



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET
NEW YORK, NY 10007

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**

**FORESTER
Exam. No. 8104**

WHEN TO APPLY: From: February 4, 2009
To: February 24, 2009

APPLICATION FEE: \$35.00
*Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.*

WHAT THE JOB INVOLVES: Foresters perform professional forestry work of varying degrees of difficulty and responsibility. Promotes and maintains the health and vitality of the urban forest under difficult conditions. Operates motor vehicles and motorized equipment incidental to the performance of these duties. There are two Assignment Levels within this class of positions. All Foresters perform related work.

Some of the physical activities performed by Foresters and environmental conditions experienced are: standing for extended periods of time; working outdoors in an urban environment in all kinds of weather; walking on uneven ground and walking uphill.

Special Working Conditions: Foresters 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 \$33,848 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. A Master's Degree from an accredited college or university, 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) with specialization in Forestry or a related subject, or;
2. A Baccalaureate Degree from an accredited college or university, 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) with specialization in Forestry or a related subject and one year of full-time professional experience in forestry or arboricultural work or;
3. An Associate Degree from an accredited college or university, 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) with specialization in Forestry or a related subject and 3 years of full time professional experience in forestry or arboricultural work or;
4. Education and/or experience equivalent to "1", "2", or "3" above; however, you must have a minimum of an Associate's Degree to qualify for this position.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you 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.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify you. This license must be maintained for the duration of your employment.

Residency Requirement: There is no residency requirement 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:** Fill out Sections **A, A.1, A.2, A.4,A5, A.6, B and C**. 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and examination title and **number** in the box provided. **If you are applying online**, follow the online instructions.
- 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 the 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:

- (1) For full-time satisfactory experience in urban forestry work you will receive:
 - A) 10 points for at least 1 year but less than 3 years of full-time satisfactory experience.
 - B) 20 points for at least 3 years but less than 5 years of full-time satisfactory experience.
 - C) 30 points for 5 years or more of full-time satisfactory experience.
- (2) For full-time satisfactory experience in arboricultural work in an urban forestry environment you will receive:
 - A) 5 points for at least 1 year but less than 3 years of full-time satisfactory experience.
 - B) 10 points for at least 3 years but less than 5 years of full-time satisfactory experience.
 - C) 15 points for 5 years or more of full-time satisfactory experience.
- (3) For full-time satisfactory experience in commercial or traditional forestry work you will receive:
 - A) 3 points for at least 1 year but less than 3 years of full-time satisfactory experience.
 - B) 6 points for at least 3 years but less than 5 years of full-time satisfactory experience.
 - C) 9 points for 5 years or more of full-time satisfactory experience.

After the minimum requirements are met, additional credit up to a maximum of 3 points will be given for education/certifications as follows:

0.1 point will be given for each credit earned at an accredited college or university, 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) in any of the following courses: forest dendrology, botany, forest mensuration, remote sensing, landscape plant materials, forest entomology, forest pathology, horticulture, diseases and insect pests of trees, plant health, care for woody ornamentals, infrastructure and tree conflict management, tree planting and transplanting, urban soils, tree and shrub fertilization, tree structure mechanics, tree hazard evaluation/tree risk management, tree and landscape valuation and for any of the following civil engineering courses: construction project management, tree preservation and protection during construction.

0.1 point will also be given for each of the following: certification by the International Society of Arboriculture as a Certified Arborist or Board Certified Master Arborist, or certification by the American Society of Consulting Arborists as a Registered Consulting Arborist.

The maximum rating in this education and experience test is 100.00%.

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 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.**

THE TEST RESULTS: If you pass the education and experience 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.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, 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. Include your social security number and the examination number and title in your emails. If you applied by mail, 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.

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 Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 81361

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