NYC DCAS
Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PRINCIPAL ADMINISTRATIVE ASSOCIATE

Exam No. 1128

(Only for agencies under the jurisdiction of the Commissioner of the NYC Department of Citywide Administrative Services)

WHEN TO APPLY: **From: November 4, 2020**

To: November 24, 2020

APPLICATION FEE: $68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Principal Administrative Associates, under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible office, supervisory or administrative functions utilizing manual and automated office systems. All Principal Administrative Associates 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 $47,418 per annum. This rate is subject to change. There are three 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 QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (November 24, 2020).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university **and** three years of satisfactory, full-time progressively responsible clerical or administrative experience, at least **one year** of which must have been administrative experience or experience supervising staff performing clerical work of more than moderate difficulty; **or**
2. An associate degree or 60 semester credits from an accredited college or university **and** four years of satisfactory, full-time progressively responsible clerical or administrative experience **including one year** of administrative or supervisory experience as described in "1" above; **or**
3. A four-year high school diploma or its educational equivalent **and** five years of satisfactory, full-time progressively responsible clerical or administrative experience **including one year** of administrative or supervisory experience as described in "1" above; **or**
4. Education and/or experience which is equivalent to "1", "2" or "3" above. Education above the high school level may be substituted at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years. However, all candidates **must possess** one year of administrative or supervisory experience as described in "1" above; **or**
5. Successful completion of one year of the Civil Service Pathways Fellowship program.

Administrative experience includes tasks which provide high level support to an office and/or top executive of an organization, **with the authority to make critical decisions about matters of significance.** Examples include performing the duties of an executive assistant or executive secretary to a high level executive, training and supervising staff, planning, assigning and reviewing staff work, ensuring the quality and timeliness of a unit's work product, representing a unit at meetings, workshops, and seminars, developing job descriptions and tasks and standards, communicating changes in policy and procedure to staff, and preparing productivity, status, and progress reports. Administrative experience does **not** include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting and copying materials.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (November 24, 2020).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The Civil Service Pathways Fellowship program requirement must be met by the last day of the Application Period (November 24, 2020).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (November, 24, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November, 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (November 24, 2020).

Residency: 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

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. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: *https://a856-exams.nyc.gov/OASysWeb/Home/Faq*. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

Special Circumstances Guide: This guide is located on the DCAS website at *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf.* 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."

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 Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (November 24, 2020) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf*. 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 day of the Application Period (November 24, 2020).

THE TEST:

Your score will be determined by an Education and Experience Exam. 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:

If you have satisfactory full-time experience performing clerical work of varying levels of difficulty for:	**You will receive up to:**
At least 6 months but less than 12 months	2.5 points
At least 12 months but less than 18 months	5 points
At least 18 months but less than 24 months	7.5 points
At least 24 months but less than 30 months	10 points
At least 30 months but less than 36 months	12.5 points
At least 36 months but less than 42 months	15 points
At least 42 months but less than 48 months	17.5 points
At least 48 months but less than 54 months	20 points
At least 54 months but less than 60 months	22.5 points
At least 60 months but less than 66 months	25 points
At least 66 months but less than 72 months	27.5 points
72 months or more	30 points

If you have satisfactory full-time experience supervising staff performing clerical work of varying levels of difficulty or performing high level work in an administrative capacity:	**You will receive up to:**
At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points
At least 48 months but less than 54 months	24 points
At least 54 months but less than 60 months	27 points
60 months or more	30 points

Administrative experience includes tasks which provide high level support to an office and/or top executive of an organization, **with the authority to make critical decisions about matters of significance.** Examples include performing the duties of an executive assistant or executive secretary to a high level executive, training and supervising staff, planning, assigning and reviewing staff work, ensuring the quality and timeliness of a unit's work product, representing a unit at meetings, workshops, and seminars, developing job descriptions and tasks and standards, communicating changes in policy and procedure to staff, and preparing productivity, status, and progress reports. Administrative experience does **not** include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting and copying materials.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You will receive a maximum of one year of experience credit for each year you worked. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

You have until midnight Eastern time on the last day of the Application Period (November 24, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam.You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2021, or experience which you obtain after the end of the Application Period.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee willl not be refunded.

Education must be obtained by **January 31, 2021** and experience must be obtained by **the last day of the Application Period (November 24, 2020).**

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at *www.nyc.gov/ess*
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *www.nyc.gov/examsforjobs*
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: *https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.*

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *www.nyc.gov/examsforjobs* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

ADDITIONAL INFORMATION:

Selective Certification for Special Skills: If you meet one of the following requirements, you may be considered for appointment to positions requiring these skills through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

1. **Selective Certification for Typing (TYP):** For positions of secretary to a high level executive which require typing skills. You will be required to meet the typing skills requirement by demonstrating your ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.
2. **Selective Certification for Typing and Stenography (SDT):** For positions of secretary to a high level executive which require typing **and** stenographic skills. To qualify, you must pass a qualifying stenographic test and a qualifying typing test. The stenographic test will consist of dictation at the rate of ninety words per minute for three minutes. You will answer a 60-item multiple-choice test based on the dictation. In order to achieve a passing score, you must have no more than 10 incorrect answers on this multiple-choice test. You will be required to meet the typing skills requirement by

demonstrating the ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

Selective Certification for Special Experience : If you meet one of the following requirements, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your special experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Experience in Medical Billing (MDB):** At least two (2) years of satisfactory full-time professional experience working with regulatory and operational requirements of billing government programs such as Medicare and Medicaid and private payer insurance programs, collection practices, claims, reimbursement, and rate approvals; or electronic billing processes and procedures such as Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPSC) and International Classification Disease (ICD-9 & ICD-10) coding systems; or medical coding and third-party operating procedures and practices.
2. **Selective Certification for Microsoft Excel Experience (EXL):** At least one (1) year of satisfactory full-time professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables.
3. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.
4. **Selective Certification for Experience with the New York City Financial Management System (FMG):** At least two (2) years of satisfactory full-time professional experience using the New York City Financial Management System, performing tasks included but not limited to the accounting of City funds, administering budgets and revenues, and/or processing payments.
5. **Selective Certification for Payroll Experience (920):** At least three (3) years of satisfactory full-time professional experience in the preparation, reconciliation, certification, and/or auditing of payroll, or supervision of staff performing such work.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

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