



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**HOUSING DEVELOPMENT SPECIALIST**

**Exam. No. 5073**

<b>WHEN TO APPLY:</b> From: March 1, 2006 To: March 21, 2006	<b>APPLICATION FEE: \$45.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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**WHAT THE JOB INVOLVES:** Housing Development Specialists perform analytical work related to the development and/or implementation and coordination of publicly-aided housing programs and the conservation and/or redevelopment of neighborhoods. All personnel may serve as a principal assistant to the supervisor as well as perform the duties of that individual in his/her temporary absence. All Housing Development Specialists perform related work.

Some of the physical activities which may be performed by Housing Development Specialists and environmental conditions experienced include walking to, from and within buildings and neighborhoods; visiting neighborhoods with a high incidence of crime and buildings having hazardous conditions; climbing and descending stairs; and working outdoors in all kinds of weather.

**SPECIAL WORKING CONDITIONS:** Housing Development Specialists appointed to this position may be required to work evenings and weekends.

(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 \$40,663 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, 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 **by mail only**. DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

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

1. A baccalaureate degree from an accredited college and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing programs; or
2. A four-year high school diploma or its educational equivalent and six years of full-time, satisfactory experience as described in "1" above.
3. A satisfactory equivalent combination of education and experience which is equivalent to "1" or "2" above. Graduate study from an accredited college in the field of urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design may be substituted for up to one year of the required experience on the basis of 30 semester credits equals one year. However, all candidates must have at least one year of experience as described in "1" above.

Experience gained as a real estate broker, real estate sales person, manager of real estate, or experience which is primarily involved in the sale, lease, rental, or management of real estate, or the monitoring of construction is **not** acceptable.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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 FORM(S):**

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:** 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. Fill out Sections A.1, A.2, A.4, A.5, A.6 and B. 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.
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 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:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience 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 professional experience performing duties in the planning, analysis, coordination and/or development of housing programs you will receive:

- (A) 15 points for at least one but less than three years of experience; or
- (B) 30 points for at least three years of experience.

In addition:

5 points will be given for a masters degree in urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design .

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of three years of additional experience after meeting the qualification requirements. 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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

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

**THE TEST RESULTS:** If you pass the education and experience 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.

**ADDITIONAL INFORMATION:**

**Application Receipt:** 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.

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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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 22507; Housing Development Specialist 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)