



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

**ADMINISTRATIVE CITY PLANNER**  
Exam No. 1143  
AMENDED NOTICE - January 27, 2021

**WHEN TO APPLY:** From: December 2, 2020      **APPLICATION FEE: \$68.00**

To: December 22, 2020

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

The Notice of Examination is amended to add Selective Certifications for Energy Management (Foundational) (EMF), Energy Management (Extensive) (EMV), Energy Auditing (ENA), Building Commissioning (BDC), Sustainability (SUS), Energy Management (Foundational) and Sustainability (EFS), Greenhouse Gas Emissions (GHG).

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

### WHAT THE JOB INVOLVES:

Under administrative or executive direction, with very wide latitude for the exercise of independent judgement and unreviewed action, Administrative City Planners serve as director or deputy director of a division having major borough-wide or Citywide responsibilities 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 January 31, 2021 or experience which you obtain after the end of the Application Period (December 22, 2020).

### 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.

**Managerial work experience must include the authority to make critical decisions about matters of significance concerning city planning.**

**The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (December 22, 2020).**

**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 non-managerial experience.**

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 January 31, 2021 or experience which you obtain after the end of the Application Period.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 (December 22, 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 (December 22, 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.**

**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, 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.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**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)

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. 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 (December 22, 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 (December 22, 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 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 <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. 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 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 Exam. 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 up to:**

At least 3 months but less than 6 months	2.5 points
At least 6 months but less than 9 months	5 points
At least 9 months but less than 12 months	7.5 points
At least 12 months but less than 15 months	10 points
At least 15 months but less than 18 months	12.5 points
At least 18 months but less than 21 months	15 points
At least 21 months but less than 24 months	17.5 points
At least 24 months but less than 27 months	20 points
At least 27 months but less than 30 months	22.5 points
At least 30 months but less than 33 months	25 points
At least 33 months but less than 36 months	27.5 points
36 months or more	30 points

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

**You will receive up to:**

At least 6 months but less than 12 months	2 points
At least 12 months but less than 18 months	4 points
At least 18 months but less than 24 months	6 points
At least 24 months but less than 30 months	8 points
At least 30 months but less than 36 months	10 points
At least 36 months but less than 42 months	12 points
At least 42 months but less than 48 months	14 points
At least 48 months but less than 54 months	16 points
At least 54 months but less than 60 months	18 points
At least 60 months but less than 66 months	20 points
At least 66 months but less than 72 months	22 points
72 months or more	24 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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You will receive a maximum of one year of experience credit for each year you worked. 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.

Managerial work experience must include the authority to make critical decisions about matters of significance concerning city planning.

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 (December 22, 2020) to clearly specify in detail all of your relevant education, registration, 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 (December 22, 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.**

**Education must be obtained by January 31, 2021. Experience must be obtained by the last day of the application period (December 22, 2020).**

#### **CHANGE OF MAILING AND/OR EMAIL ADDRESS:**

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.

#### **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:** If you meet one of the following requirements, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. If you wish to apply for this Selective Certification, follow the onscreen instructions 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).

1. **Selective Certification for Driver License (MVO):** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for positions requiring this license. 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.**
2. **Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), you may be considered for appointment to positions requiring this ability. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.

**Selective Certification for Certification and/or Special Experience:** If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. If you wish to apply for Selective Certification, follow the onscreen instructions 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(s) and/or experience will be checked by the appointing agency at the time of appointment**

1. **Selective Certification for Incident Command System (ICS) Certificate:** Possession of 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.
2. **Selective Certification for Positions Requiring Experience in Planning and Design for Promoting Public Health (PDH):** At least two years 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.
3. **Selective Certification for Geographic Information Systems (GIS):** At least two years 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.
4. **Selective Certification for Transportation Planning (TSP):** At least two years of full-time satisfactory experience in transportation planning, such as street planning and design, and public transit analysis.
5. **Selective Certification for Positions Requiring Zoning Resolution Interpretation Experience (ZRI):** At least two years of full-time satisfactory experience in NYC Zoning Resolution Interpretation.
6. **Selective Certification for Land Use Policy Development for Zoning Changes Experience (ZCE):** 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.
7. **Selective Certification for Project Management and Design of Work Plans for Land Use and Environmental Review Experience (LUP):** At least five years of full-time satisfactory experience in project management and design of work plans for land use review and environmental review.
8. **Selective Certification for Experience in the Executive Oversight of the Execution of Neighborhood Studies and Community Based Plans (NBS):** At least five years of full-time satisfactory experience in the executive oversight of the execution of neighborhood studies and community based plans.
9. **Selective Certification for Experience in Researching/Identifying Changing Socio-Economic Trends (RET):** At least five years of full-time satisfactory experience in researching and identifying changing socio-economic trends across neighborhoods in an executive capacity.
10. **Selective Certification for AICP Certification (ACP):** AICP Certified Planner certification certified by the American Institute of Certified Planners (AICP).
11. **Selective Certification for Energy Management (Foundational) (EMF):** A valid Certified Energy Manager (CEM) certification from the Association of Energy Engineers (AEE).
12. **Selective Certification for Energy Management (Extensive) (EMV):** 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: Certified Energy Auditor (CEA), Certified Building Commissioning Professional (CBCP), or Certified Measurement and Verification Professional (CMVP).
13. **Selective Certification for Energy Auditing (ENA):** At least one of the following valid certifications: 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 of Heating, Refrigerating 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).
14. **Selective Certification for Building Commissioning (BDC):** At least one of the following valid certifications: Existing Building Commissioning Professional (EBCP) certification from the Association of Energy Engineers (AEE), Certified Building Commissioning Professional (CBCP) certification from AEE, or Certified Commissioning Authority (CXA) certification from AABC Commissioning Group (ACG).
15. **Selective Certification for Sustainability (SUS):** At least one of the following valid credentials: LEED Green Associate (LEED GA) accreditation from the U.S. Green Building Council (USGBC), LEED Accredited Professional accreditation from the USGBC with 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.
16. **Selective Certification for Energy Management (Foundational) and Sustainability (EFS):** A valid Certified Energy Manager (CEM) certification from the Association of Energy Engineers (AEE) and at least one of the following valid credentials: LEED Green Associate (LEED GA) accreditation from the U.S. Green Building Council (USGBC), LEED Accredited Professional accreditation from the USGBC with 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).
17. **Selective Certification for Experience Analyzing Greenhouse Gas Emissions (GHG):** At least two (2) years of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions.

**The above Selective Certification requirements may be met at anytime 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, 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.

**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.  
Title Code No. 10053; The Managerial Service.

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