



New York City School Construction Authority

NOTICE OF EXAMINATION OPEN TO THE PUBLIC

QUALITY ASSURANCE SPECIALIST

EDUCATION AND EXPERIENCE EXAMINATION (Exam No.: EE-00-042)

This examination will be administered **ONLINE** via electronic submissions and in **HARDCOPY** form.

| Title | **Hiring Salary Range |
|------------------------------|-----------------------|
| Quality Assurance Specialist | \$73,023 - \$107,482 |

| | |
|----------------------------|-----------------|
| ***Application Fee: | \$60 |
| Filing Period: | |
| Opens: | 09/26/16 |
| Closes: | 10/07/16 |

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

**The salary range is effective as of 12/03/2015. Starting salary range for non-city employees or SCA or city employees with less than two years of service is \$63,498 - \$93,463.

***The application fee for this Notice of Examination is \$60.

I. MAJOR DUTIES OF THE POSITION

Quality Assurance Specialists: **1.** Develop contract documents and other documents for in-house line and CIP projects. **2.** Analyze and document existing conditions in order to develop scope reports for in-house school construction projects. **3.** Review designs, construction contract requirements, and shop drawings for technical sufficiency. **4.** Review scope reports, contract documents, and other documents that are developed by consultants working in conjunction with the NYCSCA on school construction projects. **5.** Supervise lower-level architects or engineers while under the overall supervision of a licensed architect or engineer, respectively. **6.** Conduct site visits to compare actual construction with design drawings, contract plans and specifications, Authority quality standards, building codes, and industry practice. **7.** Recommend appropriate construction practices to improve job quality and/or adherence to design, costs, and established schedules. **8.** Prepare written quality assurance construction evaluations based on site inspection. **9.** Attend quality control meetings with project officers, contractors, and construction specialists.

Quality Assurance Specialists perform their work duties within each incumbent's specialty area. These specialties include: (1) Architectural; (2) Structural; (3) Mechanical [HVAC]; (4) Plumbing and Drainage; and (5) Electrical. Applicants will have the opportunity to qualify for the specialty areas on the exam. See Section below entitled "Selective Certification for Specialty Experience" for more information.

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 Quality Assurance Specialist must have the following:

1. Ability to understand and be understood in English;

and
2. Baccalaureate degree from an accredited college or university with major course work in Architecture, Engineering, or Applied Sciences;

and
3. Five years of full-time experience in construction, quality assurance, or project management;

or
4. A satisfactory combination of education (High School Diploma / GED at the minimum) and experience. See below for substitutions.

Substitutions

- Candidates who do NOT possess a Baccalaureate degree will need an additional four years of full-time experience in construction, quality assurance, or project management, totaling nine years of relevant full-time experience.
- A Master's/Doctoral degree from an accredited college or university in Architecture, Engineering, or Applied Sciences may substitute for two of the five years of full-time experience, resulting in three years of full-time experience required.

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

Selective Certification for Specialty Experience

If you pass a qualifying test in any of the specialties listed below, you may be considered for appointment 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. To indicate your interest and to take the test to qualify for Selective Certification, you must (a) make the appropriate entry on the Standard Resume Form EE-APP42, and (b) complete the test for the appropriate specialty area or areas. Those specialty areas are:

- (1) Architectural;
- (2) Structural;
- (3) Mechanical (Heating, Ventilation, Air Conditioning [HVAC]);
- (4) Plumbing and Drainage; and
- (5) Electrical.

In order to be considered for a specialty area, you must qualify for the overall exam as well as meet the following minimum requirements:

- A Baccalaureate degree from an accredited college or university with major course work specifically in Architecture or Engineering; and
- Four years of full-time experience performing design-related work within one of the specialty areas. This experience may also count toward the full-time experience required to qualify for the overall exam.

Substitutions

- A Master's/Doctoral degree from an accredited college or university specifically in Architecture or Engineering may substitute for two of the four years of full-time experience performing design-related work within one of the specialty areas, resulting in two years of full-time experience required within the specialty area. This experience may also count toward the full-time experience required to qualify for the overall position.

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-APP42 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 |
| 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 (NOT a personal check)**, should be made

payable to: **NYC School Construction Authority**. PRINT your name, the last four digits of your social security number and the title "Quality Assurance Specialist" on the check or money order

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

Fee Waiver

An applicant requesting a fee waiver must satisfy one of the following conditions and submit documentation as indicated below. Self-certification alone will not satisfy the waiver requirement.

- An individual who is a New York City resident and receiving full benefits for Public/Cash Assistance. (Submit a copy of your Benefit Identification Card that bears your name)
- An individual who is unemployed. (Submit Unemployment Insurance Benefit Payment History inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for this exam. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for the exam.)
- An individual who is receiving Supplemental Security Income (SSI) payments. (Submit documentation on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for the exam and specifically indicates that you received SSI benefits that month.)
- An individual who is receiving Medicaid benefits. (Submit the "MA Case/Suffix/Individual/Summary" printout. This printout must verify that either your eligibility for Medicaid is coded "AC" for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for this exam. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for the exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.)
- An individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF) / Family Assistance or Safety Net

Assistance. (Submit the “PA Case Composition-Suffix/Individual Summary” printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for the exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. For TANF/Family Assistances or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for the exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is active that month.)

- A participant certified eligible for a Workforce Investment Act program through the City’s Workforce1 Career Centers. (Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for this exam and specifically indicates that you are a participant registered with the City’s Workforce1 Career Centers for that month.)

Remember, all fee waiver claims are subject to verification.

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 (NYCSCA).
8. **Pension System.** All appointees from the civil service list will be required to join the Board of Education Retirement System (BERS) or as a transfer contributor of the New York City Employee Retirement System (NYCERS).
9. **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.
10. **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.
11. **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:

A. ONLINE SUBMISSIONS OF APPLICATIONS AND EXAMS

1. **Standard Résumé Form EE-APP42 (to be completed and submitted online).** This form will allow you to input your education and experience details. Please **complete this form fully** according to the instructions. The Form EE-APP42 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-APP42 will be considered in determining your eligibility for employment. The information provided on this EE-APP42 form may also be used to verify your responses to the EE-QAS-1 form. All statements you make on your application are subject to verification. All candidates must complete and submit EE-APP42.
2. **Form EE-QAS-1/Education and Experience Exam Booklet (to be completed and submitted online).** This form is the exam you will be taking for the position of Quality Assurance Specialist. Please read the instructions in “Education and Experience Exam for Quality Assurance Specialist” to complete it appropriately. All candidates must complete and submit EE-QAS-1. If you wish to take a specialty exam, you must also complete and submit online a separate specialty exam for the specialty to which you want to apply. You may apply to more than one specialty. Each has its own exam.
3. **Candidate Signature Form for Quality Assurance Specialist (to be completed and submitted via standard mail).** You must fill out this form and provide your signature attesting to the accuracy of all statements and answers you provide in your **Standard Résumé Form EE-APP42** and your **Form EE-QAS-1/Education and Experience Exam (and any specialty exams you submit)**. You must complete the Candidate Signature Form and return it with the required application fee for the exam (see #4 below). The Candidate Signature Form will be available online but must be printed out, completed, and mailed along with the required application fee for the exam.
4. The **required application fee (\$60)** in the form of a money order, bank check (NOT a personal check), or certified check should be made payable to: **NYC School Construction Authority.** PRINT your name, the last four digits of your social security number and the title “Quality Assurance Specialist” on the check or money order.

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 #4 of the General Information Section for the Applicant).
5. **Payment and Test Request Form for Internet-Based Applications (to be completed and submitted via standard mail).** You must fill out this form and return it with the required application fee. **This form will be available online but must be printed out, completed, and mailed along with the required application fee for the exam.**

6. Please send the required application fee or fee waiver documentation, the Candidate Signature Form, and the Payment and Test Request Form to the following address:

ATTN: (Exam Number: EE-00-042)
Quality Assurance Specialist
Barrett & Associates, Inc., C-2
1060 Graham Rd.
Cuyahoga Falls, OH 44224

The Standard Résumé Form EE-APP42 and the Form EE-QAS-1/Education and Experience Exam completed online must be submitted electronically by the **filing deadline of 10/07/16**. The required application fee or fee waiver documentation, the Candidate Signature Form, and the Payment and Test Request Form must be printed, completed, and postmarked by the **filing deadline of 10/07/16**. **Online materials submitted after the filing deadline and payment materials and other hardcopy materials postmarked after the filing deadline will not be accepted.** Please note that applications received **without the required fee (or appropriate waiver information) will not be considered**. All submitted materials will become the property of the New York City School Construction Authority. **If you fail to submit ALL of the required materials, your application will not be considered. You MUST sign the Candidate Signature Form, otherwise, your exam will NOT be scored.**

B. HARDCOPY PAPER & PEN SUBMISSIONS (For those electing to complete and submit all materials in written form)

- 1. Standard Résumé Form EE-APP42 (to be completed on hardcopy paper by using a pen.)** This form will allow you to input your education and experience details. Please **complete this form fully** according to the instructions. The Form EE-APP42 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-APP42 will be considered in determining your eligibility for employment. The information provided on this EE-APP42 form may also be used to verify your responses to the EE-QAS-1 form. All statements you make on your application are subject to verification.
- 2. Form EE-QAS-1/Education and Experience Exam (to be completed on hardcopy paper by using a pen).** This form is the exam you will be taking for the position of Quality Assurance Specialist. All candidates must complete and submit EE-QAS-1. If you wish to take a specialty exam, you must also complete and submit a separate specialty exam for the specialty to which you want to apply. You may apply to more than one specialty. Each has its own exam.
- 3. The required application fee (\$60)** in the form of a money order, bank check, or certified check, should be made payable to: **NYC School Construction Authority**. **PRINT your name, the last four digits of your social security number and the title "Quality Assurance Specialist" on the check or money order.**

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 #4 of the General Information Section for the Applicant).

4. **Payment and Test Request Form (to be completed and submitted via standard mail).** You must fill out this form and return it with the required application fee.
5. Send completed forms, application materials, and any other supporting documentation, as instructed, to:

ATTN: (Exam Number: EE-00-042)
Quality Assurance Specialist
Barrett & Associates, Inc., C-2
1060 Graham Rd.
Cuyahoga Falls, OH 44224

Completed hardcopies of the Standard Résumé Form EE-APP42, the Form EE-QAS-1/Education and Experience Exam, and all other material you are required to submit must be **postmarked** by the **filing deadline of 10/07/16**. **Any material postmarked after the filing deadline will not be accepted.** Please note that applications received **without the required fee (or appropriate waiver information) will not be considered.** All submitted materials will become the property of the New York City School Construction Authority. **If you fail to submit ALL of the required materials, your application will not be considered. You MUST sign the Standard Résumé Form EE-APP42 and the Form EE-QAS-1/Education and Experience Exam and any other material that asks for your signature, otherwise, your exam will NOT be scored.**

VII. HOW TO TAKE THE EDUCATION AND EXPERIENCE EXAM

When the filing period opens, a link will be put up on the New York City School Construction Authority's website that will direct you to the server where all forms and materials will be available, including the instructions for completing all required forms. The link will be posted on the following NYCSCA website:

<http://www.nycsca.org/Careers/CivilService/Pages/default.aspx>

If you wish to complete the examination materials using the online format, you will need to read the instructions on how to complete the materials, complete them, and return them according to the exam instructions. The exam instructions will be available on the website.

If you wish to complete the examination materials using the hardcopy paper & pen format, you will need to download all of the appropriate materials, **PRINT THEM**, complete them using a pen, and return them according to the exam instructions. The exam instructions will be available on the website. **NOTE: You will NOT be able to pick up hardcopy exam materials at the main lobby of the NYCSCA. You MUST download the appropriate materials, PRINT THEM, complete them, and return them according to the exam instructions.**

NOTE: Failure to follow the directions contained within this Notice of Examination and within the Education and Experience examination materials 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.