



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)

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

**COMPUTER PROGRAMMER ANALYST TRAINEE
Exam No. 5017
Amended Notice - September 2, 2015**

WHEN TO APPLY: From: June 3, 2015

APPLICATION FEE: \$54.00

To: June 23, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on Saturday, October 24, 2015.

The Notice of Examination is amended to add the Written Test Description.

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

WHAT THE JOB INVOLVES: Computer Programmer Analyst Trainees, under direct or immediate supervision, with little latitude for independent or unreviewed action or decision, are trained in and perform beginning level professional work for the purpose of acquiring knowledge, skill, and competence in the development of programs for use in the operations of a computer system. All Computer Programmer Analyst Trainees 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 \$36,171 per annum. This rate is subject to change.

This is a trainee class of positions with a limited term of one year. An unsatisfactory probationer's service may be terminated at any time during the one year probationary period. Upon the satisfactory completion of the one year term, permanent employees in this class of positions will advance, without further examination, to the title of Computer Programmer Analyst which has a minimum salary of \$45,174 per annum.

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 unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, June 6, 2015.

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 requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 may be given the test before we verify your qualifications. 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.

Education and Experience Requirements:

1. An associate degree or completion of 60 credits at an accredited college or university including at least 12 semester credits in computer science and/or data processing; or
2. A four-year high school diploma or its educational equivalent **and** one year of satisfactory, full-time experience of which at least six months is in computer programming; or
3. A four-year high school diploma or its educational equivalent **and** six months (at least 650 hours) of computer training at an accredited trade or technical school; or
4. Education and/or experience that is equivalent to "1", "2", or "3" above.

The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (June 23, 2015).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The trade or technical school 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.

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 June 30, 2015 or experience which you obtain after the end of the Application Period.

Residency Requirement Advisory: 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 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.2, A.3 (if applicable), A.4 (if applicable), A.6 (if applicable), and B.** 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 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 located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - (A) If you wish to claim credit for 12 semester credits in computer science and/or data processing, as specified in "1" above, ask for a **"course-by-course"** evaluation (which includes a "document-by-document" evaluation).
 - (B) If you have an associate degree, but do not have 12 semester credits in computer science and/or data processing, or if you only have a high school diploma, then ask for a **"document-by-document"** (general) evaluation.

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: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Computer Programmer Analyst Trainee (CPAT). Task areas to be tested are as follows: assists in the review and analysis of detailed computer systems specifications; assists in the preparation of program instructions; assists in the preparation of diagrams for computer systems; assists in the preparation of information for coding program instructions; assists in preparing test data and testing and debugging programs, including but not limited to quality assurance testing of different systems and troubleshooting; assists in the preparation of the documentation of the program for the computer operators and set-up staff; running reports; learning and development through online courses and training modules; and special projects as assigned.

The test may include questions on basic computer programming, including flow-charting; basic computer software, including applications; basic computer hardware; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

Written Comprehension - the ability to understand written sentences and paragraphs. Example: A CPAT may use this ability when receiving instructions to complete tasks on new technology products.

Written Expression - the ability to use English words or sentences in writing so that others will understand. Example: A CPAT may use this ability when preparing well-written, understandable emails to document issues or to request specific information.

Number Facility - the ability that involves the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: A CPAT may use this ability when checking or maintaining a threshold by mapping algorithms for custom codes.

Critical Thinking - the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Example: A CPAT may use this ability when preparing data models, presentations and code reviews to go over product creation analysis.

Deductive Reasoning - the ability to apply general rules including multiple-step instructions to specific problems to come up with logical answers. Example: A CPAT may use this ability when assessing system errors or troubleshooting when a code produces an unexpected result.

Information Ordering - the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A CPAT may use this ability when restarting a server following a specified order and set of rules.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have the experience 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 positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Web-Content Management Systems Development:** One year of satisfactory, full-time experience in designing, developing, implementing, maintaining and/or enhancing Web-Content Management Systems. Examples include, but are not limited to: Drupal, HP TeamSite/LiveSite, OpenDeploy, DataDeploy, Core Java, Perl, Perl DBI, Perl DBD, XML, Linux, XSLT, SQL, Core Java, JUnit, and Dom4j.
2. **Selective Certification for Browser-Based Applications Development:** One year of satisfactory, full-time experience in designing, developing, implementing, maintaining and/or enhancing browser-based applications in a web-based environment. Examples include, but are not limited to: HTML, CSS, XML, AJAX, JavaScript, PHP, MySQL, Oracle, Microsoft SQL Server, Subversion, Git, and ANT.
3. **Selective Certification for Non-Browser-Based Applications Development:** One year of satisfactory, full-time experience in designing, developing, implementing, maintaining and/or enhancing non-browser-based computer applications in a client server environment. Examples include, but are not limited to: Microsoft Visual Basic and Visual Basic .Net, Microsoft Visual Studio .Net, .Net Framework, FoxPro and Visual FoxPro, Access, Recital, C++, PowerBuilder, and Delphi.
4. **Selective Certification for Database Administration (Windows):** One year of satisfactory, full-time experience in designing, developing, implementing, maintaining and/or enhancing database systems in a Windows environment. Examples include, but are not limited to: Oracle 8i, MS SQL, Informix, and DB-2.
5. **Selective Certification for Customer Relationship Management Systems:** Six months of satisfactory, full-time experience in Customer Relationship Management (CRM) systems.
6. **Selective Certification for Service Desk Administration:** Six months of satisfactory, full-time experience in designing, programming, developing, implementing, maintaining and/or enhancing software applications, operating systems and computer imaging in a Microsoft Windows environment. Examples include, but are not limited to: Microsoft Office Suite, Microsoft Operating Systems, Browser-based applications (Siebel, .NET Framework, Java), Adobe Suite, McAfee, Active Directory, Microsoft Deployment Tool Kit, Citrix GoToAssist, Remedy, and BladeLogic Client Management
7. **Selective Certification for Apple:** One year of satisfactory, full-time experience in programming, supporting, implementing and/or administrating Mac OS X workstations in enterprise environments. This experience should include but not be limited to Mac OS troubleshooting, desktop administration, server support and administration, Mac OS Active Directory integration and support, and Mac OS security configuration.
8. **Selective Certification for Mainframe/Tape Library Administration:** Six months of satisfactory, full-time experience in programming and/or running a mainframe MVS system and Tape Library management experience with the following software: TSO, JCL, AOC, JES2, RMM and SMF.
9. **Selective Certification for Desktop Services Administration:** Six months of satisfactory, full-time experience in designing, developing, implementing, maintaining and/or enhancing software applications, operating systems and computer imaging in a Microsoft Windows environment. Examples include, but are not limited to: Microsoft Office Suite, Microsoft Operating Systems, Browser based applications (Siebel, .NET Framework, Java), Adobe Suite, McAfee, Active Directory, Microsoft Deployment Tool Kit, SCCM and BladeLogic Client Management.
10. **Selective Certification for Wireless Technologies Systems Programming:** Six months of satisfactory, full-time experience in programming wireless technologies systems. Examples include, but are not limited to: Motorola Land Mobile Radio - Trunked and/or Conventional Systems RSS and CPS programming suites, Harris radio programming, and/or P25 radio programming.

The above Selective Certification requirements may be met at anytime 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.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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. 13650; Computer Programmer Analyst Occupational Group

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