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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

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## NOTICE OF EXAMINATION

### ENERGY CONSERVATION SPECIALIST Exam No. 6055

**WHEN TO APPLY:** From: June 3, 2026  
To: June 23, 2026

**APPLICATION FEE: \$68.00**

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:

Energy Conservation Specialists encompasses the technical work that is necessary to support energy generation and conservation activities and the development and implementation of energy generation and conservation projects. It includes technical work of varying degrees of difficulty and responsibility. There are four (4) assignment levels within this class of positions. All personnel perform related work.

At Assignment Level 1: under close supervision, Energy Conservation Specialists perform technical work that is necessary to ensure compliance with energy-related codes, laws, and rules, and supports the development and implementation of energy generation or conservation projects. This assignment level encompasses trainee-level inspection, technical research, and project support duties.

#### Special Working Conditions:

Energy Conservation Specialists may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Energy Conservation Specialists and environmental conditions experienced are: Walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; wearing hard hat and respirator for various inspections; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather; may perform hazardous materials inspections; prolonged standing, prolonged sitting.

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 \$56,902 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

#### 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).**

#### 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; engineering technology; environmental science; facilities management; physics; or a related field; **or**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

2. Completion of an apprentice program, a minimum of two (2) years in length, in a construction trade with an emphasis on energy efficiency for buildings **and** two (2) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions to generate clean energy or reduce energy usage; **or**
3. 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 to generate clean energy or reduce energy usage; **or**
4. Education and/or experience equivalent to "1," "2," or "3" above. One (1) year of acceptable experience will be credited for every 30 semester credits of undergraduate education in any of the fields described in "1" above. One (1) year of acceptable experience will be credited for a master's degree in any of the fields described in "1" above.

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 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.**

**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:**

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:**

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, in observance of Juneteenth Day.**

**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](http://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" 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:

**Education and experience 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 experience scoping, developing, analyzing, and implementing sustainability and energy conservation projects from initial planning through execution for:</b>	<b>You will receive up to:</b>
At least 1 years but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points

<b>Graduate credits completed at an accredited college or university in architecture or architectural technology; biology; building science; chemistry; construction management; energy management; engineering, engineering technology; environmental science; facilities management; physics; or a related field for:</b>	<b>You will receive:</b>
Completion of 3 to 11 semester credits	10 points
Completion of 12 to 23 semester credits	20 points
Completion of 24 or more semester credits	30 points

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

**Experience and/or Education used to meet the minimum requirements cannot be used to gain additional credit.**

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 Special Experience, Education, License, Certification and/or Registration:**

If you have the experience, education, license, certification, and/or registration listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience, education, license, certification, and/or registration through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, education, license, certification, and/or registration. If you wish to apply for Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in OASys. **Your experience, education, license, certification, and/or registration will be checked by the appointing agency at the time of appointment. The license(s), certificate(s), and/or registration(s) must be maintained for the duration of your employment.**

1. **Selective Certification for a valid New York State Professional Engineer's License. (PEC)**
2. **Selective Certification for a valid New York State Registration as an Architect. (NYA)**
3. **Selective Certification for Assignment Level II positions (CM2):** If you meet one of the following requirements, you may be considered for appointment to Assignment Level II positions requiring these qualifications through a process called Selective Certification.  
To be eligible for placement in Assignment Level II, candidates other than Professional Engineers or Registered Architects must have either:
  - a) A Bachelor of Architecture degree that is the first professional degree in architecture from an accredited college; or
  - b) A baccalaureate degree from an accredited college or university and a master's degree in building science, energy management, or engineering from an accredited college or university; or
  - c) After meeting the minimum qualification requirements, a master's degree in any of the fields described in "1" under Education and Experience Requirements above.
  - d) After meeting the minimum qualification requirements, one (1) additional year of experience as described in "3" under Education and Experience Requirements above.
4. **Selective Certification for Energy Conservation and Efficiency Experience (ECE):** At least one (1) year of full-time, satisfactory experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.
5. **Selective Certification for Energy Management (Foundational) (EMF):** A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").
6. **Selective Certification for Energy Management (Extensive) (EMX):** 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").

7. **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”).
8. **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”).
9. **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.
10. **Selective Certification for Analyzing Greenhouse Gas Emissions (GHG):** At least one (1) year of fulltime, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions.
11. **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”).
12. **Selective Certification for Municipal Government Experience (MGE):** At least two (2) years of satisfactory full-time professional experience working within a municipal government in a similar position, which provides services for a city with a population of over 1 million.
13. **Selective Certification for 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.
14. **Selective Certification for AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
15. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

**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.

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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. 22430. Energy Conservation Occupational Group.

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