



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATIONS UNIT  
 ONE CENTRE STREET, 14<sup>th</sup> FLOOR  
 NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

# NOTICE OF EXAMINATION

## LABORATORY MICROBIOLOGIST

Exam. No. 8070

**WHEN TO APPLY:** From: December 3, 2008  
 To: December 23, 2008

**APPLICATION FEE: \$40.00**  
 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

**WHAT THE JOB INVOLVES:** Laboratory Microbiologists, under general supervision, perform scientific laboratory work of a routine technical nature with some exercise of independent judgment and initiative in accordance with the provisions of the New York City Health Code. All Laboratory Microbiologists perform related work.

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

Some of the environmental conditions experienced by Laboratory Microbiologists are exposure to hazardous chemicals, pathogens, and carcinogens. Laboratory Microbiologists will have protection during such exposure. Laboratory Microbiologists may be required to wear non-latex gloves, a face mask, or a respirator.

(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 \$38,819 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will 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 that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- 1. Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- 2. By mail:** 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.

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 or university, 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) with a major in the biological, chemical, or physical sciences or medical technology, and one year of experience as a microbiologist performing at the technician or higher level in a clinical or environmental laboratory setting; or
2. An associate degree in medical technology, or sixty college credits from an accredited college or university, 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) including six credits in mathematics and six credits in either chemistry or biology and three years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and experience described in "1" or "2" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for each 30 semester credits of college

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

education which includes at least 3 credits in mathematics and at least 3 credits in either chemistry or biology. However, all candidates must have at least one year of acceptable experience as 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.

**Medical Requirement:** Some Laboratory Microbiologists will be required to pass a medical examination, depending on assignment. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take the examination, and/or perform the essential functions of the job.

**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 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:** Fill out Sections **A.1, A.2, A.4, A.6, B, C, and D**. 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, 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 credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory experience as a microbiologist performing at the technologist or higher level in a clinical or environmental laboratory from December, 2003 through December, 2008 you will receive:

- a) 15 points for at least one but less than three years of experience; or
- b) 30 points for at least three years of experience.

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:**

**Selective Certification for Foreign Language:** If you can speak Spanish, Cantonese, Mandarin, Russian, Korean, Italian, or French Creole, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.

**Selective Certification to Fill Certain Positions Requiring a License Issued by the State of New York:** If you possess a current and valid license issued by the State of New York as Certified Histological Technician or Clinical Laboratory Technologist, you may be considered for appointment to positions requiring that license through a process called Selective Certification.

**In order to be evaluated, candidates must fill out sections C and D of their Education and Experience Test Paper.**

**Selective Certification to Fill Certain Positions Requiring Specialized Experience:** If you meet the requirements listed below, 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 such positions requiring this experience.

**Requirements:**

1. Two years of full-time technical experience acquired within the last five years in environmental microbiology; bacteriology; or environmental parasitology including free-living protozoa and helminths; *or*
2. Two years of full-time technical experience acquired within the last five years working in a public health or reference laboratory in  
virology or immunology;  
molecular typing;  
bacteriology;  
histology;  
Polymerase Chain Reaction or Nucleic Acid Amplified Technology;  
High Performance Liquid Chromatography and related technology;  
TB Antimycobacterial Susceptibility Testing; or  
environmental microbiology.

**In order to be evaluated, candidates must fill out section B of their Education and Experience Test Paper and indicate in Section D the selective certification specialty(s) for which they are applying.**

The selective certification requirements may be met at any time for the duration of the list. If you will meet any of the above Selective Certification requirements **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 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:** If you applied online, 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](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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

---

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 Unit of the Division of Citywide Personnel Services, One Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 21513; Laboratory Technology Occupational Group

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