



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ELECTRICIAN (CUNY)
Exam No. 6523
(For the City University of New York Only)

WHEN TO APPLY: From: March 4, 2026

APPLICATION FEE: \$101.00

To: March 24, 2026

Candidates paying the application fee with a credit, debit, or gift individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Tuesday, June 9, 2026.**

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

WHAT THE JOB INVOLVES:

Electricians (CUNY), under direction, perform work on the installation, repair and maintenance of high or low tension electrical systems for light, heat, power and communications in or on buildings, and structures. They install, repair, replace and maintain electric wiring systems and components, equipment and apparatus in or on buildings and structures in accordance with the New York City Electrical Code, pertinent plans, specifications and job orders; install, repair, replace, and maintain electric wiring and equipment, and controllers; install conduits, raceways and electrical conductors; conduct tests on existing installations to determine faults and make necessary repairs; when assigned to a position requiring a Special Electrician License, obtain permits for electrical work to be performed; conduct and/or witness tests on electrical wiring systems, equipment and/or appliances; prepare applications, reports, notices and other documents; prepare required sketches, drawings and layouts; keep job and other records; in the temporary absence of the supervisor, may perform the duties of that position; supervise assigned personnel; and may drive motor vehicles. All Electricians (CUNY) perform related work.

Special Working Conditions:

Electricians (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Electricians (CUNY) and environmental conditions experienced are: reading meters and instruments in dimly lit areas; climbing and descending ladders; working in areas of hot temperatures and poor ventilation; using both hands to work overhead; using hand held tools to prepare wires and conduit for installation; carrying tools and equipment up and down stairs; and distinguishing colors.

(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 \$68.71 per hour for a 35-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the City University of New York (CUNY) who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Electrician's Helper (CUNY); **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your CUNY personnel office**. You may be given the test before we verify your eligibility. It is your responsibility to ensure that you meet the eligibility requirements for the examination before submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

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. Additionally, you must have served permanently in the eligible title for at least one year.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test for the Electrician position will be conducted at a computer terminal. To pass, you must achieve a minimum score of 70%. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with the City University of New York (CUNY) in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Electrician (CUNY). Task areas to be tested are as follows: Repair, Installation and Maintenance, Safety, Interpretation and Revision of

Drawings, Supervising, and Administrative Duties.

The test may include questions on single-phase and three-phase electricity; installation, repair, and maintenance of high and/or low tension electrical systems for light, heat, power, fire alarm, and/or communication (i.e. voice, data, and video); A.C. & D.C. circuits and machinery; control systems; applied electronics; electrical calculations; electrical drawings, schematics, blueprints, diagrams and specifications; safe working practices and procedures; methods and procedures for the installation, alteration, maintenance, and repair of electrical wiring and equipment; the proper use and selection of tools, fittings, materials, measuring instruments and meters used in the Electrician's trade; the New York City Electrical Code; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: An Electrician (CUNY) monitors and analyzes a telemetry system to identify any problems.

Attention to Detail: Being careful about detail and thorough in completing work tasks. Example: An Electrician (CUNY) carefully and safely removes and replaces a motor.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. Example: An Electrician (CUNY) assesses how much conduit and electrical wire will be needed to install a new electrical panel.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: An Electrician (CUNY) plans and then assigns work to subordinates/personnel.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. Example: An Electrician (CUNY) utilizes the NYC Electrical Code to keep up-to-date with the latest electrical installation procedures.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Electrician (CUNY) reads and understands work orders pertaining to the NYC Electrical Code.

Written Expression: Appropriately communicating information and ideas in written words and sentences so the intended audience will understand. Example: An Electrician (CUNY) writes reports free of grammatical errors.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test.

- City Employees - update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed on a CUNY eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for promotion.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

This promotion examination is for positions with the City University of New York (CUNY) only. If you would like to apply for the promotion examination for Electrician in City agencies, you must submit a separate application and fee for Exam No. 6525 from March 4, 2026 through March 24, 2026. If you would like to apply for the promotion examination for Electrician with the NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 6524 from March 4, 2026 through March 24, 2026.

Selective Certification for License:

If you have one of the licenses listed below, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your license will be checked by CUNY at the time of promotion. If promoted through Selective Certification, this license must be maintained for the duration of your employment.

1. **Selective Certification for Positions Requiring a Driver License (MVO):** A motor vehicle Driver License that is valid in the State of New York. If you have any moving violations, license suspensions or an accident record, you may not be qualified for this Selective Certification.
2. **Selective Certification for New York City Special Electrician License (SEL):** A valid New York City Special Electrician License.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer
Title Code No. 91717; Skilled Craftsman and Operative Service.

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas ; for CUNY: cuny.edu