



EXAMINATION NOTICE

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

IT Associate, Exam #2079

Filing Period Opens:	Wednesday, January 31, 2024
Filing Period Closes:	Tuesday, March 19, 2024 Applications and all other required documents, including payment of filing fee, must be <u>submitted or postmarked</u> by 11:59 pm Eastern Standard Time (EST) on Tuesday, March 19, 2024.
Filing Fee:	\$85.00 , <u>non-refundable</u> , unless a fee waiver is granted. For more information, see Fee Waiver in the Application Process section.
Salary:	\$72,209 <i>Annual salaries are subject to adjustment by recent collective bargaining agreement between CUNY and DC37.</i>

Minimum Qualifications

In order to qualify to take the exam, on the last day of the filing period (March 19, 2024), you must possess:

1. A high school diploma or its educational equivalent from an accredited institution **and** seven (7) years of full-time work experience in a computer or technology-related position; **or**
2. An associate degree from an accredited college or university **and** five (5) years of full-time work experience in a computer or technology-related position; **or**
3. A bachelor's degree from an accredited college or university **and** three (3) years of full-time work experience in a computer or technology-related position.

Notes:

- (1) CUNY considers full-time work to be at least 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two month's related work experience at 20-34 hours per week equate to one month's full-time related work experience.) Part-time experience of fewer than 20 hours per week will NOT receive any credit.
- (2) Provisional, hourly or temporary service as a CUNY IT Associate **cannot** be used to meet the *minimum requirements* for this examination. Provisional, hourly or temporary service as a CUNY IT Associate **can only** be used to receive *additional points* on this exam (see **Examination Process** section for more information). All candidates **must** first meet the *minimum requirements* for this examination before any additional points may be credited.
- (3) Those candidates who were educated outside of the United States and wish to have such foreign education credited on this examination must follow the foreign education procedure. Please refer to **G. Verification of Education and Work History / Foreign Education** in the Additional Information section for more information.

You are responsible for determining whether 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.

Driver License: A Motor Vehicle Driver License, valid in the State of New York, may be required for some, but not all, positions. See the **Selective Certification** section for more information.

English Language Proficiency: All candidates must be able to speak, read, write, and comprehend the English Language. English proficiency will be evaluated at the time of interview.

Eligibility for Employment: Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

Description of the Job

Under supervision, with considerable latitude for independent initiative and judgment, performs professional work of moderate complexity in technology related disciplines. IT Associates demonstrate mastery of one or more technology-related disciplines and decision-making ability in situations related to these disciplines. They perform a range of work in development/programming, communications, technical support, or similar functions depending on the needs of the Information Technology area to which they report. They may supervise a unit or group engaged in technology-related work. There are three assignment levels for this title.

General Work Tasks:

Level 1

- Ensures security procedures for computer software, networks, and data.
- Ensures data integrity through auditing and validation procedures.
- Supervise a team of technical professionals or manages a system or group of systems within the College, as necessary.
- Serves as a technical resource in all aspects of assigned systems, networks and technologies.
- Demonstrates an understanding of, and adheres to, systems methodologies, quality control and performance standards, and work methods established in unit.
- Ensures adherence to performance priorities within established guidelines.
- Assists in implementing contracts (including service contracts), monitoring compliance, evaluating performance, and making recommendations on renewals.
- Participates in staff selection processes, such as technical interviews.
- Assists in planning, analyzing, implementing and maintaining systems and networks, including contingency and capacity planning and quality assurance.
- Resolves complex problems in area of expertise with little or no supervision, notifying others according to department procedure.
- Explains problem resolutions to others and instructs others in implementing them.
- Explains standards to others and administers compliance activities.
- Assists in coordinating intra- or inter-college projects.
- As requested, provides data and other input to University-wide systems development and management efforts.
- Participates in the preparation and review of feasibility studies, proposals and specifications.
- Interacts with vendors to acquire and implement new software and hardware, as well as upgrades and equipment maintenance.

- Determines training requirements; trains and/or arranges for training for staff and the user community.
- Prepares and delivers management reports concerning overall plans, activities, performance levels and budgetary compliance of one or more units.
- Develops bid specifications and participates in soliciting and evaluating bids.
- Participates in evaluating personnel.
- Participates in, and reports on, studies of current and potential problems, developing appropriate solutions.
- Conducts training sessions and other communications related to technology.

Levels 2 & 3

In addition to all tasks performed as a Level I IT Associate, individuals in Levels 2 and 3 will be expected to perform the following tasks:

- Develops security procedures for computer software, networks, and data.
- Prepares budget requests.
- Completes assigned complex projects in area(s) of technical expertise.
- Prepares proposals and substantive written reports of a complex nature; makes formal presentations of findings.
- Participates in administrative task forces and may serve as Project Leader.
- Conducts cost-benefit and other analyses to quantify recommendations to management.
- Conducts studies of the effectiveness of policies, programs and procedures.

Technology Areas

Duties are performed in one or more technology-related areas. While areas of specialization vary, typically IT Assistants perform entry-level professional tasks to support one or more of the disciplines listed below. Work is performed with the same scope, complexity, independence, and impact as described in the above. This list is not all-inclusive.

Internet design and programming (generally, excluding content creation and graphic design)

Computer facility operations (systems and networks)

Applications programming Systems programming

Customizing packaged software Database design and administration, including design of complex reports

Systems analysis Communications and networks

Systems training, user support and related services, such as Help Desks Repairs and Technical Support

Support of personal computing devices (hardware and software)

Support of telephony systems (hardware and software)

Systems utilization analysis and capacity planning

General systems planning

Cyber Security

Cloud Technology

Application Process

If you meet the minimum qualifications listed above, by the last day of the filing period (March 19, 2024), you must complete the following steps:

1. **Application:** Complete the entire *Examination Application*. The completed *Examination Application* must be **received** by CUNY or **postmarked** by 11:59 pm EST on March 19, 2024 by one (1) of the following methods:

By e-mail: Attach the files (see below) to: CivilServiceExams@cuny.edu

Subject of email: IT Associate, Exam #2079

When submitting your *Examination Application* by email, please submit a saved PDF copy of the fill-in *Examination Application* form and a “print to pdf” file or “scan of a print copy” of your completed *Examination Application*.

Name of fill-in file: *First Name Last Name Exam App ITA2079.pdf*

Name of scan file: *First Name Last Name Exam App (scan) ITA2079.pdf*

OR

By FAX: Send to: (646) 664-3836

Subject on FAX cover page: ATTN: IT Associate, Exam #2079

OR

By mail: Address to: The City University of New York
ATTN: IT Associate, Exam #2079
395 Hudson Street
New York, NY 10014

ONLY use Adobe Acrobat (Reader or Professional) to complete the Examination Application.

Some fields do not work properly with other programs. Missing information cannot be added after the close of the filing period.

Make sure all fields in the *Examination Application* are completed. Applicants are not able to modify the *Examination Application* once submitted. Applicants who do not submit a completed *Examination Application* will be found **Not Qualified**.

E-MAILED APPLICATIONS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR EXAMINATION APPLICATION TO ANY CUNY COLLEGE.

2. **Proof of Education:** Have a copy of your high school diploma, GED, college diploma, college transcript sent directly to CUNY. All scores will be conditional upon receipt and review of these document(s). **All required documents must be received by CUNY or postmarked by 11:59 pm EST on March 19, 2024***. CUNY will only accept documents sent by one (1) of the following methods:

By e-mail: Attach PDF to: CivilServiceExams@cuny.edu

Subject of email: IT Associate, Exam #2079

OR

By FAX: Send to: (646) 664-3836

Subject on FAX cover page: ATTN: IT Associate, Exam #2079

OR

By mail: Address to: The City University of New York
ATTN: IT Associate, Exam #2079
395 Hudson Street
New York, NY 10014

* If you were educated outside of the United States, refer to **G. Verification of Education and Work History / Foreign Education** in the Additional Information section. The deadline is extended for foreign education evaluations.

Applicants who do not submit proof of education will be found Not Qualified. Applicants are not able to submit proof of education after the end of the filing period (March 19, 2024).

E-MAILED PROOF OF EDUCATION IS STRONGLY RECOMMENDED.

DO NOT RETURN A COPY OF YOUR EDUCATION DOCUMENT(S) TO ANY CUNY COLLEGE.

3. **Filing Fee:** Pay the **non-refundable filing fee of \$85.00**. Personal checks will **not** be accepted. The filing fee is a non-refundable fee and will **not** be refunded if you are found Not Qualified. Payment of the filing fee **must be received by CUNY or postmarked by 11:59 pm EST on March 19, 2024** by one (1) of the following methods:

- A. **To pay the non-refundable filing fee of \$85.00 by Credit Card or eCheck**, click on the following:

<https://www.cuny.edu/employment/civil-service/>

Under **CUNY Hiring Fees**, click on the link for **CUNY HR Exam Fees**. At the top of the form, the *Account* must state **HR Exams**. Fill out all of the fields, select the payment type and make sure to complete the following fields as shown:

Job Title A-D: leave this field blank

Job Title E-P: select: **IT Associate -\$85**

Job Title Q-Z: leave this field blank

Next, enter the confirmation # in the **Filing Fee** section of the *Examination Application*. **A copy of your receipt must be included with your submission.** Keep a copy of your receipt.

OR

- B. **To request a fee waiver of the non-refundable filing fee of \$85.00**, see Number 6. **Fee Waiver** on page 5. Follow the directions in the *Application for Fee Waiver* form.

4. **Attestation Form:** You must complete the *Attestation Form* and sign it using a blue or black pen (electronic signatures or script font will not be accepted). You must attest to your understanding that cheating, misrepresenting your qualifications, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process. The completed *Attestation Form* **must be received by CUNY or postmarked by 11:59 pm EST on March 19, 2024** by one (1) of the following methods:

By **e-mail**: Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: IT Associate, Exam #2079

OR

By **FAX**: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: IT Associate, Exam #2079

OR

By **mail**: Address to: The City University of New York
ATTN: IT Associate, Exam #2079
395 Hudson Street
New York, NY 10014

Applicants who do not submit a completed *Attestation Form* will be found Not Qualified.

E-MAILED ATTESTATION FORMS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR ATTESTATION FORM TO ANY CUNY COLLEGE.

5. **Exam Checklist:** Complete the entire *Exam Checklist*. The completed *Exam Checklist* **should be received by CUNY or postmarked by 11:59 pm EST on March 19, 2024** by one (1) of the following methods:

By e-mail: Attach the file to: CivilServiceExams@cuny.edu
Subject of email: IT Associate, Exam #2077
Name of file: *First Name Last Name Checklist ITA2079.pdf*

OR

By FAX: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: IT Associate, Exam #2079

OR

By mail: Address to: The City University of New York
ATTN: Facilities Coordinator, Exam #2079
395 Hudson Street
New York, NY 10014

Use the Exam Checklist to help confirm that you are submitting everything required.

Missing information or documents cannot be submitted after the close of the filing period.

Applicants who do not submit all of the required information may receive a lower score or be found Not Qualified.

E-MAILED APPLICATIONS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR *EXAM CHECKLIST* TO ANY CUNY COLLEGE.

6. **Fee Waiver:** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for this waiver, you must have a *demonstrable* financial hardship and complete an *Application for Fee Waiver* form. Your completed fee waiver request form and supporting documents **must** be submitted along with your Application (see *1. Application* above) and **must be received by CUNY or postmarked by 11:59 pm EST on March 19, 2024**.
7. **Location Preference:** Applicants must select, at the time of application, which of the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the five (5) boroughs MAY be created. When the borough eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate's home address on the application.

Examination Process – Education and Experience Test (100% of Final Ranked Rating)

Education and Experience Test: The **Education and Experience Test** will determine your final score. Your education and work experience will be evaluated to determine if you meet the Qualification Requirements. If you meet the Qualification Requirements you will receive a passing score of 70%. Your additional work experience will then be scored, up to a maximum of 100%. It is critical that you be as accurate and complete when completing your *Examination Application*. Your claims will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores may be banded.

The 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 of examinations will apply to this examination.

Selective Certification for License, Certification and/or Special Experience

If you possess a license, certification and/or experience listed in any of the areas listed below, you may be considered for appointment to positions with these requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certification and/or experience. Your license, certification(s) and/or experience will be checked at the time of appointment. If appointed with a license or certification, the license or certification must be maintained for the duration of your employment.

1. **Motor Vehicle Driver License:** If you have a motor vehicle driver license valid in the State of New York, you may request to be selectively certified for positions in CUNY that require a motor vehicle driver license.
2. **Apple Certified Associate:** If you have a valid Apple Certified Associate certification, you may request to be selectively certified for positions in CUNY that require an Apple Certified Associate certification.
3. **CompTIA A+:** If you have a valid CompTIA A+ certification, you may request to be selectively certified for positions in CUNY that require a CompTIA A+ certification.
4. **CompTIA Linux+:** If you have a valid CompTIA Linux+ certification, you may request to be selectively certified for positions in CUNY that require a CompTIA Linux+ certification.
5. **CompTIA Network+:** If you have a valid CompTIA Network+ certification, you may request to be selectively certified for positions in CUNY that require a CompTIA Network+ certification.
6. **CompTIA Security+:** If you have a valid CompTIA Security+ certification, you may request to be selectively certified for positions in CUNY that require a CompTIA Security+ certification.
7. **Microsoft Certified: Azure Fundamentals Certification:** If you have a valid Microsoft Certified: Azure Fundamentals certification, you may request to be selectively certified for positions in CUNY that require a Microsoft Certified: Azure Fundamentals certification.
8. **Microsoft 365 Certified: Fundamentals:** If you have a valid Microsoft 365 Certified: Fundamentals certification, you may request to be selectively certified for positions in CUNY that require a Microsoft 365 Certified: Fundamentals certification.
9. **Applications or Systems Programming:** If you have at least two (2) years of verifiable full-time experience with applications or systems programming in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
10. **Applications Support:** If you have at least two (2) years of verifiable full-time experience with applications support in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
11. **Aruba Wireless Networks:** If you have at least two (2) years of verifiable full-time experience with Aruba wireless networks in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
12. **Audio Visual Technologies:** If you have at least two (2) years of verifiable full-time experience with audio visual technologies in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
13. **Blackboard Administration:** If you have at least two (2) years of verifiable full-time experience with Blackboard administration in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
14. **Computer Facility Operations (Systems and Networks):** If you have at least two (2) years of verifiable full-time experience in computer facility operations (systems and networks) in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.

15. **Cisco Network Switches:** If you have at least two (2) years of verifiable full-time experience with Cisco network switches in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
16. **Cloud Technology:** If you have at least two (2) years of verifiable full-time experience with cloud technology in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
17. **Communications and Networks:** If you have at least two (2) years of verifiable full-time experience with communications and networks in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
18. **Conferencing and Collaboration Technologies:** If you have at least two (2) years of verifiable full-time experience with conferencing and collaboration technologies in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
19. **Customizing Packaged Software:** If you have at least two (2) years of verifiable full-time experience in customizing packaged software in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
20. **Cyber Security:** If you have at least two (2) years of verifiable full-time experience in cyber security in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
21. **Database Design and Administration:** If you have at least two (2) years of verifiable full-time experience in database design and administration, including design of complex reports, in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
22. **Data Center Operations:** If you have at least two (2) years of verifiable full-time experience assisting in data center operations in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
23. **Desktop Systems Support:** If you have at least two (2) years of verifiable full-time experience with desktop systems support in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
24. **General Data Networks:** If you have at least two (2) years of verifiable full-time experience with General Data networks in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
25. **General Systems Planning:** If you have at least two (2) years of verifiable full-time experience in general systems planning in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
26. **Internet Design and Programming:** If you have at least two (2) years of verifiable full-time experience in internet design and programming (excludes content creation and graphic design) in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
27. **IT Service Desk:** If you have at least two (2) years of verifiable full-time experience in an IT service desk capacity in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
28. **Linux Servers:** If you have at least two (2) years of verifiable full-time experience with Linux servers in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
29. **Monitoring Systems:** If you have at least two (2) years of verifiable full-time experience working with monitoring systems such as Solar Winds, Splunk or Data Dog in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.

30. **Palo Alto Firewalls:** If you have at least two (2) years of verifiable full-time experience with Palo Alto firewalls in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
31. **PeopleSoft IT Security:** If you have at least two (2) years of verifiable full-time experience with PeopleSoft IT security in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
32. **Storage Systems:** If you have at least two (2) years of verifiable full-time experience with storage systems in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
33. **Support of Personal Computing Devices:** If you have at least two (2) years of verifiable full-time experience with support of personal computing devices (hardware and software) in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
34. **Support of Telephony Systems:** If you have at least two (2) years of verifiable full-time experience with support of telephony systems (hardware and software) in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
35. **Systems Analysis:** If you have at least two (2) years of verifiable full-time experience with systems analysis in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
36. **Systems Training:** If you have at least two (2) years of verifiable full-time experience with systems training, including user support and related services, such as Help Desks Repairs and Technical Support in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
37. **Systems Utilization Analysis and Capacity Planning:** If you have at least two (2) years of verifiable full-time experience with systems utilization analysis and capacity planning in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
38. **Virtual Machines or Virtual Systems:** If you have at least two (2) years of verifiable full-time experience with virtual machines or virtual systems in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
39. **VOIP Telephone Systems:** If you have at least two (2) years of verifiable full-time experience with VOIP telephone systems in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.
40. **Windows Servers:** If you have at least two (2) years of verifiable full-time experience with Windows servers, such as Active Directory, SQL Servers, DNS (Infoblox), WebServers, Exchange Servers, File Servers, in a college or university work setting, you may request to be selectively certified for positions in CUNY that require such experience.

The above Selective Certification requirements may be met at any time during the duration of the eligible list. If you meet this requirement at some future date, please submit a request to Classified.Centex@cuny.edu with the following subject: *Selective Certification for IT Associate, Exam #2079*. Please include in your email request: your full name, your list number, your score **and** the name(s) of the above Selective Certifications that you meet the requirements.

After the Exam

1. **Eligible List:** A CUNY Civil Service list of eligible candidates will be established and candidates will be notified of their scores. Lists are established for one year and may be extended up to three additional years, for a maximum of four years. Each candidate's final score will be determined by the Education and Experience Test and any veteran preference and/or legacy credits awarded (see *Veteran and Legacy Credit* section below). The final score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY's active civil service lists may be viewed online at:
<http://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists>.
2. **Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.
3. **Filling Vacancies:** The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in list number order which will be determined by the order of their final score and the 5th digit of their social security number. 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.
4. **Probationary Period:** Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

Effective September 7, 2023, Civil Service Law Section 6.3 was amended so that all time spent as provisional employee shall be credited toward the probationary period that is required upon permanent appointment to the same in-title position. The permanent position must be immediately following the provisional position.

Veteran and Legacy Credit

1. **Veteran Credit:** If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have had 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 download and complete a *Claiming Veteran's Credit* form. The completed *Claiming Veteran's Credit* form must be submitted by one (1) of the following methods:

Veteran's Credit or Disabled Veteran's Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. **If you submit a request for Veteran's Credit by mail, it is strongly recommended that you maintain proof of mailing your request.**

Change in Disabled Veteran Credit Eligibility: Article 5, section 6 of the New York State Constitution was amended to entitle veterans who have used veterans' credits for a Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment, which is effective January 1, 2014, provides additional veteran credits to veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government, and, subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law. For more detailed information, please visit <http://www.cuny.edu/employment/civil-service.html>.

2. **Legacy Credit:** If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points added to your final examination score if your parent or sibling has been 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.

- a. **For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
- b. **For Sibling Legacy Credit:** if candidate's 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.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application but **must** be requested no later than the day before the eligible list is established.

If a candidate requests Legacy Credit after an application 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. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CUNY, prior to eligible list establishment, documentation verifying their claim. For more information on Legacy Credit, see *Requesting Legacy Credit*.

Legacy Credit should be requested at the time of application but **must** be requested before the date the eligible list is established.

Note on Legacy Credit Usage: 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. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

3. **Deadline for Claiming Veteran and/or Legacy credit:** You must submit all supporting documentation of your claims of veteran preference credit or legacy credit eligibility before the establishment of the eligible list. To claim Veteran's credit, follow the directions in the *Claiming Veteran's Credit* form. To claim Legacy credit, follow the directions in the *Requesting Legacy Credit* form. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
4. **Submitting Veteran and/or Legacy credit:** The completed *Claiming Veteran's Credit* form or *Requesting Legacy Credit* form must be submitted by one (1) of the following methods:

By **e-mail:** Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: IT Associate, Exam #2079

OR

By **FAX:** Scan to: (646) 664-3836
Subject on FAX cover page: ATTN: IT Associate, Exam #2079

OR

By **mail:** Address to: The City University of New York
 ATTN: IT Associate, Exam #2079
 395 Hudson Street
 New York, NY 10014

If you submit a claim by mail, it is strongly recommended that you maintain proof of mailing your request.

Additional Information

- A. **Release of Failing Test Scores:** Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."

- B. **Separate Municipal Employer:** Please note that the City University of New York (CUNY) is a separate municipal employer. Therefore, employees of New York City agencies or authorities **cannot** transfer to CUNY. If an employee of a New York City agency or authority accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. **Method of Contact / How to Update Contact Information:** E-mail is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu.
- D. **All candidates must meet the minimum qualifications at the time of application.** A candidate who does not meet the minimum qualifications at the time of application for this title will be disqualified. Candidates who have been deemed unqualified and already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- E. **Eligibility for Employment:** All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act. Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.
- F. **Candidate's Responsibility:** It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation for claims of veteran/disabled veteran, foreign education and/or requests for fee waiver.
- G. **Verification of Education and Work History / Foreign Education:** Candidates' education and work history will be verified. A candidate who was educated outside of the United States and needs the foreign education to be credited on this examination must have the education evaluated by a CUNY approved evaluation service (at the candidate's expense) to determine its equivalence to education completed within the United States. If you wish to claim credit for a foreign diploma or degree, request a "**document-by-document**" evaluation. Evaluating agencies that are certified to make this evaluation are listed on the *Foreign Education Evaluation Fact Sheet*. Candidates must pay the evaluation fee directly to the evaluating agency selected. **Important:** The evaluation agency selected must send a scan of the original evaluation directly to CivilServiceExams@cuny.edu within 60 days after the close of the filing period or an original evaluation must be post-marked within 60 days after the close of the filing period and mailed to:

The City University of New York
ATTN: IT Associate, Exam #2079
395 Hudson Street
New York, NY 10014

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

- H. **Retirees from Public Service Employment:** 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). However, CUNY will **not** be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 211/212 of New York State Retirement and Social Security Law. The annual earnings limitation for calendar year 2020 and later is \$35,000 per year.
- I. **Appeals:** Candidates may file a “Stage I” appeal of certain aspects of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on *Stage I Appeal of Test Results or Disqualification* at: <https://www.cuny.edu/employment/civil-service/appeal-procedure>.
- J. **Civil Service at CUNY:** More information about civil service at The City University of New York is available on our website at: <https://www.cuny.edu/employment/civil-service>.
- K. **For further information regarding this examination:** Applicants or their representatives may email Classified.Centex@cuny.edu.

Examination Application, Attestation Form, payment of filing fee or fee waiver form, a copy of education and all other official documents must be received by CUNY or postmarked by 11:59 pm Eastern Standard Time on Tuesday, March 19, 2024.

Submissions received by CUNY or postmarked after 11:59 pm Eastern Standard Time on Tuesday, March 19, 2024 will not be accepted.

Incomplete submissions will not be scored.