



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

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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

COMPUTER SPECIALIST (SOFTWARE)

Exam. No. 3013

WHEN TO APPLY: From: November 5, 2003 **APPLICATION FEE: \$60.00**
To: November 25, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Computer Specialists (Software), under varying degrees of supervision or direction, with varying degrees of latitude for independent initiative and judgment perform software functions of a highly complex, technical nature in the maintenance, design, implementation and enhancement of database management systems, operating systems, data communication systems, and/or computer applications; may supervise a unit engaged in work related to these areas; and 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 \$59,056 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments to the higher assignment level(s) are made 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 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.

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, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or
- (2) A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
- (3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Residency: City residency is not required for this position.

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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, A.4, B, and C. 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 "**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.
- 4. Special Insert for Selective Certification:** Write your social security number on the line at the center of page 1 of the Special Insert. 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 selective certification, complete all information requested in that section.

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 for up to three additional years of experience, up to a maximum of 100 points, on the following basis:

Additional Credit:

For full-time satisfactory software experience between **November 5, 1996 and November 25, 2003** in computer software applications, systems programming, systems analysis and design, data communications software, or database design and programming, you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience; or
- (B) 20 points for at least two years but less than three years of experience; or
- (C) 30 points for at least three years of experience.

For full-time satisfactory software experience of at least one year between **November 5, 1993 and November 4, 1996** in computer software applications, systems programming, systems analysis and design, data communications software or database design and programming, you will receive an additional 5 points.

NOTE: Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, 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. 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 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:

Investigation: All eligibles must pass a background investigation by the Department of Investigation.

Selective Certification for Special Experience: If you have 24 months of acceptable software experience in Browser-Based Applications Development, Non-Browser-Based Applications Development, Mainframe Programming (Applications), Mainframe Programming (Systems), Database Administration (Unix/Linux), Database Administration (Windows), Database Administration (Mainframe), Synon CASE Tool (which is also known as Cool/2E, Synon 2E, and Advantage/2E), Novell-Based LAN Administration Services, Windows Server-Based LAN Administration Services, WAN Services, Unix Administration, or Security Administration 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 this experience. To apply for Selective Certification, you must complete the applicable section(s) in the **Special Insert**.

The Selective Certification requirements may be met at any time during the duration of the list. When you have met these requirements, please submit a copy of the special insert by mail 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. 13632; Computer Software Occupational Group

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

