PROMOTION TO CITY PLANNER  
Exam No. 1506  
Amended Notice: 11/17/10

WHEN TO APPLY: From: October 6, 2010  
To: October 26, 2010  
APPLICATION FEE: $50.00  
Payable by mail by money order to DCAS (EXAMS),  
or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, February 26, 2011.

The Notice of Examination is amended to add a description of the multiple-choice test under THE TEST section.

WHAT THE JOB INVOLVES: City Planners, at Assignment Level I under supervision, with latitude for independent judgment, develop and analyze data on city planning issues and write reports containing logical conclusions and recommendations; conduct research to identify the need for new or modified city planning programs; and design and administer planning projects including the maintenance of time and cost schedules and coordination of the activities of City and non-City participating groups; may operate a motor vehicle. All City Planners 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: The current minimum salary is $46,550 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.

2. **By mail:** Fill out an “Application for Examination” form and return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form 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 Form that pertain to you when you complete your “Application for Examination.”
ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, who on the date of the multiple-choice test:

1. is permanently (not provisionally) employed in or appears on a preferred list for the title of City Planning Technician; and

2. is not otherwise ineligible.

(Note: A “Preferred list” is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with your agency's personnel office.

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked “Not Eligible,” your application fee will not be refunded.

REQUIREMENT TO BE PROMOTED: At the time of promotion, you must have a baccalaureate degree from an accredited college. This requirement may be met at any time during the duration of the list. When you have met the education requirement after the time of filing, please submit documentation by mail to: DCAS Bureau of Examinations- USEG, One Centre Street, 14th Floor, New York, NY 10007. Please include the examination title, examination number and your social security number on your correspondence.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above “Eligibility To Take Examination” section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on the ability to apply land use, housing, transportation, environmental and other applicable regulations, principles, policies and procedures; knowledge of New York City land use review and environmental review processes; knowledge of land use and zoning principles, including variances, floor area ratios and density controls; knowledge of capital facilities and infrastructure planning; knowledge of research techniques and methodology including data collection, analysis and organization; ability to analyze quantitative and qualitative data; knowledge of demographics; ability to apply basic mathematics and statistics as they relate to planning; knowledge of New York City geography and the New York metropolitan area; ability to review and evaluate site plans, read and interpret maps, graphs and charts; knowledge of city planning terminology; ability to communicate information in writing; ability to solve problems, coordinate activities, organize projects, prioritize and schedule work, develop time lines, and meet project deadlines; the ability to assess the appropriateness of planning and project proposals; knowledge of the function and role of New York City planning agencies including intergovernmental relations and coordination with regard to policy analysis, communication, advocacy, community and economic development, and public participation including negotiation and coalition building; and the standards of proper employee ethical conduct including the provisions of Mayor’s Executive Order No. 16 as amended; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.
THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: (Department of Sanitation; Department of City Planning Only) If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You are eligible after the above application period but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.