



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

**NOTICE
OF
EXAMINATION**

**ARCHITECT
Exam No. 8089**

WHEN TO APPLY: From: September 3, 2008 To: September 23, 2008 **APPLICATION FEE: \$60.00**
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: At Assignment Level I, Architects, under general supervision, perform responsible supervisory work, or difficult and responsible work, in architecture, such as the following:

As head of a major architectural design section, or the equivalent, plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, department head, or top-level architectural or engineering officer or employee in relations with City agencies and departments, contractors and their representatives, consultants, and the general public; engage in, or supervise the conduct of, complex and important research, investigations, studies or examinations related to the architectural functions and activities of a department or agency; prepare, or supervise the preparation of, drawings related to the architectural plan for major projects for the construction, remodeling, or repair of public works, structures or installations; supervise the preparation of specifications, cost estimates and estimates of quantities; make interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the architectural plan as proposed or adopted, in connection with architectural projects of major importance; prepare, or supervise the preparation of, complete or final analyses of the spatial organization and efficient utilization of major sites and structures, or of the functional arrangement of interior units, utilities and appurtenances; develop designs of exteriors, facades, ornamental work, sculpture, grounds and walks, etc., of a complex nature; participate in the development of major proposals for the acquisition, disposition, or the public or private use of City property, or for the conduct of surveys, or for the construction, operation or maintenance of public works, plants or structures; may sign and seal architectural and other official documents, when assigned in writing; may operate a motor vehicle; and all Architects perform related work.

Special Working Conditions: Architects may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Architects and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat; climbing over and around various objects; walking in areas that may be damp or dark; working outdoors in all kinds of weather.

(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 \$52,818 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 I. 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, there are two ways to apply for this examination:

- 1. Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at 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.
- 2. By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Registration Requirement: By the last day of the Application Period you must have:

A valid New York State Registration as an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not 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.

Residency: City residency is not required for this position.

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 B, C and D (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. **If you are applying online,** follow the online instructions.

THE TEST: Your score will be determined by a registration and experience test. You will receive a score of 70 points for meeting the requirements listed above in the "How to Qualify" section. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory architectural work experience, **subsequent to receiving a valid New York State Registration as an Architect,** you will receive:

- A) 5 points for at least 1 year but less than 3 years of experience; or
- B) 15 points for at least 3 years but less than 5 years of experience; or
- C) 25 points for at least 5 years but less than 6 years of experience; or
- D) 30 points for at least 6 or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

Registration and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you meet the registration requirement, 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.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York and wish to be considered for Selective Certification, state "**Driver License**" in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Selective Certification for Architect positions requiring Code, Zoning, or Building Assessment experience: If you have two years of full-time satisfactory experience in any of the following specialties: 1) NYC Building Code, 2) NYC Zoning Resolution Interpretation, 3) International Building Code or 4) Structural and Building Assessment, you may be considered for positions in the Department of Buildings. If you wish to apply for this Selective Certification, state "**Codes**" and the box numbers which describe this qualifying work experience, in Section D on page 4 of the Education and Experience Test Paper.

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21215; Architect Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas