



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

## NOTICE OF EXAMINATION

**WORKERS' COMPENSATION BENEFITS EXAMINER**

**Exam No. 1032**

<p><b>WHEN TO APPLY:</b> From: March 2, 2011          To: March 22, 2011</p>	<p><b>APPLICATION FEE: \$47.00</b>  <i>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</i></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, June 11, 2011.</b></p>	

**WHAT THE JOB INVOLVES:** Workers' Compensation Benefits Examiners work at varying degrees of difficulty and responsibility involving the processing and payment of claims and case management, utilizing computers. There are three Assignment Levels within this class of positions. At Assignment Level IA, Workers' Compensation Benefits Examiners, under direct supervision, receive and process incoming workers' compensation claims. Examples of typical tasks include: reviewing accident reports and other documents related to incoming claims to determine workers' compensation coverage; setting up computer files, entering information into the computer and updating computer records; contacting City agency staff to make inquiries regarding claims; returning incomplete claims to the appropriate party for additional information; gathering information from case files or computer records and preparing written material and forms for distribution; responding to telephone inquiries from claimants and their attorneys and physicians; scheduling independent medical examinations to determine entitlement to workers' compensation benefits; making inquiries about medical background of claimants; reviewing pending cases for possible third party coverage; preparing recommendations for compensation; and processing payments for medical treatment. All Workers' Compensation Benefits Examiners perform related work.

(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 \$34,898 per annum. This rate is subject to change. There are three Assignment Levels within this class of positions. Appointments will generally be made to Assignment Level IA. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

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

1. An associate degree or completion of 60 semester credits from an accredited college, including or supplemented by 6 semester credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and one year of satisfactory full-time experience implementing the provisions of a workers' compensation or retirement or medical benefits plan, involving the use of mathematical, statistical, actuarial, or accounting computations; or
3. A combination of education and/or experience equivalent to "1" or "2" above. Satisfactory completion of 30 semester credits from an accredited college, including 3 semester credits in mathematics, statistics, accounting and/or actuarial science may be substituted for 6 months of the full-time experience as described in "2" above. However, all candidates must possess at least a four-year high school diploma or its educational equivalent.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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

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

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.6 (if applicable) and B (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Workers' Compensation Benefits Examiner. Task categories which may be included on the test are as follows: Data Entry and Completion of Forms; Evaluation and Determination of Benefits; Basic Medical Terminology; Reading and Understanding Reports, Rules and Regulations; Billing and Compliance; Providing and Obtaining Information; standards of ethical employee conduct, and other related areas.

The multiple-choice test will include questions which may require the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs.

**Written Expression:** using English words or sentences in writing so that others will understand.

**Mathematical Reasoning:** understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. These can be steps in other operations like finding percentages and taking square roots.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

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

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 40482; Workers' Compensation Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/deas](http://nyc.gov/deas)