



MICHAEL R. BLOOMBERG
Mayor

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Commissioner

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

ASSOCIATE CHEMIST

Exam No. 3054
(For Agencies Under the Jurisdiction of the Commissioner, DCAS only)

WHEN TO APPLY: From: January 2, 2013

APPLICATION FEE: \$54.00

To: January 22, 2013

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

WHAT THE JOB INVOLVES: Associate Chemists, under supervision, perform professional chemist work in the laboratory and in the field. All Associate Chemists perform related work.

Special Working Conditions: Associate Chemists may be required to work all hours of the day or night and Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Chemists and environmental conditions experienced are: lifting and carrying packages weighing approximately 20 pounds for a distance of 30 feet; performing duties in confined work areas; wearing protective garments such as respirators, gloves, lab coats, and goggles; handling and manipulating laboratory equipment and instruments/tools such as glass and plastic ware and lab tools, etc; adjusting settings on machines which require fine finger and hand coordination and control; and collecting samples at sites in all weather conditions.

(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 \$38,104 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Monday, 1/21/13.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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: 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

A baccalaureate degree from an accredited college, including or supplemented by 16 semester credits in chemistry and 8 semester credits in any one or a combination of the following areas: chemistry, pharmacology, toxicology, environmental science, forensic science, or other natural science.

The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education once the filing period has ended.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.4, A.5 (if applicable), A.6, B (if applicable), 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 online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience performing chemical or physical analyses in a clinical, chemical, forensic or environmental laboratory you will receive:

You will receive:

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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 Clinical Laboratory Technologist License: If you have a Clinical Laboratory Technologist License issued by the New York State Education Department, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "LTC" in Section D of the Education and Experience Test Paper. Your license will be checked by the appointing agency at the time of appointment. **This license must be maintained for the duration of your employment.**

Selective Certification for Chemical Analyses of Potable Water, Non-Potable Water or Biosolids: If you have at least two years professional experience performing chemical analyses of potable water, non-potable water or biosolids in conformance with the National Environmental Laboratory Accreditation Conference Standards (NELAC) for submission of data for compliance with the Safe Drinking Water Act (SDWA) or Clean Water Act (CWA), you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "LPW" in Section D of the Education and Experience Test Paper.

Selective Certification for Metallographic Preparation: If you have at least two years of professional experience in metallographic preparation, which is the process of cutting, mounting, grinding and polishing metal specimens for the purpose of examination under a microscope to determine conformance to various specifications, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "LMP" in Section D of the Education and Experience Test Paper.

Selective Certification for Analyzing Contaminants using complex instrumentation: If you have at least two years professional experience analyzing contaminants using complex instrumentation including inductively coupled plasma mass spectrometers with optical emission or mass spectrometric detection, high performance liquid chromatographs or gas chromatographs with optical absorption, fluorescence emission, conductimetric or mass spectrometric detection, and automated bacterial identification systems, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "LCA" in Section D of the Education and Experience Test Paper.

Selective Certification for a Quality Assurance Officer to conduct a quality assurance program: If you have at least two years of experience auditing a quality assurance program involving complex instrumentation used to analyze contaminants, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "QAO" in Section D of the Education and Experience Test Paper.

Selective Certification for Supervising Routine Analysis of Water: If you have at least two years of experience analyzing contaminants using complex instrumentation or auditing a quality assurance program and at least one year experience in supervising routine analysis of water, air or hazardous waste by a group of analysts using conventional wet chemistry methods or instrumentation, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, enter "LRA" in Section D of the Education and Experience Test Paper.

If you qualify for any of the above Selective Certifications, you may be given preferred consideration for positions requiring these experiences and/or license. Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at anytime 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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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. 21822; Natural Science Occupational Group

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

