



## EXAMINATION NOTICE

The City University of New York Announces a  
Promotional Civil Service Examination for

### Promotion to IT Senior Associate, Exam #2085

Filing Period Opens:	<b>Wednesday, March 19, 2025</b>
Filing Period Closes:	<b>Thursday, May 15, 2025</b> Applications and all other required documents, including payment of filing fee, <b><u>must</u></b> be <b><u>submitted or postmarked</u></b> by 11:59 pm Eastern Standard Time (EST) on Thursday, May 15, 2025.
Filing Fee:	<b>\$96.00</b> , <u>non-refundable</u> , unless a fee waiver is granted. For more information, see <b><i>Fee Waiver</i></b> in the <b><i>Application Process</i></b> section.
Salary:	<b>\$101,762</b>

#### Eligibility to Take Examination

This examination is open to each City University of New York (CUNY) employee who, on the last day of the application period (**May 15, 2025**), holds a:

1. permanent (not provisional) competitive appointment for the title of IT Associate; **AND**
2. is not otherwise ineligible.

To retain your eligibility, you must have continuous service at CUNY with a permanent (not provisional) IT Associate title up to and including being appointed from the eligible list from this examination. If you do not retain eligibility, you will be removed from the eligible list.

**You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting your application.** If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

**Please note that probable permanent service in the eligible title is acceptable to apply for the exam.** However, you **must** pass probation before being considered for appointment. If you do not complete probation or if you separate from the eligible title, your name will be removed from the promotion list.

**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.

#### Eligibility to be Promoted

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above ***Eligibility to Take Examination*** section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

#### 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 general direction, with wide latitude for independent initiative and judgment, performs highly complex professional work in technology-related disciplines. IT Senior Associates demonstrate mastery of one or more technology-related disciplines and decision-making ability in situations related to these disciplines, and serves as a resource person in these disciplines. They contribute to decisions on IT policies and technical standards. 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 lead a complex program or project and may supervise a unit or group of technical staff. There are three assignment levels for this title.

### **General Work Tasks (Level 1):**

#### Technology Service Delivery

- Conducts or oversees major undertakings of significant complexity requiring extensive background knowledge. Completes highly complex projects in areas of technical expertise.
- Diagnoses, evaluates and resolves complex problems in areas of expertise, communicating resolutions in an effective manner. Instructs others on implementation.
- Develops and ensures security procedures for computer software and data.
- Interacts with vendors as necessary to ensure proper support of software and equipment.
- Participates in the development of University-wide technology and systems and in fulfilling the role(s) of College or Unit in the overall project.
- Works with faculty and students to facilitate day to day use of classrooms/technology
- Determines proper technologies required within a department or campus to address specific needs; evaluates new technologies.

#### Communications

- Coordinates major intra- or inter-college projects. Manages the unit's involvement in University-wide initiatives.
- Participates in and may direct administrative task forces.
- Acts as liaison with external universities/colleges, government units, technology-related networks and membership organizations and technology vendors.
- Develops programs for cooperative planning, allocation or consolidation of resources.
- Serves as a senior-level consultant to management for a major information systems function or several lesser functions of the University or College.
- Conducts training sessions and related communications related to area(s) of expertise.
- Makes formal presentations and submits written reports.

#### Planning and Oversight

- Prepares and/or reviews computer or communication feasibility studies and specifications and new proposals and their evaluations.
- Plans and organizes studies on the effectiveness of policies, programs and procedures.
- Studies current and potential problems and develops appropriate solutions.
- Prepares proposals and substantive reports of a highly complex nature.
- Sets performance priorities within pre-established management goals.
- Accepts and carries out responsibility for systems planning, analysis, implementation and maintenance, local area networks and communication systems, software and hardware, contingency and capacity planning and quality assurance.
- Prepares and delivers complex reports concerning overall plans, activities, performance levels and budgetary compliance of one or more units.
- Implements uniform performance standards, procedures and efficient methods of work within a unit. Establishes systems methodologies, quality control and performance standards and work methods. Explains these standards to others and administers compliance activities.

- Reviews bid specifications; solicits and evaluates bids.
- Coordinates the implementation of selected large contracts, monitors contract compliance and provides recommendations on contract renewal.
- Directs cost-benefit and other analyses as required to quantify recommendations to management.
- Prepares budget requests.
- Determines training needs related to systems and arranges for training programs.
- Drafts specifications and decision rules, assisting in the procurement/ purchasing of equipment.

#### Staff Management

- Directly supervises a team of technical professionals, or manages a system or group of systems within the College or unit as necessary.
- Reviews the quality of work, trains and evaluates staff and provides instruction on technical issues.
- Participates in hiring and selection of staff and allocation of staff resources.

#### Other (General)

- Maintains standards for safety and proper use of equipment and tools.
- Performs duties of lower titles when necessary.

Technology Areas: Duties are performed in one or more technology-related areas. While areas of specialization vary, typically IT Senior Associates perform complex professional work to support one or more of the disciplines listed below. While their work may focus on one technical area, they must understand related areas and the implications of their decisions. Work is performed with the same scope, complexity, independence and impact as described in the above technology-independent tasks. 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 requirements in the **Eligibility to Take Examination** section listed above, by the last day of the filing period (**May 15, 2025**), 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 **May 15, 2025** by one of the following methods:

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

Subject of email: Promotion to IT Senior Associate, Exam #2085

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 ITSA2085.pdf*

Name of scan file: *First Name Last Name Exam App (scan) ITSA2085.pdf*

OR

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

Subject on FAX cover page: ATTN: Promotion to IT Senior Associate, Exam #2085

OR

By **mail**: Address to: The City University of New York

ATTN: Promotion to IT Senior Associate, Exam #2085

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. **Filing Fee:** Pay the **non-refundable filing fee of \$96.00**. 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 **May 15, 2025** by one of the following methods:

- A. To pay the non-refundable filing fee of \$96.00 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 Senior Associate - \$96**

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 \$96.00, see Number 6. ***Fee Waiver*** on page 5. Follow the directions in the *Application for Fee Waiver* form.

3. **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 May 15, 2025** by one of the following methods:

By **e-mail:** Attach PDF to: [CivilServiceExams@cuny.edu](mailto:CivilServiceExams@cuny.edu)  
Subject of email: Promotion to IT Senior Associate, Exam #2085  
Name of file: *First Name Last Name Attestation ITSA2085.pdf*

OR

By **FAX:** Send to: (646) 664-3836  
Subject on FAX cover page: ATTN: Promotion to IT Senior Associate, Exam #2085

OR

By **mail:** Address to: The City University of New York  
ATTN: Promotion to IT Senior Associate, Exam #2085  
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.**

4. **Exam Checklist:** Complete the entire *Exam Checklist*. The completed *Exam Checklist* **should be received by CUNY or postmarked by 11:59 pm EST on May 15, 2025** by one of the following methods:

By **e-mail:** Attach the file to: [CivilServiceExams@cuny.edu](mailto:CivilServiceExams@cuny.edu)  
Subject of email: Promotion to IT Senior Associate, Exam #2085  
Name of file: *First Name Last Name Checklist ITSA2085.pdf*

OR

By **FAX:** Send to: (646) 664-3836  
Subject on FAX cover page: ATTN: Promotion to IT Senior Associate, Exam #2085

OR

By **mail:** Address to: The City University of New York  
ATTN: Promotion to IT Senior Associate, Exam #2085  
395 Hudson Street  
New York, NY 10014

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

**Missing information, revised information, additional information and/or documents cannot be submitted after the close of the filing period.** Your exam will be scored based on the information you submit during the application period. No new or revised information will be accepted upon appeal.

**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.**

5. **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 May 15, 2025**.

6. **Location Preference:** Applicants must select, at the time of application, which of the New York City five boroughs in which they will accept appointment. Separate eligible lists for each of the five 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.
7. **English Language Proficiency:** All candidates must demonstrate the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for the job. English proficiency will be evaluated at the time of interview.

### **Examination Process – Work Experience Test (100% of Final Ranked Rating)**

**Education and Experience Test:** The **Education and Experience Test** will determine your final score. Your eligibility will be evaluated to determine if you meet the eligibility requirements for this examination (see ***Eligibility to Take Examination*** section). If you meet the eligibility requirements for this examination, you will receive a passing score of 70%. Your 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 the 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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 four (4) 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](mailto:Classified.Centex@cuny.edu) with the following subject: *Selective Certification for Promotion to IT Senior Associate, Exam #2085*. 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. **Filling Vacancies:** The civil service promotional list(s) resulting from the examination is anticipated to be compiled on a campus specific basis. Candidates will be called to interview for positions by campus and list number order, which will be determined by the order of their final score and the 5<sup>th</sup> digit of their social security number. The City University of New York reserves the right to establish borough specific or a university-wide eligible list from this examination as well as to combine the campus specific promotional lists. Additionally, the City of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.
3. **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's Credit**

1. **Veteran's Credit** - If you pass this examination, you may be eligible for the veteran's 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:

By **e-mail**: Attach PDF to: [CivilServiceExams@cuny.edu](mailto:CivilServiceExams@cuny.edu)  
Subject of email: Promotion to IT Senior Associate, Exam #2085

OR

By **FAX**: Scan to: (646) 664-3836  
Subject on FAX cover page: ATTN: Promotion to IT Senior Associate, Exam #2085

OR

By **mail**: Address to: The City University of New York  
ATTN: Promotion to IT Senior Associate, Exam #2085  
395 Hudson Street  
New York, NY 10014

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.**

2. **Deadline for Claiming Veteran's Credit:** You must submit all supporting documentation of your claims of veteran preference credit eligibility before the establishment of the eligible list. To claim Veteran's credit, follow the directions in the *Claiming Veteran's Credit* form. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
3. **Change in Disabled Veteran's 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>.

### **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 eligibility requirements 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](mailto:Classified.Centex@cuny.edu).
- D. **All candidates must meet the eligibility requirements at the time of application.** A candidate who does not meet the eligibility requirements at the time of application for this title will be disqualified. Candidates who have been deemed unqualified and have 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 Work History:** Candidates' work history will be verified. Work history that cannot be verified cannot receive credit.

- 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](mailto:Classified.Centex@cuny.edu).

**Examination Application, Attestation Form, payment of filing fee or fee waiver form and all other official documents must be received by CUNY or postmarked by 11:59 pm Eastern Standard Time on Thursday, May 15, 2025.**

**Submissions received by CUNY or postmarked after 11:59 pm Eastern Standard Time on Thursday, May 15, 2025 will not be accepted.**