

# ADMINISTRATIVE PROJECT MANAGER

Education & Experience  
Exam Prep

# EXAMS AND APPLICATION PERIODS

| Title of Exam                                | Exam No. | Application Period     |
|--|----------|------------------------|
| Administrative Project Manger                | 8043     | 6/6/2018-<br>6/26/2018 |
| Administrative Project Manager (Promotional) | 8530     | 6/6/2018-<br>6/26/2018 |

- The E&E exam must be submitted during the application period and must be submitted online
- Notice of Examinations can be found on DCAS' website
- Directions for applying are found under the "HOW TO APPLY" section in the Notice of Examination
- New OAS accounts can take up to 24 hours to be verified - *this can be problematic if you are applying on the last day of filing*

# WHAT IS AN EDUCATION AND EXPERIENCE TEST?

- An education and experience test is one where instead of taking a multiple choice exam, you are graded based on the education and experience you list on the application during the filing period
- This means the application you submit during the filing period IS THE TEST!
- Because of this, it is very important to make sure you list all the information requested in detailing your education and experience so that you can score the most possible points!

# EDUCATION AND EXPERIENCE TEST SECTIONS

- For this Education and Experience Test you will complete the following sections:
  - Section A.1 (Foreign Education Evaluation – only if it applies to you)
  - Section A.2 (High School or High School Equivalency-GED)
  - Section A.3 (Trade School or Vocational High School – only if it applies to you)
  - Section A.4 (Undergraduate Education – only if it applies to you)
  - Section A.5 (Graduate Education – only if it applies to you)
  - Section A.6 (Courses – only if it applies to you)
  - Section B (Employment/Work Experience)
  - Section C (Licenses and Certifications – only if it applies to you)
  - Section D (Selective Certification(s) – only if it applies to you)
    - It is always better to put more than less information so you should list your HS Diploma, Bachelor's degree and Master's degree if you have both of them; also list any certifications and licenses you have as well – more is always better

# AFFIRMATION FORM

- The Affirmation Form, which can be found online after you have paid for the exam, must be printed, signed, dated and sent to the address on the form
- If DCAS does not receive your completed Affirmation Form, your application will not be considered complete and your name will not appear on the eligible list for this exam

# MINIMUM QUALIFICATIONS FOR PROMOTIONAL EXAM

## Administrative Project Manager

**Must hold the permanent title of Associate Project Manager**

-If you apply for the promotional test and you do not meet the above requirements, you will not be given a score and you will not be refunded

- Incumbent (meaning not permanent) Administrative Project Managers and Associate Project Managers who are *provisional* **can only** apply for the open competitive exam or they will also not be given a score and not be refunded

-Additionally, employees of CUNY or HHC can **only take the open competitive Computer Associate exam**

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## **Administrative Project Manager**

### **How to meet the minimum qualifications for the open competitive exam - #1**

Bachelor's degree in engineering, architecture, landscape architecture, construction management, business administration, or public administration + five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## **Administrative Project Manager**

### **How to meet the minimum qualifications for the open competitive exam - #2**

HS Diploma + nine years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)



# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## Administrative Project Manager

### How to meet the minimum qualifications for the open competitive exam - #3

Master's Degree in engineering, architecture, landscape architecture, construction management, business administration, or public administration + eight years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## Administrative Project Manager

### How to meet the minimum qualifications for the open competitive exam - #4

Master's Degree in engineering, architecture, landscape architecture, construction management, business administration, or public administration + eight years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## **Administrative Project Manager**

### **How to meet the minimum qualifications for the open competitive exam - #5**

JD Degree from law school + eight years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM

## Administrative Project Manager

### How to meet the minimum qualifications for the open competitive exam - #6

Valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect + eight years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project (two years of which must have been in an administrative, managerial, executive or supervisory capacity)

# MINIMUM QUALIFICATIONS FOR OPEN COMPETITIVE EXAM (CONTINUED)

The previous 6 slides outlined the six different ways you can meet the minimum qualifications for the open competitive exam

However, **ALL** applicants at a minimum must have **at least 2 years** experience in an administrative, managerial, executive or supervisory capacity

# EDUCATION & EXPERIENCE DEADLINES

Education requirement must be met by **June 30, 2018**

Experience and/or license requirement must be met by the last day of the filing period, **June 26, 2018**

# ACCEPTABLE EXPERIENCE

Examples of "very large engineering projects" include but are not limited to bridges, tunnels, highways, railways, seaports, wastewater projects, and information technology systems.

Administrative, managerial or executive work experience must include the authority to make critical decisions about matters of significance

# FOREIGN EDUCATION

If you need your foreign HS Diploma or Bachelor's degree evaluated, you must submit an evaluation to DCAS separate from your application

Evaluated foreign education credentials must be received by DCAS no later than 8 weeks from the last day of the filing period (**August 21, 2018**)

You must request a course-by-course evaluation



# FOREIGN EDUCATION (CONTINUED)

Photocopies of evaluations sent by candidates will not be accepted

Only evaluations with original stamp or seal of approved evaluation service and sent directly to DCAS from approved evaluation service will be accepted

# FOREIGN EDUCATION (CONTINUED)

If you have previously submitted an evaluation to DCAS, you may request that the evaluation service send a certified duplicate original directly to DCAS

- On some exams, in the Foreign Education section, it may ask you if you would like to use a previously submitted evaluation. If you have already submitted an evaluation to DCAS, you may choose this option

All evaluations sent to DCAS must have your name, social security number, exam title(s), and exam number(s)

# SCORING

Meeting minimum education and experience qualifications will grant you a baseline score of **70 points**

Additional points can be granted for up to **5 years** post minimum qualifications for administrative, managerial, executive or supervisory experience

Additional points can be granted for up to **7 years** post minimum qualifications for non-administrative, non-managerial, non-executive or non-supervisory experience

Veteran's Credit – 5 points (can only be applied one time ever)

# EXPERIENCE SCORING

## (ADMINISTRATIVE PROJECT MANAGER— OPEN COMPETITIVE & PROMOTION)

Full-time experience planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project in an administrative, managerial, executive or supervisory capacity –  
**MANAGERIAL EXPERIENCE**

| Years of Experience | Points You Will Receive |
|---------------------|-------------------------|
| 1 year – 3 years    | 10 points               |
| 3 years – 5 years   | 20 points               |
| 5+ years            | 30 points               |

# EXPERIENCE SCORING

## (ADMINISTRATIVE PROJECT MANAGER— OPEN COMPETITIVE & PROMOTION)

Full-time non-managerial and non-supervisory experience in planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project – NON-MANAGERIAL EXPERIENCE

| Years of Experience | Points You Will Receive |
|---------------------|-------------------------|
| 1 year – 3 years    | 5 points                |
| 3 years – 5 years   | 10 points               |
| 5 years – 7 years   | 15 points               |
| 7+ years            | 20 points               |

# EXPERIENCE SCORING

## (ADMINISTRATIVE PROJECT MANAGER— OPEN COMPETITIVE & PROMOTION)

Graduate credits completed at an accredited college or university for engineering, architecture, landscape architecture, construction management, business administration, or public administration – GRADUATE CREDITS

| Number of Credits       | Points You Will Receive |
|-------------------------|-------------------------|
| 3 credits – 11 credits  | 5 points                |
| 12 credits – 23 credits | 10 points               |
| 24+credits              | 15 points               |

# EXPERIENCE SCORING EXAMPLE #1

- Let's say you have a Bachelor's Degree in Engineering and 7 years total experience in engineering design, with 4 of those years as a supervisor...

WHAT WOULD YOUR SCORE BE?

# EXPERIENCE SCORING EXAMPLE #1 - ANSWER

- 7 total years experience, 4 years as a supervisor
- Bachelor's Degree + 5 years total experience, with 2 years as a supervisor = 70 points (meeting minimum qualifications)
- After meeting minimum qualifications, this person still has 2 total years experience, with 2 years as a supervisor left over (meaning both years left over are as a supervisor)
- 2 additional years experience as a supervisor = 10 points
- TOTAL = 80



# EXPERIENCE SCORING EXAMPLE #2

- In this example, you have a Bachelor's Degree in Architecture, a Master's Degree in Public Administration, 10 total years experience in planning construction design, 5 of those years as a supervisor and 30 graduate credits in Public Administration...

WHAT WOULD YOUR SCORE BE?

# EXPERIENCE SCORING EXAMPLE #2 - ANSWER

- 10 total years experience, 5 years as a supervisor
- Master's Degree + 4 years experience, with 2 years as a supervisor = 70 points (meeting minimum qualifications- having Master's degree replaces one year of experience)
- After meeting minimum qualifications, this person still has 6 total years experience, with 3 years as a supervisor left over
- 3 additional years experience non-managerial = 10 points
- 3 additional years experience as a supervisory = 20 points
- 30 graduate credits in Public Administration = 15 points
- TOTAL = 115 but you can only score a maximum of 100

# EXPERIENCE SCORING EXAMPLE #3

- In this example, you have a Bachelor's Degree in Business Administration, a valid Professional Engineer License, 8 total years experience in planning construction design, with 3 of those years as a supervisor ...

WHAT WOULD YOUR SCORE BE?

# EXPERIENCE SCORING EXAMPLE #3 - ANSWER

- 8 total years experience, 3 years as a supervisor
- PE License + 4 years experience, with 2 years as a supervisor = 70 points (meeting minimum qualifications- having PE License replaces one year of experience)
- After meeting minimum qualifications, this person still has 4 total years experience, with 1 year as a supervisor left over
- 3 additional years experience non-managerial = 10 points
- 1 additional year experience as a supervisory = 10 points
- TOTAL = 90

# EXPERIENCE SCORING EXAMPLE #4

- In this final example, you have a Bachelor's degree in Business Administration, a Master's Degree in Architecture, 15 years total experience, with 1 of those years as a supervisor and 30 graduate credits in architecture...

WHAT WOULD YOUR SCORE BE?

# EXPERIENCE SCORING EXAMPLE #4 - ANSWER

- In this last example, this person would not qualify for the exam because as we mentioned on page/slide 13, all candidates must have at least 2 years experience in:  
**administrative, managerial, executive or  
supervisory capacity**

# WORK EXPERIENCE

When listing your work experience, start with your current job and work backwards

- List your current job, then the job before that and so forth

You can and should list work experience from the private sector if it applies to you and meets the qualifications of the exam

List the job title you had at that job, even if the work you did was different from the normal duties of a person with that job title

For your current job when listing your start and end dates, you should list the date you were hired for the start date and the end of filing date (June 26) for your end date

- This will indicate to the person grading your exam that as of the end of the filing period, you still work at this job

# HOW TO WRITE YOUR TASK STATEMENTS/JOB DUTIES

Only you know what you do

Use your resume to guide you when detailing your work experience

Refer to attachments “List of Action Verbs”, “Task Writing Guidelines” and “Writing Task Statements”



# HOW TO WRITE YOUR TASK STATEMENTS/JOB DUTIES

Do not assume person who reviews your E & E test knows about items that you do not mention (acronyms, short-form words, etc.)

Make sure each task statement you write tries to answer:

- *What you are doing (verb)*
- *Purpose of what you are doing (object of the verb)*
- *Results of what you are doing*
- *If applicable, what tools, equipment or processes were used to do the task*
- *How often you do the task (in percentage)*

# PERCENTAGE

All task statements you list must have a percentage beside it that reflects how often you do that particular task

All tasks describing a particular work experience must add up to 100%

# ADMINISTRATIVE PROJECT MANAGER — TASK STATEMENT EXAMPLE #1

“Maintain engine department operations, crewing schedules and vessels within the framework of a Safety Management System” (20%)

“Supervise all aspects of budget management, including but not limited to such tasks as approving labor, materials, supplies, equipment and parts within vessel engine department operating budgets” (50%)

“Perform as contract/project manager for unit procurements and activities” (30%)

$$20\% + 50\% + 30\% = 100\%$$

# ADMINISTRATIVE PROJECT MANAGER — TASK STATEMENT EXAMPLE #2

“Conduct audits of payment requisitions for contract work including change orders” (10%)

“Perform final reviews and examinations of prices, reimbursable costs for large complex projects” (50%)

“Perform field inspections of various projects to verify that work is of good quality, meets agency standards and has progressed sufficiently to warrant payment when requested” (40%)

$$10\% + 50\% + 40\% = 100\%$$

# SELECTIVE CERTIFICATION

Selective Certification or Special Experience allows you to be considered for appointment to positions requiring a specific type of certification and/or experience

Selective certification is checked by the agency that appoints you when you are called off the list

Selective certification requirements may be met at any time during the duration of the list

# SELECTIVE CERTIFICATION (CONT'D)

Enter the 3-digit code which corresponds to the Selective Certification you wish to be considered for

Example:

**IT2, TRF, LNA**

# TEST RESULTS

Once you complete the exam and submit it online, you will be informed of the results

- If you are found to be Qualified, you will receive a tentative score
- Some online exams provide you with your tentative score right away while others send it to you by mail at a later date

Once the eligible list is established, you will receive your final score in the mail with a list number

If you are unsatisfied with the score you receive, you will have 30 days to appeal

# APPEAL PROCESS

If you are unsatisfied with your score or disqualified, you may file an appeal with DC 37's Legal department.

## Contact:

- Anastasia Papadimitri
- [apap@dc37.net](mailto:apap@dc37.net)



# ISSUES WITH THE ONLINE APPLICATION?

You can call DCAS at (212) 669-1357 if you experience issues with the online application

Press \*0\* when prompted to speak to a live person

# CHANGE OF MAILING/E-MAIL ADDRESS

You must notify DCAS in writing if you change your mailing or e-mail address after you have submitted your application

Your request must have your full name, SS#, exam title(s), exam number(s), old mailing/e-mail address & new mailing/e-mail address

Send to:

**DCAS Records Room**

**1 Centre Street, 14<sup>th</sup> Floor**

**New York, NY 10007**

You can also drop off your request in person to the above address, Monday – Friday, 9 a.m. – 5 p.m. (except holidays)

# STILL HAVE QUESTIONS?

Stephen Johnson

▪ [sjohnson@dc37.net](mailto:sjohnson@dc37.net)

Bisma Fazeen

▪ [bfazeen@dc37.net](mailto:bfazeen@dc37.net)

**\* Please note we are unable to review specific task statements that you have written**