



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

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Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE ENGINEER

Exam No. 1044

WHEN TO APPLY: From: February 2, 2011
To: February 22, 2011

APPLICATION FEE: \$68.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 18, 2011.**

WHAT THE JOB INVOLVES: Administrative Engineers, under direction, with broad scope for the exercise of independent initiative and judgment, serve as division engineers in charge of a major division, field division or equivalent; serve as a consultant on major engineering matters to an agency; are responsible for the review of the design of structures of all types and the examination of plans for the construction, alteration or repair of buildings under the jurisdiction of the Department of Buildings; perform highly responsible supervisory work or highly difficult and responsible work in engineering. All Administrative Engineers perform related work.

Special Working Conditions: Administrative Engineers 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: Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You may be given the test before we verify your qualifications. 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 requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 valid New York State License as a Professional Engineer **and** six (6) years of full-time paid experience in civil, mechanical, electrical, chemical, environmental engineering or plan examining work, at least two (2) years of which must have been in an executive, managerial or administrative capacity.

This Professional Engineer license must be maintained for the duration of your employment. A current registration as a Professional Engineer must be maintained as a condition of employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 FORMS:

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 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 the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.

THE TEST: You will be given a multiple-choice test designed to assess the extent to which you have certain managerial skills/abilities deemed to be important to the performance of the job tasks of an Administrative Engineer. The pass mark for the multiple-choice test will be 70.000.

Some test questions may be answered on the basis of documents and/or other information supplied to you on the day of the test and may assess your ability to judge actions regarding hypothetical problems and decisions, but all questions will relate to any of the following job task categories:

- **Supervising Staff**
- **Reviewing, Reporting and Analyzing Information**
- **Developing Project Plans**
- **Preparing Contracts and Budgets**
- **Project Management**
- **Strategizing and Consulting**
- **Compliance with Applicable Safety Standards, Regulations and Local Laws**

Questions based upon the above task categories may require the use of any of the following skills/abilities:

- **Identifying Problems & Making Decisions** - includes abilities such as Analytical Thinking; Quantitative Analysis & Interpretation; Judgment & Decision-Making; Planning & Organizing; and Innovation.
- **Working Effectively** - includes abilities such as Management of Financial, Material and/or Personnel Resources; Monitoring; Time Management; Persistence; Adaptability/Flexibility; and Stress Tolerance.
- **Communicating** - includes abilities such as Written Comprehension and Written Expression.
- **Interacting with Others** - includes abilities such as Persuading & Influencing Others; Conflict Resolution; Concern for Others; Coaching & Mentoring; and Teamwork.
- **Acting Responsibly** - includes abilities such as Integrity; Dependability; Achievement/Effort; Initiative & Independence; Attention to Detail; Self Control; and Updating & Using Relevant Knowledge.

A passing score on this test will satisfy the requirement that candidates pass a qualifying test for entry into the Managerial Service.

THE TEST RESULTS: If you meet the license and experience requirements 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.

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.

ADDITIONAL INFORMATION:

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10015; The Managerial Service.

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