



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

REQUIRED INFORMATION
AFFIRMATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ARCHITECT

Exam No. 4506

WHEN TO APPLY: From: August 7, 2013	APPLICATION FEE: \$68.00
To: August 27, 2013	

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: This class of positions encompasses professional architectural work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Architects, under general supervision, perform responsible supervisory work, or difficult and responsible work in architecture. They perform the usual duties as a 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; evaluate bids, contractors' and consultants' performances to recommend award of contracts for architectural projects; make interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the architectural plan as proposed or adopted; 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; and may operate a motor vehicle. All Architects perform related work.

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.

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

(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 \$57,129 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. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

Special Note: In addition to the qualification requirements, to be eligible for placement in Assignment Levels 2 and 3, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

HOW TO APPLY: If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information, and completing the online education and experience examination. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various

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retail outlets. You may come to the DCAS Computerized Testing Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday 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

You must complete the entire examination by midnight, Eastern time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS by calling 212 669-7208.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

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 your 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 INFORMATION:

Affirmation Form: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

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 and registration requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience performing architectural work, subsequent to receiving a valid New York State Registration as an Architect for:

You will receive:

At least 12 months, but less than 36 months	5 points
At least 36 months, but less than 60 months	15 points
At least 60 months, but less than 72 months	25 points
72 or more months of experience	30 points

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 August 27, 2013.

You must clearly complete and submit the online application and examination with all relevant registration and experience by the end of the filing period. You will not receive credit for registration and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your registration and experience once the filing period has ended.

In order to receive credit for satisfactory experience performing architectural work, for each employment you must have performed at least five (5) of the tasks listed in the following Architect Task Inventory:

Architect Task Inventory

0100.0000 Performs or supervises staff conducting architectural work. (23 Tasks)

- 0100.0001 Prepares and/or writes contract documents, specifications, and scopes of work for architectural projects.
- 0100.0002 Prepares and plans work schedules and assignments for the design, demolition, construction, alteration or repairs on architectural projects.
- 0100.0003 Conducts pre-construction, during construction, and post construction meetings with public officials, the general public, stakeholders, and other professionals to discuss and resolve issues on architectural projects.
- 0100.0004 Conducts field surveys of new sites and existing structures to verify conditions and measurements on architectural projects.
- 0100.0005 Conducts research, investigations, studies or examinations for architectural projects relating to zoning, landmark buildings and structures, local laws, rules, codes, and other regulations.
- 0100.0006 Prepares and files reports, memos, letters, and responses to public officials, the general public, and other stakeholders on architectural projects.
- 0100.0007 Prepares sketches, drafts, final design layout, working drawings, demolition drawings, plans, sections, detail drawings, as-built drawings, presentation-quality drawings, etc., for the design, demolition, construction, remodeling, alteration or repairs on architectural projects.
- 0100.0008 Reviews/examines sketches, drafts, plans, and drawings for the design, construction, demolition, alteration or repairs on architectural projects for compliance with appropriate standards, various codes, laws, rules and/or regulations.
- 0100.0009 Develops architectural designs of structures, exteriors, interior, facades, ornamental work, sculpture, grounds, and walks, etc.
- 0100.0010 Conducts analyses/studies of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.
- 0100.0011 Performs/reviews calculations and analyses on architectural projects.
- 0100.0012 Determines interior and exterior furnishings and color for such items as rugs, tiles, toilets, sinks, cabinets, etc.
- 0100.0013 Reviews contract documents, specifications, and scope of works for architectural projects.
- 0100.0014 Prepares cost estimates and estimates of quantities for architectural projects.
- 0100.0015 Reviews cost estimates and estimates of quantities for architectural projects.
- 0100.0016 Reviews and approves consultant's design, specifications, studies, reports, and other submittals for architectural projects.
- 0100.0017 Evaluates bids, contractors' and consultants' performances to recommend award of contracts for architectural projects.
- 0100.0018 Prepares and executes change orders and addendums to contract for architectural projects.
- 0100.0019 Prepares and submits all necessary drawings, plans, and other paperwork to the appropriate agencies for approvals or to obtain necessary permits for architectural projects and expedite this process by following up on submitted paperwork and clarifying design decisions.
- 0100.0020 Conducts inspection on architectural projects for compliance with contract documents, specifications, drawings and other rules, regulations and codes and reviews manufacturer's catalogs and samples.
- 0100.0021 Supervises and monitors work progress of contractors, consultants, subordinates and other assigned staff on architectural projects.
- 0100.0022 Performs/requests inspection or testing in a laboratory, manufacturer's plant or a job site of equipment and materials to be incorporated in public works, structures or installations.
- 0100.0023 Reviews and approves payments for contractors, consultants, and subcontractors on architectural projects.

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the test results. If you meet the registration requirement and are marked eligible, at the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final 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 for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your Driver License will be checked by the promoting agency at the time of promotion. If you are promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

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 your request 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.

Application Receipt: 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

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

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Employment/Work Experience
- Licenses, Certificates, and/or Registrations
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** have a valid New York State Registration as an Architect in order to qualify for this examination. If you do **not** meet the registration requirement, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Employment/Work Experience Section:** For each job you **must** fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

- 35 hours per week or more = 100%
- 34 hours or less per week will be pro-rated as a percentage of a 35 hour work week.

For each job you **must** select the tasks you performed from the tasks listed in the drop-down menu.

4. **Completing the Licenses, Certificates, and/or Registrations section:** From the drop-down menu under the Licenses, Certificates, and/or Registrations section, select the appropriate license, certificate, or registration. On the line labeled Original Date of Issue you must enter the date that your NYS Architect license was originally issued, not the date you last renewed your registration nor the expiration date. You must also list the registration date your NYS Architect license is good through. This registration date must be at least through the last day of filing or later. Only experience gained after the original date of issue of your license will be used to compute additional credit. Since the date of issue of your license predates the renewal date of your registration, you would be potentially lowering your score if you entered the renewal or expiration date of your registration rather than the original date of issue of your license.
5. **Completing the Selective Certification section:** This section is optional and will **not** affect your score.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

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