NOTICE OF EXAMINATION

PROJECT MANAGER (CENY)
Exam. No.: 7039
(See The City University of New York Only)

WHEN TO APPLY: From: April 5, 2000 To: April 25, 2000
APPLICATION FEE: $50.00 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on Saturday, June 17, 2000.

WHAT THE JOB INVOLVES: This class of positions encompasses project management and coordination work of varying degrees of difficulty and responsibility. At Assignment Level I: Project Managers, under general supervision, are responsible for planning, coordinating and directing effective and timely implementation of the design and construction of capital projects of moderate size and complexity; may supervise subordinate personnel.

Some of the physical activities performed by Project Managers and environmental conditions experienced are:
Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; distinguishing colors; bending and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acid; working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $46,242 per annum. This rate is subject to change. There are three assignment levels within this class of positions. There are additional qualification requirements for Level II and Level III positions. See the ADDITIONAL INFORMATION section on page 2.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address by mail only. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of $1,000,000 or more, and one of the following:

1. A bachelor's degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or

2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or

3. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, landscape

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
architecture, business administration, or public administration.

An accredited Master's degree in one of the disciplines described in "1" above or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience as described in "1" above.

Experience which is primarily of a design nature is not acceptable towards meeting the minimum requirements.

You may be given the test before we check your qualifications.

Residency: City residency is not required for this position.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORM(S):
1. Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

2. Education and Experience Test Paper: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2 and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on budgets and estimating; engineering and construction techniques, materials, equipment and practices; contracts, plans, specifications, payments and change orders; scheduling and coordination of work; job related mathematics; record keeping; interpretation of personnel policies and procedures; standards of proper employee ethical conduct; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test.

If you do not receive an Admission Card at least 4 days before the test date, you must go to the Application Section, 18 Washington Street, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:
For Appointment to Levels II & III: In addition to the above education and experience requirements, candidates are required to have one (1) additional year supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of $1,000,000 or more for assignment to Level II and two (2) additional years of such experience for assignment to Level III.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Vice Chancellor for Faculty and Staff Relations.
SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."
CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION: Project Manager

CODE: 04819

DATE: (R) July 1, 1998

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses project management and coordination of work of varying degrees of difficulty and responsibility. All personnel may supervise subordinate staff. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, is responsible for planning, coordinating and directing effective and timely implementation of the design and construction of capital projects of moderate size and complexity.

Assignment Level II

Under direction, is responsible for the planning, coordinating and directing effective and timely implementation of the design and construction of large and/or complex capital projects.

Assignment Level III

Under general direction, is responsible for managing the implementation of one or more capital projects through the scope, design, and construction phases. Performs supervisory work over a large group of capital project management employees, or directly oversees very large, complex projects which are of the highest priority.
**EXAMPLES OF TYPICAL TASKS:**

Maintains a management information system to provide data for the planning and control for project development.

Establishes project time and cost schedules.

Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.

Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.

Checks work performance and prepares management reports which stress significant problems.

Resolves problems that arise in meeting schedules and costs.

Meets with colleges, consultants, contractors and citizen groups.

Advises and makes recommendations in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists in developing scope of project, drawing upon CUNY technical resources to develop conceptual estimates and schedules.

Oversees the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

With the colleges, conducts a post-occupancy evaluation of facilities.

Supervises subordinate employees.

May incidentally perform duties of subordinates.

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and two years of full-time satisfactory experience in the planning, administering or expediting of engineering design and/or construction, or coordinating an engineering project including or supplemented by one year of experience supervising employees performing such tasks or supervising a large and/or complex construction project; OR
2. A four year high school diploma or its educational equivalent and six years of experience as described in "1" above; OR

3. Education and/or experience which is equivalent to "1" or "2" above. An accredited master's degree in one of the disciplines described in "1" above, may be substituted for one year of the required experience. However, all candidates must have at least one year of supervisory experience as described in "1" above.

Assignment Level II: SPECIAL REQUIREMENTS

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above of a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

Assignment Level III: SPECIAL REQUIREMENTS

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above of a supervisory capacity or have served for at least 2 additional years as a project manager for a large and/or complex construction project.

DIRECT LINES OF PROMOTION:

FROM: None

To: None

SALARY RANGE:

$42,326 - $72,000

Assignment level I: $42,326 - $57,000
Assignment level II: $52,326 - $67,000
Assignment level III: $62,256 - $72,000