



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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER

## PROMOTION TO ARCHITECT Exam No. 8555

**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. Promotions 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 you are eligible to take this examination, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS 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.
- By mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Architect; and
- (2) is not otherwise ineligible.

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

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**REGISTRATION REQUIREMENT:** A valid New York State Registration as an Architect is required by the last day of the application period. Current New York State registration as an Architect must be maintained for the duration of your employment.

**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.

**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:** You will be given a registration and experience test. Your score on this test will be used to determine your place on an eligible list. On the registration and experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. 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 and are marked eligible, 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 promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification:** You may be considered for promotion 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, 14<sup>th</sup> 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 promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**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](mailto: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.

---

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, 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](http://nyc.gov/dcas)