



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  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**TELECOMMUNICATIONS ASSOCIATE  
Exam. No. 1036**

**WHEN TO APPLY:** From: April 3, 2002      **APPLICATION FEE: \$35.00**  
To: April 23, 2002      *Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** At Assignment Level I: Telecommunications Associates under supervision, with some latitude for the exercise of independent judgement and initiative, perform other than engineering functions for delivery of voice (telephone) and/or data telecommunications service. They perform assignments of moderate difficulty in the procurement, set-up, operation, and/or maintenance of voice and/or data telecommunications systems or serve as a voice and/or data telecommunications analyst, member of a project team, or project manager for voice and/or data telecommunications projects of moderate scope; and perform related work.

Some of the physical activities performed by Telecommunications Associates and environmental conditions experienced are: Walking to and from sites; climbing and descending from ladders or stairs; standing for an extended period of time; bending and stooping during surveys; working in confined areas; distinguishing colors; communicating orally; carrying clipboard, equipment and tools weighing up to 50 pounds; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather; may drive a motor vehicle to and from sites; work nights and weekends.

(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 \$31,274 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments to the higher assignment level(s) are made at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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.

**NOTE: ALL APPOINTMENTS FROM THE ELIGIBLE LIST RESULTING FROM THIS EXAMINATION WILL BE MADE BY SELECTIVE CERTIFICATION FOR EITHER VOICE TELECOMMUNICATIONS POSITIONS OR DATA TELECOMMUNICATIONS POSITIONS.** In order to be on the eligible list, you must qualify in either or both of these selective certification areas. To apply for voice telecommunications positions, state "voice" and the box number(s) which describe your qualifying experience in Section D on page 4 of the Education and Experience Test Paper. To apply for data telecommunications positions, state "data" and the box number(s) which describe your qualifying experience in Section D on page 4 of the Education and Experience Test Paper. To apply for both types of positions, state "voice" and "data" and the box numbers which describe your qualifying experience for each type of position in Section D on page 4 of the Education and Experience Test Paper.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the Application Period you must have:

**Voice Telecommunications**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in voice telecommunications (telephone, radio, microwave, fiber optic and cell service), telecommunications technology, electronics, physics, and/or planning and analysis of electronic systems, and one year of satisfactory full-time experience in the performance of analytical, planning,

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- operational, technical, and/or administrative duties in a voice telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in voice telecommunications (telephone, radio, microwave, fiber optic and cell service), telecommunications technology, electronics, physics, and/or planning and analysis of electronic systems, and two years of experience as described in "1" above; or
  3. A four-year high school diploma or its educational equivalent and three years of experience as described in "1" above; or
  4. A satisfactory combination of education and/or experience which is equivalent to "1", "2" or "3" above. College education may be substituted for experience on the basis of six months of experience as described in "1" above for each 30 semester credits of undergraduate college education including or supplemented by 6 semester credits in voice telecommunications (telephone, radio, microwave, fiber optic and cell service), telecommunications technology, electronics, physics, and/or planning and analysis of electronic systems. However, all candidates must have at least one year of the experience as described in "1" above.

Examples of acceptable experience in voice telecommunications are as follows: installing and servicing voice telecommunications systems; planning and analyzing of voice communications systems; and preparing proposals for voice telecommunications systems.

Examples of unacceptable experience in voice telecommunications are as follows: telephone operator; selling or servicing of individual consumer telephones, radios, or electronics; switchboard operator; radio dispatcher; radio console operator; and electrician.

### **Data Communications**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in data telecommunications/networking or in a pertinent scientific, technical, electronic or related area and one year of satisfactory full-time experience in the performance of analytical, planning, operational, technical, and/or administrative duties in a data telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in data telecommunications/networking or in a pertinent scientific, technical, electronic or related area and two years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and three years of experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for experience on the basis of six months of experience as described in "1" above for each 30 semester credits of undergraduate college education including or supplemented by 6 semester credits in data telecommunications/networking or in a pertinent scientific, technical, electronic or related area. However all candidates must have at least one year of the experience as described in "1" above.

Examples of acceptable course work are: data telecommunications, computer science, electronics, and electrical engineering.

Examples of acceptable experience in data telecommunications are as follows: operating data telecommunications computer consoles and peripheral devices; computer equipment planning; automation planning; computer programming; and computer system installation and service.

Examples of unacceptable experience in data telecommunications are as follows: computer sales; electronic stores salespersons; and retail sales.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** Candidates 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 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 A, A.1, A.2, B 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.
- 3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting either the voice telecommunications or data telecommunications education and experience 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 satisfactory full-time experience in the last seven years in the performance of analytical, planning, operational, technical, and/or administrative duties in a **voice** telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment **or** in a **data** telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment, you will receive:

- (A) 15 points for at least one year but less than two years of experience; or
- (B) 30 points for two or more years of experience.

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

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

**SELECTIVE CERTIFICATION:**

**ALL APPOINTMENTS FROM THE ELIGIBLE LIST RESULTING FROM THIS EXAMINATION WILL BE MADE BY SELECTIVE CERTIFICATION FOR EITHER VOICE TELECOMMUNICATIONS POSITIONS OR DATA TELECOMMUNICATIONS POSITIONS.**

If you apply for and are found qualified for only one type of position, you may be considered for that area only.

If you apply for and are found qualified for both types of position, you may be considered for both areas. If you accept an appointment to either type of position, your name will be removed from the eligible list, and you will not be considered for the other type. If you decline an appointment to one type of position, your name will be removed from further consideration for that area, but you may still be considered for the other area.

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in score order on the selective certification list for the area(s) you chose 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:**

**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 Center 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. 20243; Telecommunications 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)**