



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

REQUIRED INFORMATION

AFFIRMATION FORM

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO LANDSCAPE ARCHITECT

Exam No. 5533

**WHEN TO APPLY:** From: January 1, 2015

**APPLICATION FEE:** \$68.00

To: January 31, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**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:** Landscape Architects, under general supervision, perform responsible supervisory work, or difficult and responsible work, in landscape architecture. They perform the usual duties as a head of a major landscape architectural section, or the equivalent, plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency in relations with other governmental agencies and departments, contractors and their representatives, consultants, and the general public; perform highly skilled technical work in the preparation of important and complex landscape architectural plans and designs, or in the review and examination of large-scale landscape architectural projects; prepare reports and make recommendations regarding landscaping features, problems of alternative sites and proposed spatial organizations or utilizations; advise on the development of landscaping maps and data for existing conditions and for new or proposed additions or changes; supervise the preparation of contract drawings, specifications, and estimates of quantities; evaluate bids, contractors' and consultants' performances to recommend award of contracts for landscape projects; supervise the inspection of grading, planting and other landscaping operations to secure compliance with contracts and for conformity with acceptable techniques and established standards of landscape architectural practice; may sign and seal landscape architectural and other official documents, when assigned in writing; and may operate a motor vehicle. All Landscape Architects perform related work.

Some of the physical activities performed by Landscape 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:** Landscape 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 \$59,743 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.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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 unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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 retail outlets. You may come to the DCAS Computer-based Testing &

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Applications 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  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> 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.

**The DCAS Computer-based Testing & Applications Centers will be closed on Thursday, January 1, 2015 and Monday, January 19, 2015.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications 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 Landscape 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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.

This is a computer-based Qualifying Registration and Experience Test. Your registration and experience will be evaluated online and you will receive immediate tentative results.

**REGISTRATION REQUIREMENT:** A valid New York State Registration as a Landscape Architect is required by the last day of the application period (January 31, 2015). Current New York State registration as a Landscape 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:** Your score will be determined by a registration and experience test. You will receive a score of 70 points for meeting the registration requirement listed above. After this requirement is met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing landscape architectural work, subsequent to receiving a valid New York State Registration as a Landscape 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	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 the last day of the Application Period (January 31, 2015).**

**You must clearly specify in detail all of your relevant registration and experience on your Registration and Experience Test and submit it by the end of the application period. You will not receive credit for experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your registration and experience once the application period has ended.**

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

**Landscape Architect Task Inventory**

**0100.0000 Performs or supervises staff conducting landscape architectural work. (24 Tasks)**

- 0100.0001 Prepares and/or writes contract documents, specifications, and scopes of work for landscape architectural projects.
- 0100.0002 Prepares and plans work schedules and assignments for the design, demolition, construction, alteration or repairs on landscape 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 landscape architectural projects.
- 0100.0004 Conducts field surveys of new sites and existing structures to verify conditions and measurements on landscape architectural projects.
- 0100.0005 Conducts research, investigations, studies or examinations for landscape 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 landscape 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 landscape architectural projects.
- 0100.0008 Reviews/examines sketches, drafts, plans, and drawings for the design, construction, demolition, alteration or repairs on landscape architectural projects for compliance with appropriate standards, various codes, laws, rules and/or regulations.
- 0100.0009 Develops landscape 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 utilities and appurtenances.
- 0100.0011 Performs/reviews calculations and analyses on landscape architectural projects.
- 0100.0012 Reviews contract documents, specifications, and scopes of works for landscape architectural projects.
- 0100.0013 Prepares cost estimates and estimates of quantities for landscape architectural projects.
- 0100.0014 Reviews cost estimates and estimates of quantities for landscape architectural projects.
- 0100.0015 Reviews, approves and ensures coordination of consultant's design, specifications, studies, reports, and other submittals for landscape architectural projects.
- 0100.0016 Evaluates bids, contractors' and consultants' performances to recommend award of contracts for landscape architectural projects.
- 0100.0017 Prepares and executes change orders and addenda to contracts for landscape architectural projects.
- 0100.0018 Prepares and submits all necessary drawings, plans, and other paperwork to the appropriate agencies for approvals or to obtain necessary permits for landscape architectural projects and expedite this process by following up on submitted paperwork and clarifying design decisions.
- 0100.0019 Conducts inspections on landscape architectural projects for compliance with contract documents, specifications, drawings and other rules, regulations and codes and reviews manufacturer's catalogs and samples.
- 0100.0020 Supervises and monitors work progress of contractors, consultants, subordinates and other assigned staff on landscape architectural projects.
- 0100.0021 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.
- 0100.0022 Reviews and approves payments for contractors, consultants, and subcontractors on landscape architectural projects.
- 0100.0023 Provides undergraduate and/or graduate level instruction in landscape architecture.

0100.0024      Selects and tags plant materials and specimens from plant nurseries.

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of your tentative 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**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 qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. 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 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 - TEEG, 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.

**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, 14<sup>th</sup> 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 hold a permanent (not provisional) competitive appointment or your name must appear on a Preferred List for the title of Assistant Landscape Architect to be eligible to take this examination. 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 and registration 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 final score. You also need to possess by the last day of the application period a valid New York State registration in order to be eligible for promotion. Current New York State registration as a Landscape Architect must be maintained for the duration of your employment.
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 New York State Landscape Architect registration was originally issued, not the date you last renewed your registration nor the expiration date. You must also list the registration date your NYS Landscape Architect registration 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 registration will be used to compute additional credit. Since the date of issue of your registration 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 registration.
5. **Completing the Selective Certification section:** This section is optional and will not affect your score.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 21315; Landscape 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)