

EMAIL FROM THE DEPARTMENT OF EDUCATION, JUNE 27, 2017

On November 28, 2016, legislation authorizing the NYC Department of Citywide Administrative Services (DCAS) to administer a one-time Qualified Incumbent Exam (QIE) as a means to sustain citywide operations and to effectively address the City's provisional count, was signed and approved by the Governor. There are 193 titles that have been identified for the QIE.

This legislation included Associate Education Officer on the list of titles eligible for the Qualified Incumbent Exam. This title has a complex history as it was consolidated (Associate Education Officer became Education Officer, Level 2) and has now been un-consolidated for identified staff that have two years of provisional service and are currently serving in the civil service title Education Officer, Level 2. DOE records reflect that you are currently serving as a provisional Education Officer Level 2, the title which replaced its equivalent, Associate Education Officer, and that you have at least 2 years of provisional service in this title and level.

Based on the un-consolidation of your title, you are being moved back to the title Associate Education Officer. There will be no change to salary or benefits. No action is required on your part.

It is anticipated that the QIE for Associate Education Officer will be offered in August and that you will be eligible to apply for it. You will be emailed directly to inform you of this opportunity. DCAS will also offer an information session to address questions. It is strongly advised that you take advantage of this opportunity.

Q & A

When will the conversion take place?

We anticipate that the conversion will be completed in early July, it should be seamless and will not require any action on your part.

What is the format of the Qualified Incumbent Exam?

The QIE will be a computer-based Education and Experience (E&E) exam. Candidates will be required to confirm that they have served provisionally in the title for two years and that they meet the minimum qualification requirements for the civil service title of Associate Education Officer to receive a passing score.

When is it going to be offered?

We anticipate the exam to be offered in August. You will receive an email prior to the exam filing informing you of the filing dates and the dates for when the information session will be held to address questions. It is strongly advised that you take advantage of this opportunity.

I am on the Education Officer list, do I still need to take QIE?

While filing for a civil service examination is a personal decision it is strongly recommended that employees take advantage of every opportunity to secure permanent civil service status

If I take the QIE am I going to become permanent Associate Education Officer?

Yes, you will become a permanent Associate Education Officer after passing a reduced probationary period.

Are there Education Officers who are not eligible for the QIE?

Yes. Education Officers serving in Level 1 are not eligible, nor are any Education Officers Level 2 with less than 2 years of provisional service as level 2.

Please direct any additional questions you may have to Angela Hayes-Spencer, Director of Administrative Employees Unit.