



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

PROMOTION TO PLAN EXAMINER (BUILDINGS)

Exam. No. 5549

AMENDED NOTICE - November 2, 2005

WHEN TO APPLY: From: November 2, 2005 To: November 22, 2005	APPLICATION FEE: \$60.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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The Notice of Examination is amended to correct the Exam. No. from 5529 to 5549.

WHAT THE JOB INVOLVES: Plan Examiners (Buildings), under general supervision, perform responsible supervisory work, or difficult and responsible work, in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems in New York City to enforce and examine codes and regulations under the jurisdiction of the Department of Buildings. All Plan Examiners (Buildings) 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 \$57,631 per annum. This rate is subject to change.

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**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Buildings who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Assistant Plan Examiner (Buildings); 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 your permanent title or whether you are on a Preferred List, 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.

REQUIREMENT TO BE PROMOTED: At the time of promotion eligibles **must have a valid New York State Professional Engineer's License or valid New York State Registration as an Architect**. Current New York State registration as a Professional Engineer or Architect must be maintained for the duration of your employment. This requirement may be met at any time during the duration of the list. When you have met the license or registration requirement after the time of filing, please submit documentation by mail to: DCAS Bureau of Examinations- GEEG, One Centre Street, 14th 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 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 B and C. 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: Your score will be determined by an 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:

For full-time satisfactory civil engineering or architectural experience in building design or building equipment systems design or building construction, **subsequent to receiving a New York State Professional Engineer's License or Registration as an Architect**, you will receive:

- (A) 5 points for at least one (1) but less than three (3) years; or
- (B) 15 points for at least three (3) but less than five (5) years; or
- (C) 25 points for at least five (5) but less than six (6) years; or
- (D) 30 points for at least six (6) or more years.

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 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 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 promotion 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.

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. 22410; Miscellaneous Occupational Group

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