



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

**PROMOTION TO CITY PLANNER**  
**Exam. No. 5538**

<p><b>WHEN TO APPLY:</b> From: September 7, 2005 To: September 27, 2005</p>	<p><b>APPLICATION FEE: \$40.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, December 17, 2005.</b></p>	

**WHAT THE JOB INVOLVES:** City Planners, under supervision, with latitude for independent judgment, develop and analyze data on city planning issues and write reports containing logical conclusions and recommendations; conduct research to identify the need for new or modified city planning programs; and design and administer planning projects including the maintenance of time and cost schedules and coordination of the activities of City and non-City participating groups. All City Planners perform related work.

(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 \$44,792 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 level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "Eligibility to Take Examination" 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.

**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) is permanently (not provisionally) employed in or appears on a preferred list for the title of City Planning Technician; and
- (2) is not otherwise ineligible.

You may be given the test before we verify your eligibility. 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 your test paper(s) will not be rated.

**REQUIREMENT TO BE PROMOTED:** At the time of promotion eligibles must have a baccalaureate degree from an accredited college. This requirement may be met at any time during the duration of the list. When you have met the education requirement after the time of filing, please submit documentation by mail to: DCAS Bureau of Examinations- GEEG, One Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title, examination number and your social security number on your correspondence.

**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 an 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 an eligible title for at least one year.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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, the examination title and number in the box at the top of the cover page. Fill out Sections A.1 and A.4. 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 "**Document-by-Document**" 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:** You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on the ability to apply land use, housing, transportation, environmental and other applicable regulations, principles, policies and procedures; knowledge of New York City land use review and environmental review processes; knowledge of land use and zoning principles, including variances, floor area ratios and density controls; knowledge of capital facilities and infrastructure planning; knowledge of research techniques and methodology including data collection, analysis and organization; ability to analyze quantitative and qualitative data; knowledge of demographics; ability to apply basic mathematics and statistics as they relate to planning; knowledge of New York City geography and the New York metropolitan area; ability to review and evaluate site plans, read and interpret maps, graphs and charts; knowledge of city planning terminology; ability to communicate information in writing; ability to solve problems, coordinate activities, organize projects, prioritize and schedule work, develop time lines, and meet project deadlines; the ability to assess the appropriateness of planning and project proposals; knowledge of the function and role of New York City planning agencies including intergovernmental relations and coordination with regard to policy analysis, communication, advocacy, community and economic development, and public participation including negotiation and coalition building; and the standards of proper employee ethical conduct including the provisions of Mayor's Executive Order No. 16 as amended; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your name will be placed in 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.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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. 22122; City Planning 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)**