



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

MICHAEL R. BLOOMBERG

Mayor

MARTHA K. HIRST

Commissioner

NOTICE OF EXAMINATION

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

PROCUREMENT ANALYST
Exam. No. 5048
(For Agencies Under The Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: May 3, 2006 To: May 23, 2006	APPLICATION FEE: \$35.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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WHAT THE JOB INVOLVES: Procurement Analysts, under supervision, with some latitude for independent initiative and decision making, assist procurement personnel in purchasing goods, services, construction and/or construction-related services, and/or in processing procurement documents and contracts; confer with, advise and assist operational, technical and professional staff in the procurement process and manage contracts for services assigned. All Procurement Analysts perform related work.

(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 \$30,131 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

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.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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

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identity and your right to obtain employment in the United States prior to employment with the City of New York..

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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, A.1, A.2, A.3, A.4, A.5, and 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. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 "**document-by-document**" (**general**) 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 credit up to a maximum of 100 points for experience on the following basis:

Additional Credit:

- I. For full-time professional procurement experience in U.S. government service (City, State, Federal),** you will receive an additional:
 - (A) 10 points for at least 1 year but less than 2 years of experience; or
 - (B) 20 points for at least 2 years but less than 3 years of experience; or
 - (C) 30 points for 3 years or more of experience.
- II. For full-time professional procurement experience in non-U.S. government service,** you will receive an additional:
 - (A) 5 points for at least 1 year but less than 2 years of experience; or
 - (B) 10 points for at least 2 years but less than 3 years of experience; or
 - (C) 15 points for 3 years or more of experience.
- III. For possession of the following currently maintained professional procurement certifications,** you will receive an additional:
 - (A) 5 points for Certified Professional Public Buyer (CPPB)
 - (B) 10 points for Certified Public Purchasing Officer (CPPO)
 - (C) 10 points for Certified Purchasing Manager (CPM)

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 used to meet the minimum requirements cannot be used to gain additional credit.

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:

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.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Procurement Analyst in HHC you must submit a separate application and fee for Exam. No. 5049 from May 3, 2006 through May 23, 2006.

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. 12158; Procurement Analyst Occupational Group.

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