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

REQUIRED FORMS
APPLICATION FORM
SPECIAL INSERT

N O T I C E
O F
E X A M I N A T I O N

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

PROMOTION TO COMPUTER SYSTEMS MANAGER

Exam. No. 7528
SECOND AMENDED NOTICE - February 13, 2008

WHEN TO APPLY: From: November 7, 2007
To: November 27, 2007

APPLICATION FEE: $60.00
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 29, 2008**

The Notice of Examination is amended to remove the phrase "of an Information Technology operation" from the second paragraph of the Test Section of the NOE.

WHAT THE JOB INVOLVES: Computer Systems Managers, under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision-making, perform difficult and responsible professional managerial work in the planning, organizing and controlling of the overall activities of a major IT (Information Technology) facility/activity. In an agency having an IT activity of sufficient size, complexity, and/or volume, serve as principal assistant to the IT manager. Manage the day-to-day activities of a large computer operation, serving as the head of IT or as head of a unit responsible for one or more major operating functions. Serve as immediate deputy to the head of a very large IT operation. Head the entire operation of a very large IT program overseeing all components of the program. All positions combine significant policy input and program impact at an agency-wide level with direct control over all the resources necessary to operate an IT function using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks, including staff budgeting and procurement. May be responsible for the development of complex computer systems. All Computer Systems Managers perform related work and in the temporary absence of the supervisor, may assume the duties of that position.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Computer Systems Managers promoted to this position will be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: Salaries will be consistent with the level of responsibility of the assignment. Salaries for promotions to managerial assignments will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe you are eligible to take this examination, 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* 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 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test**:

      (1)   holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Computer Specialist (Software), Computer Associate (Software), Certified IT Administrator (Database), Certified IT Administrator (LAN), Certified IT Administrator (WAN), or Certified IT Developer (Applications), or

      (2)   is employed in the non-competitive titles of Certified Applications Developer, Certified Database Administrator, Certified Local Area Network Administrator, or Certified Wide Area Network Administrator; and

      (3)   is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

      Pursuant to Rule 5.3.3(b) of the Personnel Rules and Regulations of the City of New York, for the purposes of this examination only, admission is extended on a collateral basis to employees in the titles of Certified Applications Developer, Certified Database Administrator, Certified Local Area Network Administrator, and Certified Wide Area Network Administrator.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

If you are employed in an eligible non-competitive title, in order to be eligible for promotion you must be employed in the eligible non-competitive title for at least one year. Additionally, you must be employed in the eligible non-competitive title at the time of promotion.

REQUIRED FORM(S):

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.

Special Insert: The Special Insert, which is attached to the Notice of Examination, defines the Selective Certification Areas.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles or completed continuous service in non-competitive titles with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of a Computer Systems Manager and may include questions on decision making and problem solving; supervisory/management control; adherence to and interpretation of rules, regulations, legislation and guidelines; written expression; delegation; planning, organizing, prioritizing; developing, implementing, evaluating and modifying policies and procedures; numerical analysis; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas. Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the written test.

The test will assess managerial abilities. A passing score on the test will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

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 RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have 24 months of satisfactory, full-time experience in Browser-Based Applications Development; Non-Browser-Based Applications Development; Applications Development (Data Warehouse); Mainframe Programming (Applications); Mainframe Programming (Systems); Database Administration (UNIX/Linux); Database Administration (Windows); Database Administration (Mainframe); Database Administration (Data Warehouse UNIX/Linux); Novell-Based LAN Administration Services; Windows Server-Based LAN Administration Services; WAN Services; UNIX Administration; LAN Security Administration; Mainframe Security Administration; Technical Support and Help Desk Administration; Analyst/Tester (Data Warehouse); Analyst/Tester (Browser Based and Non-Browser Based); PeopleSoft; Rational; Synon Case Tool; and VTAM , you may be considered for promotion 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. See the **Special Insert** for definitions of each of these Selective Certification areas. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

(1)   You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or

(2)   You become *eligible* after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying

(1) **online,** follow the onscreen instructions, or

(2) **by mail**, follow the instructions included with the "Application for Examination."

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

(1)   compulsory attendance before a public body;
(2)   on-the-job injury or illness caused by municipal employment;
(3)   absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
(4)   absence due to ordered military duty; or
(5)   a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

PROMOTION TO COMPUTER SYSTEMS MANAGER
EXAMINATION NO. 7528

SPECIAL INSERT

1. **Selective Certification for Browser-Based Applications Development Experience:**
   Definition of Browser-Based Applications Development experience: At least 24 months satisfactory, full-time experience designing, programming, debugging, testing, maintaining, implementing, and/or enhancing applications in a web-based environment.

2. **Selective Certification for Non-Browser-Based Applications Development Experience:**
   Definition of Non-Browser-Based Applications Development experience: At least 24 months satisfactory, full-time experience designing, programming, debugging, testing, maintaining, implementing, and/or enhancing applications in a client server environment.

3. **Selective Certification for Applications Development (Data Warehouse) Experience:**
   Definition of Applications Development (Data Warehouse) experience: At least 24 months satisfactory, full-time experience designing, programming, debugging, testing, maintaining, implementing and/or enhancing applications in a Web-based data warehouse environment.

4. **Selective Certification for Mainframe Programming (Applications) Experience:**
   Definition of Mainframe Programming (Applications) experience: At least 24 months satisfactory, full-time experience designing, programming, debugging, testing, maintaining, implementing, and/or enhancing applications in an IBM OS/390, z/OS, or Unisys OS 1100 Exec environment.

5. **Selective Certification for Mainframe Programming (Systems) Experience:**
   Definition of Mainframe Programming (Systems) experience: At least 24 months satisfactory, full-time experience implementing, installing, generating, configuring, programming, testing, debugging, troubleshooting, and/or maintaining, tuning operating systems, sub-systems, transaction systems, database systems, and/or software products, in a IBM OS/390, z/OS, AS 400 or Unisys OS 1100 Exec environment which supports application developers.

6. **Selective Certification for Database Administration (UNIX/Linux) Experience:**
   Definition of Database Administration (UNIX/Linux) experience: At least 24 months satisfactory, full-time experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing complex relational databases in a UNIX or Linux environment.

7. **Selective Certification for Database Administration (Windows) Experience:**
   Definition of Database Administration (Windows) experience: At least 24 months satisfactory, full-time experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing complex relational databases in a Windows environment.

8. **Selective Certification for Database Administration (Mainframe) Experience:**
   Definition of Database Administration (Mainframe) experience: At least 24 months satisfactory, full-time experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing and securing complex relational databases in an IBM OS/390 or Unisys OS 1100 Exec environment.

9. **Selective Certification for Database Administration (Data Warehouse UNIX/Linux) Experience:**
   Definition of Database Administration (Data Warehouse UNIX/Linux) experience: At least 24 months satisfactory, full-time experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning and/or testing very large relational snowflake and/or star schema data warehouse databases using parallelism and partitioning in a UNIX or Linux environment.

10. **Selective Certification for Novell-Based LAN Administration Services Experience:**
    Definition of Novell-Based LAN Administration Services experience: At least 24 months satisfactory, full-time experience designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring, and/or enhancing of robust and secure Novell 5 Local Area Network (LAN) environments.

11. **Selective Certification for Windows Server-Based LAN Administration Services Experience:**
    Definition of Windows Server-Based LAN Administration Services experience: At least 24 months satisfactory, full-time experience in the design, development, deployment, installation, configuration, management, maintenance, testing, monitoring, and/or enhancement of a robust and secure production Windows 2000/2003 Local Area Network (LAN) environment.

12. **Selective Certification for WAN Services Experience:**
    Definition of WAN Services experience: At least 24 months satisfactory, full-time experience in designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring, and/or enhancing of robust and secure Wide Area Network (WAN) environments.

13. **Selective Certification for UNIX Administration Experience:**

Definition of UNIX Administration experience: At least 24 months satisfactory, full-time experience designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring, and/or enhancing of robust and secure UNIX environments.

14. <u>**Selective Certification for LAN Security Administration Experience:**</u>
    Definition of LAN Security Administration experience: At least 24 months satisfactory, full-time experience designing, developing, deploying, managing, monitoring, and/or enhancing of robust and secure production environments. Domains of experience include, but are not limited to: Information Security Program Management, Access Control Systems and Methodology, Applications and Systems Development, Cryptography, Operations Security, Security Architecture and Models, Telecommunications, and/or Network and Internet Security.

15. <u>**Selective Certification for Mainframe Security Administration Experience:**</u>
    Definition of Mainframe Security Administration experience: At least 24 months satisfactory, full-time experience designing, developing, deploying, managing, monitoring, and/or enhancing of robust and secure production environments. Domains of experience include, but are not limited to: Information Security Program Management, Access Control Systems and Methodology, Applications and Systems Development, Cryptography, Operations Security, Security Architecture and Models, Telecommunications, and/or Network Security.

16. <u>**Selective Certification for Technical Support and Help Desk Administration Experience:**</u>
    Definition of Technical Support and Help Desk Administration experience: At least 24 months satisfactory, full-time experience managing, supporting, deploying, monitoring, testing, installing, maintaining, configuring, inventorying, upgrading and recommending software, personal computers, PDAs, printers and other peripherals.

17. <u>**Selective Certification for Analyst/Tester (Data Warehouse) Experience:**</u>
    Definition of Analyst/Tester (Data Warehouse) experience: At least 24 months satisfactory, full-time experience designing, developing, planning, performing and documenting structured analysis and testing of applications running within, and of data loaded into, a Web-based data warehouse and developing programming specifications for, and conducting testing of, user interfaces, reports, security and related functionality.

18. <u>**Selective Certification for Analyst/Tester (Browser Based and Non-Browser Based) Experience:**</u>
    Definition of Analyst/Tester (Browser Based and Non-Browser Based) experience: At least 24 months satisfactory, full-time experience designing, developing, planning, performing and documenting structured analysis and testing of applications and complex data and developing programming specifications for, and conducting testing of, applications, user interfaces, reports, security and related functionality.

19. <u>**Selective Certification for PeopleSoft Experience:**</u>
    Definition of PeopleSoft experience: At least 24 months satisfactory, full-time experience managing, supporting, deploying, monitoring, testing, installing, maintaining, configuring, and/or inventorying PeopleSoft.

20. <u>**Selective Certification for Rational Experience:**</u>
    Definition of Rational experience: At least 24 months satisfactory, full-time experience managing, supporting, deploying, monitoring, testing, installing, maintaining, configuring, and/or inventorying Rational.

21. <u>**Selective Certification for Synon Case Tool Experience:**</u>
    Definition of Synon Case Tool experience: At least 24 months satisfactory, full-time experience in using the **Synon Case Tool** and knowledge of relational database concepts and the data modeling concepts that are specific to Synon.

22. <u>**Selective Certification for VTAM Experience:**</u>
    Definition of VTAM experience: At least 24 months satisfactory, full-time experience in SNA network performance monitoring, troubleshooting, diagnosis, problem resolution, designing and implementing virtual telecommunications access method, developing and implementing network control program (NCP), and designing, implementing, and maintaining VTAM related Tables.