



EXAMINATION NOTICE

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

Project Manager, Exam #2089

Filing Period Opens:	Tuesday, September 30, 2025
Filing Period Closes:	Friday, October 31, 2025 Applications and all other required documents, including payment of filing fee, <u>must</u> be <u>submitted or postmarked</u> by 11:59 pm Eastern Time (ET) on Wednesday, October 31, 2025.
Filing Fee:	\$82.00 , non-refundable, unless a fee waiver is granted. For more information, see <i>Fee Waiver</i> in the <i>Application Process</i> section.
Salary:	New Hire: \$74,291 Current Employees: \$83,947

Minimum Qualifications

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by October 31, 2026. The experience requirement needed to qualify must be met by the last day of the Application Period (October 31, 2025).

In order to qualify to take the exam (Level I), you must possess:

1. A high school diploma or its educational equivalent from an accredited institution **and** six (6) years of satisfactory, full-time work experience in the planning, administering or expediting architectural/engineering design and/or construction of non-industrial building(s) to be occupied by people for educational use requiring a certificate of occupancy; **or**
2. An associate degree in engineering, architecture, or landscape architecture from an accredited college or university **and** four (4) years of satisfactory, full-time work experience in the construction of non-industrial building(s) to be occupied by people for educational use requiring a certificate of occupancy; **or**
3. A bachelor's degree in engineering, landscape architecture or a related field from an accredited college or university **and** two (2) years of satisfactory, full-time work experience in the construction of non-industrial building(s) to be occupied by people for educational use requiring a certificate of occupancy; **or**
4. A bachelor's degree in architecture from an accredited college or university **and** one (1) year of satisfactory, full-time work experience in the construction of non-industrial building(s) to be occupied by people for educational use requiring a certificate of occupancy.

Higher levels of the position require additional experience.

Examples of acceptable experience include, but are not limited to: project management which includes project planning, project administration, project coordinating and project expediting performed for engineering projects, architectural projects, and/or landscape architectural projects.

Examples of unacceptable experience include, but are not limited to: computer programming; designing an engineering project, architectural project, and/or landscape architectural project; drafting; specification writing or development; accounting; bookkeeping; or land surveying.

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 months of related work experience at 20-34 hours per week equates to one month of 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 Project Manager **cannot** be used to meet the *minimum requirements* for this examination. Provisional, hourly or temporary service as a CUNY Project Manager **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 general supervision, oversees one or more aspects of the planning, execution, and completion of the design and construction of capital building projects and specialized construction at a Campus or University setting. Manages projects for renovation and/or maintenance of existing facilities. For the purpose of this description a building is defined as a physical structure of a building not the act of construction. There are three assignment levels for this title.

General Work Tasks:

All Levels: Responsible for one or more aspects of planning and coordinating capital projects.

- Develops quality standards and monitors performance.
- Incorporates University procedures and standards such as safety and CUNY design standards.
- Maintains compliance with relevant laws, regulations, and CUNY standards.
- Applies project management procedures and standards using appropriate methods and technologies.
- Communicates effectively with all project participants.
- Meets standards for performance (time, cost, quality).
- Enters, maintains, and accesses information in computer-based systems, such as project management systems, work order systems, inventory and timekeeping systems, and financial systems of various kinds.
- Performs work indoors and outdoors under various environmental conditions, including extreme temperature conditions, climbing ladders and scaffolds, and working in close spaces as necessary to advance project(s).
- Work may require driving to work locations.

Assignment Level 1: Responsible for one or more aspects of planning and coordinating capital projects.

- Conducts project estimation and establishes project budget.
- Documents project requirements and assists in preparing project design specifications, Requests for Proposal (RFPs) or other consultant procurement solicitations.
- Participates in the consultant selection and contracting process.
- During the course of a construction project, analyzes and documents change orders.
- May function as an Expeditor, completing required documentation to obtain appropriate licenses and certificates, assisting in dealings with the NYC Department of Buildings and other authorities.
- Arranges and participates as appropriate in required project meetings, inspections, and project activities.
- Inspects ongoing projects, collecting data on project status for review by management.
- Collects and transmits data on project progress, utilizing appropriate technology.
- Collects and maintains information on vendor activities, including time spent, tasks performed, and billing information.

Assignment Level 2: Responsible for a single or multiple project(s) of moderate complexity, or aspects of a larger project, within a Campus or University setting.

- Maintains information systems providing data for project management.
- Assists in preparing overall project time and cost estimates.
- May negotiate and plan the execution of change orders.
- Reviews schedules and reports and compares them with plans, reporting findings.
- Reports to management on project status and outstanding issues.

Assignment Level 3: Responsible for the overall management of complex project(s) within a Campus or University setting.

- Advises and makes recommendation on project needs, options, and functional requirements.
- Assists in developing scope of project, working with technical resources to develop conceptual estimates and schedules.
- Participates in the consultant selection and contracting process.
- Reviews reports and assessments and communicates findings to management, assuring important issues are addressed.
- Informs contractors of relevant information and conditions, and reviews contractor compliance with regulations such as prevailing wage rates, environmental compliance, postings, and University standards.
- Directs internal and external staff involved in project activities.
- Analyzes Value Engineering (VE) proposals and makes recommendations to incorporate appropriate VE proposals into project.

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Application Process

If you meet the minimum qualifications listed above, 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 ET on Wednesday, October 31, 2025 by one (1) of the following methods:

By **e-mail**: Attach the files (see below) to: CivilServiceExams@cuny.edu
Subject of email: Project Manager, Exam #2089

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 PM2089.pdf*

Name of scan file: *First Name Last Name Exam App (scan) PM2089.pdf*

OR

By **FAX**: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: Project Manager, Exam #2089

OR

By **mail**: Address to: The City University of New York
ATTN: Project Manager, Exam #2089
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). **The deadline for candidates to submit proof of education is October 31, 2026.**

All required documents must be received by CUNY or postmarked by 11:59 pm ET on Saturday, October 31, 2026.* CUNY will only accept documents sent by one of the following methods:

By **e-mail**: Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: Project Manager, Exam #2089

OR

By **FAX**: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: Project Manager, Exam #2089

OR

By **mail**: Address to: The City University of New York
ATTN: Project Manager, Exam #2089
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 on how to submit an acceptable foreign education evaluation.

Applicants who do not submit proof of education by October 31, 2026 will be found Not Qualified. Applicants are not able to submit proof of education after October 31, 2026.

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 \$82.00**. 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 ET October 31, 2025** by one of the following methods:

- A. **To pay the non-refundable filing fee of \$82.00 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: **Project Manager-\$82**

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 \$82.00**, see Number 6. ***Fee Waiver*** on page 5. Follow the directions in the *Application for Fee Waiver* form, including the submission of the required documentation.

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 ET on October 31, 2025** by one (1) of the following methods:

By e-mail: Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: Project Manager, Exam #2089

OR

By FAX: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: Project Manager, Exam #2089

OR

By mail: Address to: The City University of New York
ATTN: Project Manager, Exam #2089
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.

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5. **Exam Checklist:** Complete the entire *Exam Checklist*. The completed *Exam Checklist* **should be received by CUNY or postmarked by 11:59 pm ET on October 31, 2025** by one (1) of the following methods:

By **e-mail**: Attach the file to: CivilServiceExams@cuny.edu
Subject of email: Project Manager, Exam #2089
Name of file: *First Name Last Name Checklist PM2089.pdf*

OR

By **FAX**: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: Project Manager, Exam #2089

OR

By **mail**: Address to: The City University of New York
ATTN: Project Manager, Exam #2089
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.

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 ET on October 31, 2025**.
7. **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.

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.

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 Project Manager, Exam #2089*. 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 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.
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 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: Project Manager, Exam #2089

OR

By FAX: Scan to: (646) 664-3836
 Subject on FAX cover page: ATTN: Project Manager, Exam #2089

OR

By **mail**: Address to: The City University of New York
ATTN: Project Manager, Exam #2089
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’s evaluation must be received by CUNY or postmarked by 11:59 pm EST on Saturday, October 31, 2026. A scan of the original evaluation may be submitted to:

By Email: CivilServiceExams@cuny.edu

or

By Mail: The City University of New York

ATTN: Project Manager, Exam #2089
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, and all other official documents must be received by CUNY or postmarked by 11:59 PM Eastern Time on Wednesday, October 31, 2025. A copy of your education must be received by CUNY or postmarked by 11:59 PM Eastern Time on Saturday, October 31, 2026.

Any information, documents, etc.. received by CUNY or postmarked after the deadlines above will not be accepted.

Incomplete submissions will not be scored.