



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### ADMINISTRATIVE CITY PLANNER

Exam No. 8058

AMENDED NOTICE 4/24/18

**WHEN TO APPLY:** From: April 4, 2018

To: May 8, 2018

**APPLICATION FEE: \$68.00**

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.

#### The Notice of Examination is amended to:

- Extend the end of the application period from April 24, 2018 to May 8, 2018;
- Amend the Additional Credit Rating Guide in THE TEST section;
- Clarify the term "managerial work experience" in THE TEST section;
- Add Selective Certifications for the Department of City Planning in the ADDITIONAL INFORMATION section;
- Revise the Zoning Resolution Selective Certification found in the ADDITIONAL INFORMATION section.

Candidates who applied previously need not apply again.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Under administrative or executive direction, with varying degrees of latitude and independent judgment, Administrative City Planners serve as director or deputy director of a division or borough office responsible for initiating and directing the preparation of work programs, plans, and policies, and supervising administrative functions; coordinate work on significant planning projects; formulate and direct ongoing agency missions; and 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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for appointments to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointments to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

#### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience 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.

You will **not** receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (May 8, 2018).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning are required of all candidates. Graduate work leading to an advanced degree in city planning or a related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States Law School may be substituted for two (2) years of non-managerial experience.

**The education requirement must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (May 8, 2018).**

**Note: Graduate work leading to an advanced degree in City Planning or a related field will be substituted at the rate of 30 semester credits for one (1) year of experience.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA). The law school must be accredited by the American Bar Association or the California Bar Association

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period

**Residency:**

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

**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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services

**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. 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 two (2) business days 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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."

**REQUIRED INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. 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.
- 3. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.4, A.5 (if applicable), B, C (if applicable), and D (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 4. Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education in this examination) :** 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 Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

**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 on page one. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time managerial experience in city planning for:** **You will receive:**

At least 6 months but less than 1 year	15 points
1 or more years	30 points

**If you have satisfactory full-time non-managerial experience in city planning for:** **You will receive:**

At least 6 months but less than 1 year	7 points
At least 1 year but less than 18 months	14 points
At least 18 months but less than 2 years	21 points
2 or more years	28 points

**If you have a graduate degree in city planning or a related field completed at an accredited college or university:** **You will receive:**

Graduate degree in city planning or a related field completed at an accredited college or university	28 points
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**If you have graduated from an accredited United States Law School:** **You will receive:**

Graduation from an accredited United States Law School	28 points
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**Managerial work experience must include the authority to make critical decisions about matters of significance concerning city planning.**

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. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA). The law school must be accredited by the American Bar Association or the California Bar Association.

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (May 8, 2018).**

**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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

**THE TEST RESULTS:**

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License: (Manhattan Borough President's Office only)** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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, state "MVO" in section D of the Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Foreign Language and/or American Sign Language: (Department of Health and Mental Hygiene only)** If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test and **indicate the language you speak to indicate your interest in such Selective Certification.**

**Selective Certification for Incident Command System (ICS) Certificate: (Department of Health and Mental Hygiene only)** If you possess a valid Incident Command System (ICS) certificate such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state **"ICS"** in Section D of the Education and Experience Test. Your certificate will be checked by the appointing agency at the time of appointment.

**Selective Certification for Positions Requiring Experience in Planning and Design for Promoting Public Health: (Department of Health and Mental Hygiene only)** If you have at least one year of full-time satisfactory experience demonstrably integrating city planning and/or urban design principles and practices for the appointment of public health through place-based approaches; and/or the conduct and analysis of health impact assessments; and/or the utilization of geographic information systems for public health analysis, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"PDH"** in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Geographic Information Systems (GIS): (Department of Buildings, Department of Transportation, Department of Environmental Protection, and the Department of City Planning only)** If you have at least 1 year of full-time satisfactory experience working in the GIS field, performing duties such as: developing computerized land use and zoning maps for planning research; creating and disseminating computerized physical planning data for use in land use studies and projects; and compiling geographic information for analyzing environmental and transportation impacts of land use proposals; or if you have 12 college credits in GIS course work from an accredited college or university, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"GIS"** in Section D of the Education and Experience Test. Your experience or education will be checked by the appointing agency at the time of appointment.

**Selective Certification for Transportation Planning: (Department of City Planning and Department of Transportation only)** If you have at least 1 year of full-time satisfactory experience in transportation planning, such as street planning and design, and public transit analysis, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"TSP"** in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Positions Requiring Zoning Resolution Interpretation Experience: (Department of Buildings and Department of City Planning only)** If you have at least two years of full-time satisfactory experience in NYC Zoning Resolution Interpretation, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"ZRI"** in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Land Use Policy Development for Zoning Changes Experience: (Department of City Planning only)** If you have at least five years of full-time satisfactory experience in an executive, managerial, or administrative capacity in developing land use policies for zoning changes within a borough and/or citywide, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"ZCE"** in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Project Management and Design of Work Plans for Land Use and Environmental Review Experience: (Department of City Planning only)** If you have at least five years of full-time satisfactory experience in project management and design of work plans for land use review and environmental review, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state **"LUP"** in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Experience in the Executive Oversight of the Execution of Neighborhood Studies and Community Based Plans: (Department of City Planning only)** If you have at least five years of full-time satisfactory experience in the executive oversight of the execution of neighborhood studies and community based plans, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "**NBS**" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Experience in Researching/Identifying Changing Socio-Economic Trends: (Department of City Planning only)** If you have at least five years of full-time satisfactory experience in researching and identifying changing socio-economic trends across neighborhoods in an executive capacity, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "**RET**" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for AICP Certification: (Department of City Planning and the Manhattan Borough President's Office only)** If you are an AICP Certified Planner certified by the American Institute of Certified Planners (AICP), you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. If you wish to apply for this Selective Certification, state "**ACP**" in section D of the Education and Experience Test. Your certification will be checked by the appointing agency at the time of appointment. This AICP certification must be maintained for the duration of your employment.

**The above Selective Certification requirements may be met at any time during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting 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 DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

**Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
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**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**