



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
SPECIAL INSERT

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**NOTICE
OF
EXAMINATION**

PROMOTION TO COMPUTER SPECIALIST (OPERATIONS)

Exam. No. 3537

WHEN TO APPLY: From: June 2, 2004 **APPLICATION FEE:** \$60.00
To: June 22, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Computer Specialists (Operations), under supervision, with considerable latitude for independent action or the exercise of independent judgment, are responsible for providing management with state-of-the-art technical assistance in all aspects of data processing operations; provide supervision or senior staff support of computer operations in a large-scale, multi-programmed mainframe computer environment, or the conduct of similar duties within a large network of distributed minicomputer and microcomputer systems. All personnel perform related work.

Computer Specialists (Operations) 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: The current minimum salary is \$59,175 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Computer Associate (Operations); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "not eligible," your application fee will not be refunded and your test paper(s) will not be rated.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. Time served prior to a break in service of more than one year will not be credited toward meeting these requirements.

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. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Section B. 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.
3. **Special Insert: Selective Certifications for MVS/VM/ESA, MVS Z/OS, O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems:** Write your social security number on the line at the center of the page. In each selective certification section, check the appropriate box indicating whether or not you wish to apply for that particular selective certification. If you wish to apply for a selective certification, complete all information requested in that section.

THE TEST: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit for up to three additional years of experience, up to a maximum of 100 points on the following basis:

- (1) For satisfactory, full-time experience gained since June, 1996, as a project leader or as a major contributor on a complex project, in a large-scale mainframe computer operations or mainframe data communication network environment, you will receive:
 - (A) 15 points for at least one year but less than three years of experience; or
 - (B) 30 points for at least three years of experience.
- (2) For satisfactory, full-time experience gained since June, 1996, in a large-scale mainframe computer operations or mainframe data communication network environment operating computer consoles and computer peripheral devices, you will receive:
 - (A) 5 points for at least one year but less than three years of experience; or
 - (B) 10 points for at least three years of experience.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience (under item 1, above) you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer software development and maintenance, technical support, quality assurance (QA), hardware installation, or as an end user will not be accepted for gaining additional credit.

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.

Experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you are marked eligible and pass the experience test, your name will be placed in final score order on the 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 Special Experience: If you have at least two years of satisfactory, full-time experience gained since June, 1996, in the operation of MVS/VM/ESA, MVS Z/OS, O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems, you may be considered for appointment to positions requiring these types of experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring such experience. To indicate your interest in such Selective Certifications, you must complete the applicable section(s) of the Special Insert.

The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements **now**, simply fill out the Special Insert and submit it with the rest of your application. If you will meet the Selective Certification requirements **at some future date**, submit a completed copy of the Special Insert by mail at that time to: DCAS Bureau of Examinations - GEEG, 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: 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.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 13622; Computer Operations Occupational Group

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

**PROMOTION TO COMPUTER SPECIALIST (OPERATIONS)
EXAMINATION NO. 3537
SPECIAL INSERT**

SOCIAL SECURITY NUMBER

If you are applying for Selective Certification, you must complete this special insert and submit it with your application for this examination.

SELECTIVE CERTIFICATION

All information provided must be verifiable. Please answer the questions carefully and provide all requested information. Any false or inaccurate entries may result in your disqualification. Be sure to write in your social security number above. Do **not** write your name anywhere on this form.

A.1 SELECTIVE CERTIFICATION FOR MVS/VM/ESA

If you wish to be considered for selective certification for MVS/VM/ESA, you must describe this experience clearly and in detail (indicating that the experience was in the MVS/VM/ESA operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 in **the operation of MVS/VM/ESA operating systems**.

Do you wish to apply for selective certification for **MVS/VM/ESA**?

Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of MVS/VM/ESA operating systems**?

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 2 SELECTIVE CERTIFICATION FOR MVS Z/OS

If you wish to be considered for selective certification for MVS Z/OS, you must describe this experience clearly and in detail (indicating that the experience was in the MVS Z/OS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of MVS Z/OS operating systems.**

Do you wish to apply for selective certification for **MVS Z/OS**? Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of MVS Z/OS operating systems?**

Yes

No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 3 SELECTIVE CERTIFICATION FOR O/S 390

If you wish to be considered for selective certification for O/S 390, you must describe this experience clearly and in detail (indicating that the experience was in the O/S 390 operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of O/S 390 operating systems.**

Do you wish to apply for selective certification for **O/S 390**? Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of O/S 390 operating systems?**

Yes

No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that

