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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

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## NOTICE OF EXAMINATION

### ADMINISTRATIVE ENERGY CONSERVATION SPECIALIST Exam No. 6004

**WHEN TO APPLY:** From: June 3, 2026

To: June 23, 2026

**APPLICATION FEE: \$82.00**

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

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

#### WHAT THE JOB INVOLVES:

Administrative Energy Conservation Specialists oversee plan review for energy generation or conservation projects to ensure compliance with energy-related and/or construction codes, rules, laws, plans or specifications; oversee inspections for energy generation or conservation projects to ensure compliance with energy-related and/or construction codes, rules, laws, and approved plans and specifications; explain and enforce compliance with all energy-related codes, rules, and laws; manage development, implementation, commissioning, and measurement and verification of energy generation or conservation projects; lead efforts to deliver energy generation or conservation projects to meet energy efficiency and carbon reduction goals; serve as a subject matter expert regarding energy generation or conservation issues; oversee a major design division or field division under executive direction; and may operate a motor vehicle in the performance of their duties. All Administrative Energy Conservation Specialists 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 for the assignment and will be consistent with the Managerial Pay Plan.

#### HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

**As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by June 23, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (June 23, 2026). The license requirement needed to qualify must be met by June 30, 2026.**

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university in architecture or architectural technology; biology; building science; chemistry; construction management; energy management; engineering or engineering technology; environmental science; facilities management; physics; or a related field, **and** four (4) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions at facilities to generate clean energy or reduce energy usage, one (1) year of which must have been in an administrative, managerial, or executive capacity; **or**
2. An associate degree or sixty (60) semester credits in any of the disciplines described in "1" above from an accredited college or university, **and** six (6) years of satisfactory full-time experience as described in "1" above including one (1) year in an administrative, managerial, or executive capacity; **or**
3. A four (4) year high school diploma or its educational equivalent **and** eight (8) years of experience as described in "1" above, including one (1) year in an administrative, managerial, or executive capacity; **or**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

4. Education and experience which is equivalent to "1," "2," or "3" above. However, all candidates must have one (1) year of experience in an administrative, managerial, or executive capacity as described in "1" above. Education and experience will be credited as follows: a) One (1) year of experience, up to a maximum of four (4) years, will be credited for each year of experience in one or more of the following: i) Journey-level experience in one or more of the skilled building trades; or ii) Full-time experience in the construction, repair, alteration, and/or rehabilitation of buildings in the capacity of general contractor, superintendent of construction, procurement specialist, or evaluator responsible for cost estimation; or iii) Full-time building construction management experience; or iv) Full-time experience in construction field supervision or inspection. b) Education and licensing will be credited as follows: i) One (1) year of experience will be credited for every 30 semester credits leading to a baccalaureate degree or associate degree in any of the disciplines described in "1" above, or a related field, up to a maximum of four (4) years; or ii) A master's degree in any of the disciplines described in "1" above, or a related field, will be credited for one (1) year of acceptable experience; or iii) A license as a Professional Engineer or Registered Architect issued pursuant to the New York State Education Law will be credited for four (4) years of acceptable experience.

Executive, managerial, or administrative work experience includes the authority to make critical decisions about the types of matters listed above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience into the full-time equivalent.

**You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.**

**Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.**

**Driver License Requirement:**

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. Consult the appointing agency personnel office at the time of the appointment interview to find out if a motor vehicle driver license is required.

**Residency Requirement Advisory:**

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 the City of New York.

**HOW TO APPLY:**

Apply through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

**The DCAS Computer-based Testing & Application Centers will be closed on Friday, June 19, 2026.**

**Application Receipt:**

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at [nyc.gov/CivilServiceNowNYC](https://www.nyc.gov/CivilServiceNowNYC) and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov) to your known senders to ensure you receive all important communications.

**Special Circumstances Guide:**

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide

Link: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

**Civil Service Guidance for Veterans:**

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

**PENALTY FOR MISREPRESENTATION:**

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

**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:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.

- 3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a **"document-by-document" (general)** evaluation.

**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:

**Experience and certifications used to gain additional credit must be obtained by the last day of the Application Period (June 23, 2026).**

<b>If you have satisfactory full-time administrative, managerial or executive experience managing employees who are performing energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions at facilities to generate clean energy or reduce energy usage for:</b>	<b>You will receive up to:</b>
At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points

<b>If you have satisfactory full-time non-managerial experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions at facilities to generate clean energy or reduce energy usage for:</b>	<b>You will receive up to:</b>
At least 1 year but less than 2 years	2 points
At least 2 years but less than 3 years	4 points
At least 3 years but less than 4 years	6 points
At least 4 years but less than 5 years	8 points
5 or more years	10 points

<b>If you possess the following valid certification:</b>	<b>You will receive:</b>
Certified Energy Manager (CEM)	5 points

<b>If you possess one or more of the following valid certifications:</b>	<b>You will receive:</b>
Certified Measurement and Verification Professional (CMVP)	2.5 points
LEED Accredited Professional (LEED AP)	
Certified Energy Auditor (CEA)	

<b>If you possess the following valid certification:</b>	<b>You will receive:</b>
Building Analyst Professional (BA-P)	1 point

**Executive, managerial, or administrative work experience includes the authority to make critical decisions about the types of matters listed above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.**

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

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others: Log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs), navigate to your Dashboard, and update your Profile page.

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

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <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 on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

#### **ADDITIONAL INFORMATION:**

**Selective Certification for Certificate, License, and/or Special Experience:** If you have any one or more of the certification, license, and/or experience listed below, you may be considered for appointment to positions requiring these certification, license, and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certification, license, and/or experience. 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). **Your certification, license, and/or experience will be checked by the appointing agency at the time of appointment.**

1. **A valid New York State Professional Engineer's License (PEC):** Possession of a valid New York State Professional Engineer's license. **This license must be maintained for the duration of your employment.**
2. **A valid New York State Registration as an Architect (NYA)** Possession of a valid New York State Registration as an Architect. **This registration must be maintained for the duration of your employment.**
3. **Building Commissioning (BDC):** Possession of 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").
4. **Energy Auditing (ENA):** Possession of 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").
5. **Energy Conservation and Efficiency (ECE):** At least one (1) year of satisfactory, full-time experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.
6. **Energy Finance Experience (EFE):** At least two (2) years of satisfactory, full-time experience in the development and/or implementation of strategies, plans, or projects related to energy financing, including but not limited to energy performance contracting, energy resource leasing, and public-private partnerships for energy conservation or energy production.
7. **Energy Management (Foundational) (EMF):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").
8. **Energy Management (Foundational) and Sustainability (EFS):** Possession of 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 ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").
9. **Energy Management (Extensive) (EMX):** Possession of 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").
10. **Energy Planning & Policy Experience (PEE):** At least two (2) years of satisfactory, full-time experience in the development of policies, strategic plans, or guidance documents that govern or inform how a municipality, agency, or large organization manages energy resources.
11. **Energy Resiliency Experience (ERE):** At least two (2) years of satisfactory, full-time experience in the development and/or implementation of energy-related strategies, plans, or projects intended to enhance climate resiliency.
12. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
13. **Greenhouse Gas Emissions Analysis Experience (GHG):** At least one (1) year of satisfactory, full-time experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.
14. **Municipal Government Experience (MGE):** At least two (2) years 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.
15. **Sustainability (SUS):** Possession of 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 ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").

**The above Selective Certification requirements may be met at any time during the duration of the list.** If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: [nyc.gov/CivilServiceNowNYC](https://nyc.gov/CivilServiceNowNYC) using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

**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.

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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](https://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 10043; The Managerial Service.

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