



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14th FLOOR
 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

**PSYCHOLOGIST (HHC)
 Exam. No. 0162
 (For The New York City Health and Hospitals Corporation Only)**

**WHEN TO APPLY: From: May 5, 2010 APPLICATION FEE: \$ 60.00
 To: May 25, 2010 Payable by mail by money order to DCAS (EXAMS) or
 payable online by credit card, bank card, or debit card.**

WHAT THE JOB INVOLVES: Psychologists (HHC), under general supervision, with latitude for independent or unreviewed action or decision, perform professional work in the field of psychology. All psychologists (HHC) 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 \$54,079 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Appointments to the higher assignment levels have additional requirements and are made at the discretion of the agency.

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:

- 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.
- By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

- A doctorate in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology, developmental psychology or neuro-psychology 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); or

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2. Completion of two years of graduate work 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), consisting of at least 60 graduate semester credits in psychology, in an accredited graduate program leading to a doctoral degree in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology, developmental psychology or neuro-psychology, plus two years of satisfactory full-time experience, gained after admission to the accredited graduate program, in one of these areas under the supervision of a licensed psychologist or psychiatrist in a hospital, penal institution, social services agency, clinic, court, school or other agency or institution; or
3. Completion of a respecialization in clinical psychology from an accredited program, 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) plus one year of satisfactory full-time experience as described in (2) above.

To qualify, all candidates must have completed the equivalent of three semester credits from an accredited graduate school, 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 each of the following: personality testing, individual intelligence testing, psychopathology or abnormal psychology, and psychological and/or behavioral intervention; and all candidates must have 240 hours of experience, under the supervision of a licensed psychologist, in each of the following: personality testing, individual intelligence testing, and psychological and/or behavioral intervention. However, experience in psychological and/or behavioral intervention may be under the supervision of a licensed psychiatrist.

Completion of an American Psychological Association (APA) approved doctoral program in professional psychology is evidence of meeting the course requirements listed above. Completion of an APA approved internship in professional psychology is evidence of meeting all supervised experience requirements.

Externships are part of a doctoral program and will **not** be accepted for meeting minimum experience requirements. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for meeting minimum experience requirements.

Degree Requirement: All appointees will be required to have a doctoral degree in psychology within one year of the date of appointment. Employees who fail to obtain their doctorate within one year of their appointment may have their probationary periods and the period to obtain the degree extended for no more than six months. This degree must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

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. Fill out **Sections A.1 (if applicable), A.5, A.6, B, C (if applicable) and D (if applicable)**. 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 the 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:

For satisfactory full-time experience in clinical psychology, developmental psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology, you will receive

- (A) 10 points for at least one (1) year of experience but less than two (2) years of experience; or
- (B) 20 points for at least two (2) years of experience but less than three (3) years of experience; or
- (C) 30 points for three (3) or more years of experience.

Externships are part of a doctoral program and will **not** be accepted for meeting minimum experience requirements. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for meeting experience requirements.

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:

Selective Certification for Language: If you can speak Albanian, Arabic, Bengali, Mandarin (Chinese), Cantonese (Chinese), French, German, Greek, Haitian-Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g. Ibo, Swahili, Yoruba), Yiddish and/or communicate in American Sign Language, you may be considered for appointment to positions in the Health and Hospitals Corporation requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you are interested in applying for the Selective Certification, state the name of the language and/or American Sign Language in **Section D** on page 4 of the Education and Experience Test Paper. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Licensure: If you have a valid license as a psychologist issued by the New York State Department of Education you may be given preferred consideration for appointment to positions requiring this license through a process called Selective Certification. This license must be maintained for the duration of employment. If you are interested in applying for this Selective Certification, state "license" in **Section D** on page 4 of the Education and Experience Test Paper. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 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: 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 email. 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.

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

This examination is for the Health and Hospitals Corporation (HHC) and not for all City agencies. If you would like to apply for Psychologist for all City agencies you must submit a separate application and fee for Exam. No. 0143 from May 5, 2010 through May 25, 2010.

GUIDE TO COMPLETING THE EDUCATION AND EXPERIENCE TEST PAPER

Describing your Employment History

If you are using options #2 or #3 to meet the minimum qualification requirements, please read the following

For all experience:

- In Boxes under **Section B** for the Title of Immediate Supervisor field: Enter either psychologist or psychiatrist (note: if your supervisor during your time of employment was not a licensed psychologist or psychiatrist, you will not receive credit).
- In Boxes under **Section B** for the Nature of Employer's Business field: Enter where the experience was gained (hospital, clinic, etc.), and if it was an internship or externship (if applicable).

For the required course work:

- In **Section A.6** for the Courses field: Enter the name of the courses in each of the following areas: personality testing, individual intelligence testing, psychopathology or abnormal psychology, and psychological and/or behavioral intervention, and the number of graduate semester credits.

For the 240 hours:

- In Boxes under **Section B** for Description of duties/tasks/functions field: Enter the number of hours of experience under the supervision of a licensed psychologist or psychiatrist.
- In Boxes under **Section B** for the Title of Immediate Supervisor field: Enter either psychologist or psychiatrist (note: if your supervisor during your time of employment was not a licensed psychologist or psychiatrist, you will not receive credit).

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, New York, NY 10007.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 521100 ; Psychologist Occupational Group

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas