



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

ENGINEER, ARCHITECT AND LANDSCAPE ARCHITECT SERIES

PROMOTION TO ARCHITECT, Exam. No. 2548
PROMOTION TO CHEMICAL ENGINEER, Exam. No. 2547
PROMOTION TO CIVIL ENGINEER, Exam. No. 2500
PROMOTION TO ELECTRICAL ENGINEER, Exam. No. 2501
PROMOTION TO ENVIRONMENTAL ENGINEER, Exam. No. 2546
PROMOTION TO LANDSCAPE ARCHITECT, Exam. No. 2549
PROMOTION TO MECHANICAL ENGINEER, Exam. No. 2502

WHEN TO APPLY: From: September 4, 2002
To: September 24, 2002

APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS

WHAT THE JOB INVOLVES: At Assignment Level I: Engineers, Architects and Landscape Architects, under general supervision, perform responsible supervisory work, or difficult and responsible work, in engineering, architecture or landscape architecture. All personnel 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 \$51,845 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments to the higher assignment level(s) are made at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: These examinations are 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)
 - a. for Promotion to Architect, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Architect;
 - b. for Promotion to Chemical Engineer, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Chemical Engineer;
 - c. for Promotion to Civil Engineer, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Civil Engineer;
 - d. for Promotion to Electrical Engineer, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Electrical Engineer;
 - e. for Promotion to Environmental Engineer, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Environmental Engineer;
 - f. for Promotion to Landscape Architect, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Landscape Architect;
 - g. for Promotion to Mechanical Engineer, is permanently (not provisionally) employed in or appears on a preferred list for the title of Assistant Mechanical Engineer; 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

LICENSE OR REGISTRATION REQUIREMENT: A valid New York State Professional Engineer's License is required by the last day of the application period for promotion to Chemical Engineer, Civil Engineer, Electrical Engineer, Environmental Engineer or Mechanical Engineer. A valid New York State Registration as an Architect is required by the last day of the application period for promotion to Architect. A valid New York State Registration as a Landscape Architect is required by the last day of the application period for promotion to Landscape Architect. Current New York State registration as a Professional Engineer, Architect or 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 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, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections B, C and D (optional). 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.

THE TEST: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility and license or registration requirement listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (A) you will receive a score of 75 points for at least one (1) but less than three (3) years of full-time, satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer; architectural work experience for Architect or landscape architectural work experience for Landscape Architect, subsequent to receiving a New York State Professional Engineer's License, or Registration as an Architect or Landscape Architect; or
- (B) you will receive a score of 85 points for at least three (3) but less than five (5) years of full-time, satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer; architectural work experience for Architect or landscape architectural work experience for Landscape Architect, subsequent to receiving a New York State Professional Engineer's License, or Registration as an Architect or Landscape Architect; or
- (C) you will receive a score of 95 points for at least five (5) but less than six (6) years of full-time, satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer; architectural work experience for Architect or landscape architectural work experience for Landscape Architect, subsequent to receiving a New York State Professional Engineer's License, or Registration as an Architect or Landscape Architect; or
- (D) you will receive a score of 100 points for at least six (6) or more years of full-time, satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer; architectural work experience for Architect or landscape architectural work experience for Landscape Architect, subsequent to receiving a New York State Professional Engineer's License, or Registration as an Architect or Landscape Architect.

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.

Experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you meet the license or 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Civil Engineer Selective Certification for positions requiring bridge experience: You may be considered for appointment to positions which require that you satisfy special requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions which require these special requirements. If, by the last day of the application period, you have one year of full-time, satisfactory civil engineering experience in bridge design, bridge construction, bridge maintenance and/or bridge inspection, you may be considered for positions in the Division of Bridges of the Department of Transportation which require this experience. If you qualify for this Selective Certification, indicate in Section D on page 4 of the Education and Experience Test Paper your interest in the bridge experience Selective Certification and indicate the box number(s) which describe this qualifying work experience.

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.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 21215, 20515, 20215, 20315, 20618, 21315, 20415; Engineering, Architect, Landscape Architect Occupational Group.

For information about other exams. and your exam. or list status, call 212-669-1357.
Internet: nyc.gov/html/dcas