NOTICE OF EXAMINATION

ASSISTANT PLAN EXAMINER (BUILDINGS)
Exam No. 8052

WHEN TO APPLY: From: June 6, 2018 To: June 26, 2018
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 2.49% 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.

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; 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 $55,538 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 may not receive a score.

You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (June 26, 2018).

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 June 30, 2018. The experience requirement must be met by the last day of the Application Period (June 26, 2018).

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.
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. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test. You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period.

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 the City of New York.

HOW TO APPLY:
If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at 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 file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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://a506-eeexams.nyc.gov/OLE/exams/OFFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
2nd Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
1st 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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. 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. Affirmation Form: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

3. Education and Experience Test: Fill out Sections A.1 (if applicable), A.4 (if applicable), A.5 (if applicable), B, and D (if applicable). This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

4. 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 located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducationevaluation.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 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 test. 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 satisfactorily full-time experience in civil engineering or architectural duties you will receive:

- At least 1 year but less than 2 years: 15 points
- 2 or more years: 30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.
You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period (June 26, 2018). You will not receive credit for experience which you obtain after the end of the application period. Experience must be obtained by the last day of the application period (June 26, 2018). Experience used to meet the minimum qualification requirements cannot be used to gain additional credit.

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, 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. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your 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. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: http://www.nyc.gov/html/dcas/downloads/pdf/misc/op148a.pdf.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible 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 state the selective certification you are requesting on your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an $87.00 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 a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. 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, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

ADDITIONAL INFORMATION:

Selective Certification for Municipal Experience:

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 qualify for preferred consideration. If you wish to apply for this Selective Certification, state "MGE" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Code or Zoning Experience:

If you have at least 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 qualify for preferred consideration. If you have at least one year of satisfactory, full-time experience working with NYC Construction Codes and wish to apply for this Selective Certification, state "ARC" in Section D of the Education and Experience Test. If you have at least one year of satisfactory, full-time experience in NYC Zoning Resolution Interpretation and wish to apply for this Selective Certification, state "ZRI" in Section D of the Education and Experience Test. If you have at least one year of satisfactory, full-time experience working with International Building Code and wish to apply for this Selective Certification, state "ZRI" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Crane Design Experience:

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 qualify for preferred consideration. If you wish to apply for this Selective Certification, state "CEC" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Building Equipment Systems Experience:

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 qualify for preferred consideration. If you wish to apply for this Selective Certification, state "BES" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Flood Zone Experience:

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 qualify for preferred consideration. If you wish to apply for this Selective Certification, state "FZE" in Section D of the Education and Experience Test.

The above Selective Certification requirement 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 state the selective certification you are requesting on your correspondence.

The above Selective Certification requirement 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 state the selective certification you are requesting on your correspondence.
PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.