



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**

EDUCATION ANALYST TRAINEE

**Exam. No. 7007
SECOND AMENDED NOTICE - March 25, 2009**

WHEN TO APPLY: From: March 7, 2007
To: March 27, 2007

APPLICATION FEE: \$35.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 16, 2007.**

The Notice of Examination is amended to reduce the probationary period.

WHAT THE JOB INVOLVES: Education Analyst Trainees, under supervision, with some latitude for independent judgment, in a Central Headquarters, Regional Operations Center or Integrated Service Center of the Department of Education of the City of New York, receive training in and assist in professional and technical work in the preparation and administration of budgets; the preparation and conduct of administrative and procedural studies and analyses; and in personnel administration. All Education Analyst Trainees 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 \$35,686 per annum. The salary of those hired will be increased to \$38,482 per annum upon completion of one year of satisfactory service.

Appointments to this class of positions are subject to a two year probationary period. At the end of two years of satisfactory service, permanent employees in this class of positions will advance, without further examination, to the title of Education Analyst, which has a current minimum salary of \$49,611 per annum. An unsatisfactory probationer's service may be terminated at any time during the two year probationary period.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education Requirement: By **June 30, 2007** you must have:

A baccalaureate degree from an accredited college.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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 and you will not receive a score.

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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out **Sections A, A.1 and A.4**. 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. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education 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 "**document-by-document**" (**general**) 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. 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 content may include questions on the ability to read, understand and interpret written English; the ability to use English words or sentences in writing so others will understand, including the ability to review and edit written documents; the ability to apply general rules or procedures to specific issues; the ability to obtain facts from one or more sources and develop logical conclusions, including using data to complete forms and the ability to collect and analyze data; the ability to add, subtract, multiply, divide, and compute percentages; the ability to apply given statistical formulas, including calculation of medians, means and modes; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education requirement and 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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. 12750; Education Analysis Occupational Group.

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