



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE
OF
EXAMINATION

PROJECT MANAGER

Exam No. 2036

WHEN TO APPLY: From: March 7, 2012

APPLICATION FEE: \$68.00

To: March 27, 2012

If you pay online by credit card, bank
card or debit card, you will receive a \$5.00
discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 16, 2012.**

WHAT THE JOB INVOLVES: Project Managers, under general supervision, coordinate and expedite the development or improvement of a number of simple capital engineering, architectural, or landscape architectural projects; may assist in expediting the development of more complex projects which are the immediate responsibility of an Associate Project Manager. They maintain a management information system to provide data for the planning and control of project development; establish project time and cost schedules; determine and coordinate the activities required between the persons, agencies and departments responsible for project completion; review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates; check work performance and prepare management reports which stress significant problems; resolve problems that arise in meeting schedules and cost; meet with City agencies, contractors and citizen groups; assist client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements; assist client agencies in developing scope of project, drawing upon technical resources of project manager's agency to develop conceptual estimates and schedules; assist in overseeing the consultant selection and contracting process, and manage these contracts, or retain in-house design and construction management staff; with the client agency, conduct a post-occupancy evaluation of facilities; in the temporary absence of immediate supervisor, may assume the duties of that position; may operate a motor vehicle. All Project Managers perform related work.

Some of the physical activities performed by Project Managers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending ladders, stairs and/or scaffolds to get to areas to be inspected; standing for extended periods of time; distinguishing colors; bending, stooping and/or stretching during inspections; communicating orally; climbing over and around various objects; working in areas that may be damp, dark, dusty, smoky, smelly, excessively hot or cold, mold and/or vermin infested; working in areas with limited working space; working outdoors in all kinds of weather. Project Managers may be required to wear safety equipment including hard hat, eye and ear protection, gloves, safety shoes, face mask, and fall protection equipment.

Some assignments in some agencies may require the use of a respirator. OSHA standards require that, prior to being assigned to an assignment requiring the use of a respirator, an employee must be evaluated by a physician or other licensed health care professional to determine whether the employee is able to wear such a respirator safely, and the employee must pass a fit test for the respirator to be used.

Special Working Conditions: Project Managers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$48,126 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may 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 forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank

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card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination. 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

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form 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 form that pertain to you when you complete your "Application for Examination."

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 in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five 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, **and** a combination of at least one year of experience as described in "1" above and the education as described below to equal a total of five years of education and experience. One year of credit will be given for each 30 semester credits from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration.

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).

Examples of **acceptable** experience include, but are not limited to: project management which includes project planning, project administration, project coordinating and project expediting performed for engineering projects, architectural projects, and/or landscape architectural projects.

Examples of **unacceptable** experience include, but are not limited to: computer programming; designing an engineering project, architectural project, and/or landscape architectural project; drafting; specification writing or development; accounting; bookkeeping; or land surveying.

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.

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 FORMS:

1. **Application for Examination:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, 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, 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. **If you are applying online**, follow the online instructions. **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. Be sure to write your examination number and social security number on each of the remaining pages of this form.

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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. 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 may include questions on project management including plans and specifications, drawings, submittals, change orders, costing, estimating, scheduling, and coordination of work; contracting including preparation of contract documents; construction management techniques, materials, equipment and safety practices; pertinent parts of the Building Code of the City of New York and other applicable codes and laws; job related mathematics; writing reports and correspondence and keeping records; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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.

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.

ADDITIONAL INFORMATION:

Selective Certification for Positions Requiring Driver License: If you have a motor vehicle Driver License valid in the State of New York, you may be considered for appointment to positions through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle license for the duration of employment. If you have moving violations, license suspension or an accident record, you may be disqualified. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 22426; Project Management Occupational Group

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