



Date Issued: 08/27/08

Amended Filing Period

New York City School Construction Authority

NOTICE OF EXAMINATION OPEN TO THE PUBLIC

MANAGER, OPERATIONS

EDUCATION AND EXPERIENCE EXAMINATION (Exam No.: EE-00-012)

Title	**Hiring Salary Range
Manager, Operations	\$66,552 - \$112,954

***Application Fee:	\$60
Filing Period:	
Opens:	09/16/08
Closes:	10/06/08

* The eligible list from this exam will be used to fill current vacancies and any other vacancies that may occur during the life of the list.

**The salary range is effective as of 02/01/07. Starting salary for non-city employee \$61,714.

***The application fee for this Notice of Examination is \$60. A separate payment for \$60 must be sent for **each** Notice of Examination to which you apply. Do **NOT** send one payment for \$120 if you apply to this Notice of Examination and a second Notice of Examination.

I. MAJOR DUTIES OF THE POSITION

Managers, Operations: **1.** Provide assistance and serve as principal assistant/manager to various Authority Departments and Divisions in a wide range of operational areas; **2.** Serve as liaison for a variety of Departments, Divisions, and Units at the SCA; **3.** Analyze issues and are responsible for assisting with the improvement of operations within the SCA; **4.** Participate in day-to-day operations to resolve special managerial, operational, and administrative problems pertaining to policy and practice; **5.** Create and generate reports for use on a day-to-day basis, for use by senior management to address special operational issues, and for the use of senior management and others in the formulation of policy; **6.** Perform specific duties based on assignment to a Department, Division, or Unit within the SCA.

II. LOCATION OF POSITIONS

Applicants must be available to work in any of the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Queens, and Staten Island), including the NYC School Construction Authority headquarters at 30-30 Thomson Avenue, Long Island City, NY 11101-3045.

III. MINIMUM QUALIFICATION REQUIREMENTS

Applicants for Manager, Operations must have the following:

1. Ability to understand and be understood in English;

and
2. A High School Diploma/GED;

and
3. Baccalaureate degree from an accredited college or university;

and
4. Five years of full time experience in project management, design, construction, operations, administration, architectural, or mechanical/plumbing estimation or a related field; three years must have been in a supervisory (supervision of subordinate employees) or management (manage a function, unit, or process) capacity;

or
5. A satisfactory combination of education and experience. See substitutions below.

Substitutions

- Applicants without a Baccalaureate degree must have a High School Diploma/GED and an additional four years of experience for a total of nine years of experience in the areas of project management, design, construction, operations, administration, architectural, or mechanical/plumbing estimation.
- Applicants with a Graduate degree in project management, design, construction, operations, administration, architectural, or mechanical/plumbing estimation or a related field such as business administration or public administration will only need a total of three years of experience, which must be in a supervisory capacity or management capacity.

Note: Applicants must have completed the minimum qualification requirements by the closing date of the filing period.

IV. EXPERIENCE EVALUATION

If you meet the minimum qualification requirements, your education and experience will be evaluated against the requirements of the job. You will be rated on the extent to which your experience, education, and training demonstrate possession of important Knowledge, Skills, and Abilities required to perform the job.

V. GENERAL INFORMATION FOR THE APPLICANT

1. **Part-time Experience.** Part-time experience will be prorated according to an equivalent percentage of full-time experience.
2. **Residency Requirement.** There are no residency requirements for this position. You must be able to work legally in the United States and provide proof at appointment.
3. **Veterans' Credit.** Certain wartime veterans and disabled veterans are eligible for additional credit (five points for non-disabled veterans; ten points for disabled veterans) in open competitive civil service examinations.

To receive such additional credit, at the time of application, a veteran must:

- have served in time of war (defined below);
- have received an honorable discharge or been released under honorable circumstances; and
- be a resident of New York State.

NOTE: An applicant who is currently in the armed forces may receive a conditional veterans' credit on an eligible list; however, all of the above criteria must be met prior to certification with such credit.

The additional credit can be used only once for any permanent government employment in the civil service of New York State and any of its civil divisions (i.e., if you used veterans' credits in any appointment to a NYC position, you cannot use them now). If you are requesting to have the additional credit added to your exam score, you must answer the questions in the Special Circumstances section on the Form EE-APP12 and provide the necessary documentation to claim Veteran's Credit.

Non-disabled veterans who meet the criteria must submit a copy of their DD-214 (Certificate of Release/Discharge from Active Duty) at the time of appointment.

Disabled veterans who meet the criteria must submit, at the time of appointment, an official statement from the Department of Veterans Affairs certifying to the receipt of payments for a service connected disability rated at 10 percent or more, which occurred during a time of war. Time of war is defined as follows:

All service in the United States Armed Forces during:

World War II	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
Vietnam Conflict	February 28, 1961 - May 7, 1975
Persian Gulf Conflict	August 2, 1990 - the date upon which such hostilities end

Service for which a veteran received the Armed Forces, Navy, or Marine Corps expeditionary medal for:

Hostilities in Lebanon	June 1, 1983 - December 1, 1987
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Hostilities in Grenada	October 23, 1983 - November 21, 1983
Hostilities in Panama	December 20, 1989 - January 31, 1990

Service in the U. S. Public Health Service:

July 29, 1945 - December 31, 1946
June 27, 1950 - July 3, 1952

4. **Application Fee.** The application fee for this Notice of Examination is \$60. A **money order, certified check, or bank check, annotated with the last four (4) digits of your social security number**, should be made payable to: **NYC School Construction Authority**.

DO NOT SEND CASH OR A PERSONAL, NON-CERTIFIED CHECK.

Also, PRINT your name and the title "Manager, Operations" on the check or money order. You should carefully review the section on Minimum Qualification Requirements and apply only if you clearly qualify. If you apply and are not qualified, the fee will NOT be refunded.

If you meet any of the following conditions, the application fee is waived:

1. You are unemployed and primarily responsible for the support of a household. You must include with your application a signed statement attesting to this fact.
2. If you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependant Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency. You must submit appropriate documentation with your application.

Remember, all fee waiver claims are subject to verification. Any fee waiver claim not supported by appropriate documentation is grounds for barring or rescinding an appointment.

5. **Passing Score.** Candidates must attain a final score of 70% to pass the examination. Veterans' credits can only be added to a passing grade. Veterans' credits **cannot** be added to a failing score to achieve a passing score.
6. **Scoring.** Band scoring will be used on the eligibility list based on the overall section of the exam. Test scores will be grouped into bands of 5 points each.
7. **List Termination.** The eligible list resulting from this examination will be terminated two years from the date it is established, unless extended by the president & CEO of the New York City School Construction Authority.
8. **Change of Address.** It is the responsibility of the candidate to notify the New York City School Construction Authority, Human Resources Division and Barrett & Associates, Inc. of any change in name or address. No attempt will be made to locate candidates who have moved.

9. **Barrett & Associates, Inc.** Barrett & Associates, Inc. have been engaged by the New York City School Construction Authority to prepare and rate examinations and to process applications for this examination.
10. **Equal Employment Opportunity.** It is the policy of the New York City School Construction Authority to make employment decisions without regard to actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender, disability, age, military status, prior record of arrest or conviction, marital status, genetic predisposition or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense, or stalking.

VI. EDUCATION AND EXPERIENCE EXAM APPLICATION PROCEDURE

Complete and Submit the Following Forms/Materials:

1. **Standard Resume Form EE-APP12** (ORIGINAL ONLY, DO NOT SEND A COPY). This form will allow you to input your education and experience details. Please **complete this form fully** according to the instructions. The Form EE-APP12 is a form used to record your responses related to education and experience. **DO NOT SEND A SEPARATE RESUME WITH YOUR APPLICATION.** Only information provided on Form EE-APP12 will be considered in determining your eligibility for employment. The information provided on this EE-APP12 form may also be used to verify your responses to the EE-MO-1 form. All statements you make on your application are subject to investigation. **DO NOT FOLD** the Form EE-APP12 when you mail it. **THE FORM EE-APP12 MAY BE COPIED, BUT YOU MUST SUBMIT THE ORIGINAL FORM. IT IS YOUR RESPONSIBILITY TO ENSURE YOU RETURN ALL OF THE REQUIRED ORIGINAL MATERIAL, INCLUDING BLANK PAGES ON WHICH YOU DID NOT FILL IN ANY INFORMATION.**
2. **Form EE-MO-1/Education and Experience Exam Booklet** (ORIGINAL ONLY, DO NOT SEND A COPY). This is the computer-scannable exam booklet. Please read the instructions in the “Education & Experience Exam Booklet for Manager Operations” booklet to complete it appropriately. **DO NOT FOLD** the Form EE-MO-1 when you mail it. **THE FORM EE-MO-1 MAY BE COPIED, BUT YOU MUST SUBMIT THE ORIGINAL FORM. IT IS YOUR RESPONSIBILITY TO ENSURE YOU RETURN ALL OF THE REQUIRED ORIGINAL MATERIAL, INCLUDING BLANK PAGES ON WHICH YOU DID NOT FILL IN ANY INFORMATION.**
3. The **required application fee (\$60)** in the form of a money order, bank check, or certified check, annotated with your name, the last four (4) digits of your social security number and the exam title, **MADE PAYABLE TO: NYC School Construction Authority.**

Application material submitted without the required fee, submitted with cash or a personal check, or not made payable to the NYC School Construction Authority will be REJECTED unless the required documentation is provided to support a waiver of the application fee (see below).
4. If you are requesting a waiver of the application fee, you must provide either:

- a. A **signed statement** attesting to the fact you are unemployed and primarily responsible for the support of a household; or
- b. **Documentation** that you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependant Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency.

VII. SEND COMPLETED APPLICATION MATERIALS TO:

Please send completed application materials in the addressed envelope provided to you in the Education and Experience package. Please remember to **add appropriate postage** and your **return address** on the envelope. The envelope will have the following address:

ATTN: (Exam Number: EE-00-012)
MANAGER, OPERATIONS
BARRETT & ASSOCIATES, INC.
1772 STATE ROAD
CUYAHOGA FALLS, OH 44223-1306

Applications postmarked after the **filing deadline of 09/30/08 will not be accepted**. Please note that applications received **without the required fee (or appropriate waiver information) will not be considered**. The application package and related documents will become the property of the New York City School Construction Authority. **If you fail to submit all of the required forms, your application will not be considered. You MUST sign and date your resume; otherwise, your exam will NOT be scored.**

VIII. WHERE TO OBTAIN AN EDUCATION AND EXPERIENCE PACKAGE

1. In person: Main Lobby of the NYC School Construction Authority, 30-30 Thomson Avenue, Long Island City, NY, from 09/16/08 to 09/30/08, between the hours of 8:30 a.m. and 5:00 p.m. Telephone or mail requests made to the NYC School Construction Authority for test packages will NOT be honored. Directions to the NYCSCA can be found at: <http://www.nycenet.edu/Offices/SCA/AboutUs/Directions/default.htm>, or by calling the NYCSCA security desk at 718-472-8835.
2. By telephone: Call the toll-free number listed below between the hours of 8:30 a.m. and 5:00 p.m. (Eastern Standard Time) between the dates of 09/16/08 and 09/19/08 and on 09/22/08. The earlier you do this, the better. Applications will be sent via U.S. mail ONLY for telephone calls received between these dates. The **toll free number is: (800) 707-0771**.
3. **On-line filing:** If you choose the on-line option, you do not need to send in hardcopy versions of the **Standard Resume Form EE-APP12** or the **Form EE-MO-1/Education & Experience Exam Booklet** since each will be submitted on line. You will need to obtain a packet of information for on-line testing that will explain the process and contain the material that you will be required to send to Barrett & Associates. You can obtain this material from the Main Lobby of the NYC School Construction Authority or by telephone.

See 1 and 2 above for information about where and how to obtain a packet. Among other things, the packet of material will contain information about the website address to use for on-line testing and an access code that must be used once the website has been accessed. The packet will also contain an On-Line form that candidates must complete and return with payment or fee waiver information and documentation. You must sign the On-Line form to indicate that all the statements you provide on the on-line **Standard Resume Form EE-APP12** and the on-line **Form EE-MO-1/Education & Experience Exam Booklet** are true and subject to the penalties of disqualification. If you fail to sign the form, your exam will NOT be scored. The packet will also contain a copy of the instructions that should be used to complete the on-line versions of the **Standard Resume Form EE-APP12** and the **Form EE-MO-1/Education & Experience Exam Booklet**. The packet will contain an envelope that you must use to return the material. Please remember to **add appropriate postage** and your **return address** on the envelope. The envelope will have the following address:

ATTN: (Exam Number: EE-00-012)
MANAGER, OPERATIONS ON-LINE
BARRETT & ASSOCIATES, INC.
1772 STATE ROAD
CUYAHOGA FALLS, OH 44223-1306

If you choose the on-line testing option and either do not submit all of the required material or submit only a portion of the required material, your application and test will not be considered. If the payment, On-Line form, and any other required material are not postmarked by the **filing deadline of 09/30/08**, **your application will not be considered.**

NOTE: Failure to follow the directions contained within this Notice of Examination and within the Education and Experience examination package (hardcopy or on-line versions) will result in your application/examination being rejected. No candidate will be allowed to submit additional information after the filing period has closed.

THE STANDARD RESUME AND THE EDUCATION AND EXPERIENCE EXAM THAT YOU SUBMIT FIRST WILL BE THE ONLY MATERIAL THAT WILL BE SCORED/CONSIDERED.