



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for

IT Assistant Exam # 2023

(See IT FUNCTIONAL AREAS)

Salary Schedule

Current CUNY Employees with 2 years or more of service	New Hires or Current CUNY Employees with less than 2 years of service
Level 1: Upon entry: \$46,528	Level 1: Upon entry: \$41,175*
Level 2: Upon entry: \$52,776	Level 2: Upon entry: \$46,704*
Level 3: Upon entry: \$61,109	Level 3: Upon entry: \$54,080*
*Less than 24 months of CUNY service results in a suppressed salary	
NOTE: AFTER 12 MONTHS OF SERVICE, ALL EMPLOYEES ARE ENTITLED A TUITION BENEFIT FOR UP TO SIX (6) UNDERGRADUATE CREDITS OR THREE (3) GRADUATE CREDITS PER SEMESTER AT A CUNY COLLEGE.	

Filing Period Opens: Monday, September 7, 2009

Filing Period Closes: Friday, October 9, 2009. Online applications must be completed by 5:00 PM (Eastern) this date.

Filing Fee: A \$45 filing fee is required. All applicants must pay the filing fee, unless qualified to receive a waiver.

Who Should Apply? Those who:

- Have a High School Diploma or GED. **(REQUIRED)**
- Have a minimum of six months of full-time work experience in a computer or technology-related position (full-time experience is 35 hours per week). **(REQUIRED)**

Experience less than full-time but more than 20 hours per week will be prorated at 50% (i.e., 2 months experience at 20 - 34 hours per week equal to one month's full-time experience).

- Are fluent in English (must be able to speak, read, write, and comprehend English). **(REQUIRED)**
- Valid motor vehicle driver's license may be required for some positions.

NOTE: All applicants must meet minimum qualifications to be eligible for hire.

Proof of meeting the above requirements is necessary at the time of application, before the close of a Civil Service examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period.

The City University of New York (CUNY)

An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer.

Visit the CUNY website at www.cuny.edu

Description of the Job

Under supervision, with latitude for independent initiative and judgment, performs entry-level professional work in technology-related disciplines: development/programming, communications, technical support, or similar functions. There are three salary levels for this title.

Performs specialized work in one or more technology-related areas. Performs entry-level professional tasks to support one or more of the following (not an exhaustive list)

IT FUNCTIONAL AREAS

Database Functional Areas (8 specialties)
 Database Management Software/Environments (7 specialties)
 Network/Server Functional Areas (10 specialties)
 Network/Server Environments (16 specialties)
 Operating Systems (12 specialties)
 Electronic Mail Operating Systems (4 specialties)
 Application Development Software (7 specialties)
 Application Programming (14 specialties)
 World-Wide Web/Multimedia Tools (11 specialties)
 Media Technology (2 specialties)
 Client/Support Services Functional Areas (17 specialties)
 Applications (8 specialties)
 Telecommunications (6 specialties)
 Call Centers (1 specialty)

The Selection Process

Your completed online application including work experience, education, all IT certifications, and IT courses completed will determine your score. This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

The minimum required qualifications are:

1. Education Requirement: High School Diploma or GED. Documentation will be requested. There is no equivalent for this requirement. **(REQUIRED)**
2. Experience Requirement: minimum 6 months of full-time work experience (35 hours per week) in a computer or technology-related position. **(REQUIRED)**
 Less than full-time and more than 20 hours per week will be prorated at 50% (i.e., two months experience at 20 - 34 hours per week equal to one month's full-time experience).
3. Additional experience and/or education can be met by one of the following:
 An additional three years and six months of full-time work experience in a computer or technology-related position (i.e., a total of four years' experience when combined with item #2 above),
OR
 An Associate's degree plus one year and six months of full-time work experience in a computer or technology-related position (i.e., a total of two years' experience when combined with item #2 above),
OR
 A Bachelor's degree from an accredited institution.
4. Are fluent in English (must be able to speak, read, write, and comprehend English). **(REQUIRED)**
5. A valid motor vehicle driver's license may be required for some positions.

You must apply online by the closing date, Friday, October 9, 2009

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By the close of the filing period, Friday, October 9, 2009, you must:

Step 1. Complete the online application process via: www.cuny.edu click on **Careers at CUNY**, then **Classified Civil Service Exams**.

Note: It is your responsibility to update your contact information. Changes to your name, address, telephone number, or email address make it difficult for CUNY to locate you if you do not inform us of the changes.

Step 2. Meet the minimum qualifications for appointment to the title. See **Who Should Apply**. Pay your non-refundable filing fee of \$45 via credit or debit card, U.S. Postal or bank money order, or certified check (made payable to **The City University of New York**). **NO PERSONAL CHECKS WILL BE ACCEPTED**. Mail to:

**CPS Human Resource Services
ATTN: CUNY IT Asst. Examination
241 Lathrop Way, Sacramento, CA 95815**

Submission of fees will not be accepted after the close of the filing period. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law; to qualify for a waiver, you must have a *demonstrable* financial hardship and complete the **Application Fee Waiver Request and Certification Form**. Your waiver request form must be submitted by the close of the filing period.

UPON MEETING MINIMUM QUALIFICATIONS YOU WILL BE REQUIRED TO:

Step 3. Complete the online application and specialty skills self ratings.

Step 4. Applicants who meet minimum requirements will be asked to rate their Skill Proficiency, Experience, and Skill Recency on up to **4 (four)** separate technical specialties.

Step 5. Provide documentation of IT courses completed, IT Certifications, work experience (if applicable). Also complete the self ratings of your specialty skill/knowledge and work experience.

UPON EVALUATION OF ALL CANDIDATES' APPLICATIONS:

Step 6. A CUNY Certified List of Eligibles will be established for the title.

Step 7. Qualified applicants may be invited for an interview and must meet background verification standards.

Your final score will be determined by the grade you receive on the evaluation of your application and the veteran's preference credit/legacy credits you receive, if any. Your score will determine the order in which you are certified from the list of eligible applicants. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs. The civil service certified list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. During the application process you must attest to your understanding that cheating, applying under multiple Social Security Numbers, or other breaches will result in disqualification from the exam process.

Note: Your education and work history will be verified by The City University of New York.

It is your responsibility to: (if applicable).

1. Submit all supporting documentation of your claims of completed IT courses, or IT credentials; veteran's preference credit or legacy credit.
2. Complete the entire online application within the application time period.

Notice to Retirees: Retirees from public service employment with New York State or its political subdivisions including The City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. For 2009 the annual earnings limitation is \$30,000 per year.

Special Notes

Release of Test Scores Below Minimum Qualifications. Per University regulations, the University does not score any other material once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In

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these cases, test scores are assigned an administrative score of "60."

Claiming Veteran's Preference Credit

If you pass this examination, you may be eligible for the veteran's preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the online application process. You must also download and complete the form and submit it to:

**CPS Human Resource Services
ATTN: CUNY IT Asst. Examination
241 Lathrop Way
Sacramento, CA 95815**

If you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentary proof indicating that the service was in time of war and that the applicant received an honorable discharge or was released under honorable conditions. Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran's preference credit in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to:

**CPS Human Resource Services
ATTN: CUNY IT Asst. Examination
241 Lathrop Way
Sacramento, CA 95815**

Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.

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Appointment Information – After Passing Selection Process

Eligible List – Your name will remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization – In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

Probationary Period – Each position is subject to a one-year probationary period following appointment from the CUNY Civil Service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations.

Fingerprinting – Those selected for employment, must be fingerprinted. You will be informed where to report and the fee that you must bring (imposed by the State of New York).

Background Investigation – The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Advancement – IT Assistants may advance to IT Associate.

Applicants or their representatives may call **CPS Human Resource Services at 866.864.1072 ext. 3245** for further information regarding this examination.

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