



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PAINTER
Exam No. 4012
(For Agencies Under the Jurisdiction of the Commissioner of DCAS Only)
AMENDED NOTICE-NOVEMBER 6, 2013

WHEN TO APPLY: From: November 6, 2013 **APPLICATION FEE: \$82.00**
 To: November 15, 2013

THE TEST DATE: The multiple-choice test is expected to be held on **Tuesday, January 28, 2014.**

The Notice of Examination is amended to reopen filing from November 6, 2013 through November 15, 2013, eliminate the recency requirement for experience, update the WHAT THE JOB INVOLVES and THE TEST sections. Candidates who filed previously need not file again.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Painters, under supervision, do inside and outside patching and painting of a general nature, including all coats. They work on and from ladders, platforms and scaffolds as jobs may require; erect ladders; may rig lines and scaffolds; prepare, fill, and prime surfaces for painting; mix paint components and match colors; apply paint with a brush or roller or spray gun to surfaces; apply plaster to surfaces, including skimming walls and taping joints; take proper care of all materials, tools and equipment; keep work records as required; may hang wallpaper; and may operate a motor vehicle in the performance of assigned duties. All Painters perform related work.

Some of the physical activities performed by Painters and environmental conditions experienced are: working on and from ladders, platforms and scaffolds; erecting scaffolds and ladders; lifting and carrying objects weighing up to 65 pounds; bending, kneeling and crouching while working; working in confined spaces; and using vision to check color matches.

(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 \$35.00 per hour, for a 35-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 information. 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, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computerized Testing and Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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 and Applications Centers will be closed on Monday, November 11, 2013.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing and Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY: 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 your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Experience Requirements:

1. Five years of full-time satisfactory experience as a painter; or
2. At least three years of full-time satisfactory experience as a painter and sufficient full-time satisfactory apprentice painter experience to make up a total of five years of acceptable experience. Six months of acceptable experience will be credited for each year of apprentice painter experience.

The experience requirement must be met by the last day of the Application Period.

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

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Section B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 may include questions on the knowledge of methods, techniques and materials used in the painting trade and preparing surfaces for finishing and refinishing; knowledge of the safety and cleaning practices and procedures and the proper use of tools and equipment, including their design, repair and maintenance; and other related areas.

The multiple-choice test may also include questions which require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages and taking square roots.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to obtain a duplicate notice.

THE TEST RESULTS: If you meet the 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.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Painter at HHC you must submit a separate application and fee for Exam. No. 4014 from November 6, 2013 through November 15, 2013.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

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 at nyc.gov/dcas and at the DCAS Computerized Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91830; Skilled Craftsman and Operative Service.

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