



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### ASSISTANT PLAN EXAMINER (BUILDINGS)

Exam No. 1137

**WHEN TO APPLY:** From: August 5, 2020

To: August 25, 2020

**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 2.00% of the payment amount. This fee is nonrefundable.

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

#### WHAT THE JOB INVOLVES:

Assistant Plan Examiners (Buildings), under supervision, perform work of moderate difficulty and responsibility in the engineering or architectural analysis of structures and building equipment systems and the examination of plans for the construction, alteration, or repairs of buildings and equipment systems under the jurisdiction of the Department of Buildings. All Assistant Plan Examiners (Buildings) perform related work.

#### Special Working Conditions:

Assistant Plan Examiners (Buildings) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Assistant Plan Examiners (Buildings) and environmental conditions experienced are: walking and standing for short periods of time; lifting blueprint rolls weighing 20 pounds; and reading blueprints.

(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 \$59,661 per annum. This rate is subject to change.

#### 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 found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will **not** receive credit for education you obtain after January 31, 2021 or experience you obtain after the last day of the Application Period (August 25, 2020).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A Baccalaureate degree in civil engineering from an accredited college or university and either (a) one year of full-time satisfactory experience in civil engineering work in building design or building construction or (b) a Master's degree in civil engineering from an accredited college or university; or
2. A combination of a Baccalaureate degree in civil engineering technology from an accredited college or university and either (a) two years of full-time satisfactory experience in civil engineering work in building design or building construction or (b) a Master's degree in civil engineering from an accredited college or university, plus one year of full-time satisfactory experience in civil engineering work in building design or building construction; or
3. A Bachelor of Architecture or a Master of Architecture from an accredited college or university, both of which are first professional degrees in architecture (please note that a Baccalaureate degree in architecture awarded after a four year program is **not** qualifying); or
4. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in architecture **or** a Bachelor of Science degree in Architectural Technology from an accredited college or university and one year of full-time satisfactory experience in architectural work in building design or building construction.

**The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (August 25, 2020).**

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).

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (August 25, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 25, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded. An incomplete examination will not be entitled to the appeals process.**

**You will not receive credit for education you obtain after January 31, 2021 or experience which you obtain after the last day of the Application Period (August 25, 2020).**

If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Exam will know information which you do not provide on your Education and Experience Exam including information on your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Exam will know information you provided on a previous examination. You will not receive credit for education you obtain after January 31, 2021 or experience you obtain after the last day of the Application Period.

**Residency Requirement:** City residency is not required for this position.

**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, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf).

This guide gives important information about 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. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (August 25, 2020) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).  
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 25, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 3. Foreign Education Evaluation Guide: (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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (August 25, 2020).

**THE TEST:**

Your score will be determined by an Education and Experience Exam. 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 additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory, full-time experience in civil engineering or architectural duties in building design or building construction for:**

**You will receive:**

At least one year but less than 2 years

Up to 15 points

2 or more years

Up to 30 points

**Experience used to meet the minimum qualification requirements cannot be used to gain additional credit.**

**During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.**

**(number of hours worked per week/35) x (number of months worked)**

**For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.**

**You must clearly specify in detail all of your relevant experience on your Education and Experience Exam and submit it by the end of the application period (August 25, 2020).**

**Experience must be obtained by the last day of the application period (August 25, 2020).**

**CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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, and your new mailing and/or email address.

**CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

**THE TEST RESULTS:**

If you pass the Education and Experience Exam, 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:

<https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

**ADDITIONAL INFORMATION:****Selective Certification for Municipal Government Experience (MGE):**

If you have at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population, 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, select "MGE" when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Crane Design Experience (CEC):**

If you have at least one (1) year of satisfactory, full-time experience in the design or review of plans and specifications for cranes, 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, follow the onscreen instructions and select **CEC** when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Experience Analyzing Greenhouse Gas Emissions (GHG):**

If you have at least one (1) year of satisfactory, full-time experience conducting analysis, inventories, and/or verification of GHG emissions you may receive preferred consideration for relevant positions. If you wish to apply for Selective Certification, select "GHG" when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Positions Requiring Building Equipment Systems Experience (BES):**

If you have at least one (1) year of satisfactory, full-time experience in the design or examination of plans for the construction, alteration, or repair of building equipment systems, 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, follow the onscreen instructions and select **BES** when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Positions Requiring Flood Zone Experience (FZE):**

If you have at least one (1) year of satisfactory, full-time experience in the design or examination of plans for the construction, alteration, or repair of buildings or building equipment systems in a flood zone, 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, follow the onscreen instructions when completing the Education and Experience Exam and select **FZE** to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Positions Requiring Code or Zoning Experience (ARC):**

If you have one (1) year of satisfactory, full-time experience in any of the following specialties: NYC Construction Codes, NYC Zoning Resolution Interpretation, or International Building Code, 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, select **ARC** when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Energy Management (Foundational) Experience (EMF):**

If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and wish to apply for this Selective Certification, you may receive preferred consideration for relevant positions. If you wish to apply for this Selective Certification, select **EMF** when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**Selective Certification for Energy Management (Extensive) (EMV):**

If you have a valid Certified Energy Manager "CEM" certification from the Association of Energy Engineers "AEE" and at least one of the following valid certifications from "AEE", you may receive preferred consideration for relevant positions: Certified Energy Auditor "CEA", Certified Building Commissioning Professional "CBCP", or Certified Management and Verification Professional "CMVP". If you wish to apply for these Selective Certifications, select **EMV** when completing your Education and Experience Exam to indicate your interest in such Selective Certifications and Final Submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**Selective Certification for Energy Auditing (ENA):**

If you have at least one of the following valid certifications, you may receive preferential consideration for relevant positions: Certified Energy Manager "CEM" certification from the Association of Energy Engineers "AEE", Certified Energy Auditor "CEA" certification from AEE, High-Performance Building Design Professional "HBDP" certification from the American Society Heating, and Air Conditioning Engineers "ASHRAE", Building Energy Assessment Professional "BEAP" certification from ASHRAE, or Multi-Family Building Analyst "MFBA" certification from the Building Performance Institute "BPI". If you wish to apply for these Selective Certifications, select **ENA** when completing your Education and Experience Exam to indicate your interest in such Selective Certifications and Final Submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**Selective Certification for Building Commissioning (BDC):**

If you have at least one of the following valid certifications, you may receive preferred consideration for relevant positions: Existing Building Commissioning Professional "EBCP" certification from the Association of American Engineers "AEE", Certified Building Commissioning Professional "CBCP" certification from AEE, or Certified Commissioning Authority "CxA" certification from AABC Commissioning Group "ACG".

If you wish to apply for Selective Certifications, select **BDC** when completing your Education and Experience Exam to indicate your interest in such Selective Certifications and Final Submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**Selective Certification for Sustainability (SUS):**

If you have at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate "LEED GA" accreditation from the U.S. Green Building Council "USGBC", LEED Accredited Professional accreditation from the USGBC with a specialization in Building Design + Construction or Operations + Maintenance "LEED AP BD+C" or "LEED AP O+M", or Environmental Sustainability Professionals "ENV SP" certification from the Institute of Sustainable Infrastructure. If you wish to apply for Selective Certifications, select "**SUS**" when completing your Education and Experience Exam to indicate your interest in such Selective Certifications and Final Submit it in the Online Applications System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**Selective Certification for Energy Management (Foundational) and Sustainability (EFS):**

If you have a valid Certified Energy Manager "CEM" certification from the Association of Energy Engineers "AEE" and at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate "LEED GA" accreditation from the U.S. Green Building Council "USGBC", LEED Accredited Professional accreditation from the USGBC with a specialization in Building Design + Construction or Operations + Maintenance "LEED AP BD+C" or "LEED AP O+M", or Environmental Sustainability Professionals "ENV SP" certification from the Institute for Sustainable Infrastructure "ISI". If you wish to apply for Selective Certifications, select "**EFS**" when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet these requirements 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 state the selective certification you are requesting on your correspondence.

**Investigation:**

This position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**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).

The City of New York is an Equal Opportunity Employer.  
Title Code No. 22405; Miscellaneous 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)