



ACES Presents: Civil Service Exams



Overview

- DCAS exam website
- The OASYS system
- Filing for an exam
- Next steps

Disclaimer: This presentation is based on my own experiences, and does not reflect the views of DCAS or the NYPD.



DCAS Exam List Website

- Best place to find exams
- Three groupings: Open for Anyone, Promotion, and Qualified Incumbent/Provisional
- Lists in alpha and application period, with title specs
- Filing end date- LAST day to apply/submit
- <https://www1.nyc.gov/site/dcas/employment/how-can-you-find-upcoming-exams.page>

Civil Service **Exam Process** **Exam Schedules** **Citywide Openings**

How Can You Find Upcoming Exams?

Find out about all of our upcoming civil service exams. You can subscribe to our mailing list and select "City Jobs and Civil Service Announcements" to receive announcements for upcoming exams. The exams schedule is available in **Alpha Order** and **Application Period Order**. Our exam schedule is posted every July, lists all our upcoming exams, and is updated every month. Due to the ongoing impacts of COVID-19, and the uncertainty of restarting in-person exam-related services, DCAS has postponed the release of the Annual Examination Schedule until September 2020. Civil service exams may be available only for a limited time and it may be a few years before a certain exam is offered again.



The NOE

- Source of truth on exams
- Application period, what the job involves, salary, how to qualify, how to apply
- The Test
- If EEE, minimum quals and above
- Example: Say you have 8 yrs exp.
4 yrs + BA/BS = Min+ 4 yrs=85
- MA/MS= Min + 8 yrs=100

NYC DCAS
Citywide Administrative Services

BILL DE BLASIO Mayor DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES BUREAU OF EXAMINATIONS

LISETTE CAMILO Commissioner

NOTICE OF EXAMINATION

CHIEF MARINE ENGINEER
Exam No. 0130

WHEN TO APPLY: From: October 2, 2019 To: October 22, 2019

APPLICATION FEE: \$82.00
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:
Chief Marine Engineers, under general direction, supervise and direct the operation of the main propulsion



The OASYS System

- Exam filing system
- Account required, ONE per person
- Creation or reset may take a few days
- Ensure profile is COMPLETELY filled out
- <https://a856-exams.nyc.gov/OASysWeb/>

NYC DCAS Online Application System 2.0
Citywide Administrative Services

Welcome to OASys 2.0!
The Gateway to Civil Service
Employment with the City of New York

APPLY FOR EXAMS

General Site Information

- For best results, use the following supported browsers only: Google Chrome, Internet Explorer (version 10 & 11 only), or Safari.
- Mobile devices are not compatible with OASys 2.0.
- If you encounter any errors, please clear your cache (web browser history). Additional instructions to clear your cache are available under FAQs.
- When navigating this website, only use the links and navigation buttons within the pages. Using your web browser's Back, Forward, or Refresh buttons may cause loss of any unsaved data or lead to unintentional logouts.
- The system will automatically log you out after 15 minutes of inactivity; therefore, please save your data if you step away.
- The system will be unavailable every day between 2 am and 2:15 am for planned maintenance activities.



Filing for an Exam-Finding an Exam

- Shows the filing date, price, tests, NOE
- Click Title to sort
- Tip-Keep the exam website open as well
- <https://a856-exams.nyc.gov/OASysWeb/Exam/List>

NYC DCAS Online Application System 2.0
Citywide Administrative Services

Home Exams Overview FAQs Contact HSA

Search Exams

Below are the current Open Competitive, Qualified Incumbent Exam (QIE), Customer Service Appointments, and Promotion civil service exams currently available. You may hover over the "Open Competitive & QIE & Appointments" and "Promotion" labels to determine which exam type is applicable to you. To view exam details, click on the Exam # or Title.

Please note the Bronx CTAC location is only open for Customer Service Appointments, but will not be used for in-person civil service exams or other exam-related events.

To receive monthly updates on upcoming civil service exams use the link below to be directed to the Subscribe to the DCAS Newsletter page. On the registration form, select "City Jobs and Civil Service Announcements".

[Upcoming civil service exams](#)

OPEN COMPETITIVE & QIE & APPOINTMENTS 26 **PROMOTION** 9

Exam #	Title		Exam #	Title	
0806	Probation Officer	↓	1517	Associate Park Service Worker (Prom)	↓
1889	Appointments for In-person Assistance	↓	1544	Warden (Correction)(Prom)	↓



Filing for an Exam-Apply and Pay

- Shows current step
- Shows you all the information from before
- If Education and Experience, you can begin taking immediately after payment
- You may be emailed reminders to finish the exam
- May receive a preview of tentative score-final submit “locks” it and your answers

Apply for Exam

EXAM #0806 OVERVIEW: PROBATION OFFICER

NOTICE 1 IDENTITY 2 PAYMENT 3 EXAM 4

Review exam details Confirm your identity Complete your payment Take the exam

EXAM DETAILS

Exam Number 0806	Exam Title Probation Officer
Exam Year 2020	Filing Fee \$61.00
Application Period 06/02/2021 – 06/22/2021	Only open to city employees No

- Hide Details -

NOTICE OF EXAMINATION ACKNOWLEDGEMENT

Please read the Notice of Examination (NOE) below very carefully. The NOE is the legal document that informs you of all the relevant information about the examination, including the Minimum Qualification Requirements that you must possess in order to be found Qualified in the examination. Be sure to read the NOE carefully to determine that you meet the Minimum Qualification Requirements before you apply for the exam and pay the application fee.



Next steps

- Make a list of selective certs and update DCAS as needed- you have until the expiration of the list
- Lists may take a year or more to come out-watch your emails and check your OASYS dashboard!
- Contact DCAS for major questions/concerns
- When should you file? Now!
- Flow: Go to DCAS exams, find exam, login to OASYS, file and pay.

My Dashboard

Dashboard Profile Notifications Appeals

11 My Civil Service Exams
VIEW EXAM DETAILS

6 My Civil Service Lists
VIEW LIST DETAILS

It may take up to 15 minutes for your Dashboard to update.
Note: Your dashboard will contain exams applied from September 2009 forward.

My Civil Service Exams (exams listed below are sorted by the last day of the application period) HELP

Exam #1173: Computer Programmer Analyst
Application Period: 4/17/21 - 4/27/21
Payment Status: Complete Exam Status: Awaiting List
VIEW DETAILS

1	EEE Test (New)	Score: 98.500
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