



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
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

FORESTER
Exam No. 4026

WHEN TO APPLY: From: December 4, 2013 APPLICATION FEE: \$54.00
To: December 24, 2013

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

WHAT THE JOB INVOLVES: Foresters perform professional forestry work of varying degrees of difficulty and responsibility; promote and maintain the health and vitality of the urban forest under difficult conditions; operate motor vehicles and motorized equipment incidental to the performance of these duties. All Foresters perform related work.

Special Working Conditions: Foresters may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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.

(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 \$36,610 per annum. This rate is subject to change. There are two 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 level at the discretion of the agency.

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 Computer-based Testing & 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 DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 7, 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 Computer-based Testing & Applications Centers. This guide 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 Guide 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:

1. A master's degree from an accredited college or university, with a specialization in forestry or a related subject; or
2. A baccalaureate degree from an accredited college or university, with a 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, with a specialization in forestry or a related subject **and** three years of full-time professional experience in forestry or arboricultural work; or
4. A satisfactory combination of education and/or experience that is equivalent to "1", "2", or "3" above. However, all candidates must have at least an associate degree with a specialization in forestry or a related subject.

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

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 and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

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. This license must be maintained for the duration of your employment.

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 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 **Sections A.1 (if applicable), A.4, A.5 (if applicable), A.6 (if applicable), B, and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a **document-by-document** (general) evaluation of your foreign education. **Note:** If you have college credits acquired from an institution outside the United States and you intend to claim such credits towards Education in "The Test" section, you must 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 additional credit up to a maximum of 100 points on the following basis:

Experience:

If you have satisfactory full-time experience in urban forestry work for:	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

If you have satisfactory full-time experience in arboricultural work in an urban forestry environment for:

At least 1 year but less than 3 years	You will receive: 5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have satisfactory full-time experience in commercial or traditional forestry work for:

At least 1 year but less than 3 years	You will receive: 3 points
At least 3 years but less than 5 years	6 points
5 or more years	9 points

Education:

If you have credits earned at an accredited college or university 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 ornaments, 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, for the completion of:

3 to 9 semester credits	You will receive: 0.5 point
10 to 19 semester credits	1.0 point
20 to 30 semester credits	1.5 points

Certification:

If you possess one or more certifications listed below:

Certified Arborist (issued by the International Society of Arboriculture)	You will receive: 0.5 point
Board Certified Master Arborist (issued by the International Society of Arboriculture)	0.5 point
Registered Consulting Arborist (issued by the American Society of Consulting Arborists)	0.5 point

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).

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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education, experience and certifications on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience and certifications which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education, experience and certifications once the application period has ended.

Education must be met by **January 31, 2014** and experience and certifications must be met 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: 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 81361; Forestry Occupational Group

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