiring these types of experience or certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. You must also complete the applicable section(s) in the Special Insert. The acceptable professional certifications are listed in **Part II** of the **Special Insert**.

**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 resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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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 in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 13632; Computer Software Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)**