NOTICE OF EXAMINATION

LANDMARKS PRESERVATIONIST
Exam No. 1199
AMENDED NOTICE - January 27, 2021

WHEN TO APPLY: From: January 6, 2021          APPLICATION FEE: $68.00
To: January 26, 2021

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.

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

WHAT THE JOB INVOLVES:

Landmarks Preservationists, under supervision, perform research, and technical, analytic and design services in the planning, restoration, renovation, enhancement, designating, survey, conservation and preservation of historic structures and sites; and perform regulatory functions to ensure compliance with the Landmarks Law. All Landmarks Preservationists 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 $55,910 per annum. This rate is subject to change. There are two 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 level at the discretion of the agency.

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 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 (January 26, 2021).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master’s degree from an accredited college or university with a major in historic preservation, architectural history, art history, architecture or American history and one year of full-time satisfactory experience working in the fields of preservation, restoration or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching college level courses in historic preservation, architectural history, art history, architecture or American history; or

2. A baccalaureate degree from an accredited college or university with a major in historic preservation, architectural history, art history, architecture or American history and two years of full-time satisfactory experience as described in “1” above; or

3. Education and/or experience equivalent to “1” or “2” above. Graduate study in any of the majors listed in “1” above can be substituted for up to one year of required experience on the basis that 30 graduate credits is equivalent to 1 year of experience. However, all candidates must have a baccalaureate degree from an accredited college or university with a major in any of the fields listed in “1” above, and one year of full-time satisfactory experience as described in “1” above.

The following are examples of degrees that are NOT acceptable for this examination.

a. Bachelor of Science in Architectural Technology
b. Master of Science in Architectural Technology

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (January 26, 2021).

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 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.

\[(\text{number of hours worked per week}/35) \times (\text{number of months worked})\]

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 must have midnight Eastern time on the last day of the Application Period (January 26, 2021) 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 (January 26, 2021), 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.

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 (January 26, 2021).

Residency: City residency is not required for this position.

Educational Requirement:
You must have a bachelor’s degree from a university or college located within the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf.

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 DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:

(A) If you wish to only claim a baccalaureate and/or master’s degree in one of the acceptable majors stated in paragraph 1 or 2 in the “How to Qualify” section, then ask for a “document-by-document” (general) evaluation of your foreign education.

2. Education and Experience Exam:
You must have midnight Eastern time on the last day of the Application Period (January 26, 2021) to clearly specify in detail all of your relevant education and experience 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 (January 26, 2021), 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.

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 (January 26, 2021).

Residency: City residency is not required for this position.

Educational Requirement:
You must have a bachelor’s degree from a university or college located within the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf.

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 DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:

(A) If you wish to only claim a baccalaureate and/or master’s degree in one of the acceptable majors stated in paragraph 1 or 2 in the “How to Qualify” section, then ask for a “document-by-document” (general) evaluation of your foreign education.
(B) If you wish to also claim graduate credits in one of the acceptable majors listed in “1” in the “How to Qualify” section, then ask for a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.

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:

If you have satisfactory full-time experience working in the field of preservation, restoration, or conservation of historic structures; or conducting research in architectural history for:

- At least 6 months but less than 12 months: 3 points
- At least 12 months but less than 18 months: 6 points
- At least 18 months but less than 24 months: 9 points
- At least 24 months but less than 30 months: 12 points
- At least 30 months but less than 36 months: 15 points
- At least 36 months but less than 42 months: 18 points
- At least 42 months but less than 48 months: 21 points
- At least 48 months but less than 54 months: 24 points
- At least 54 months but less than 60 months: 27 points
- 60 or more months: 30 points

If you have satisfactory full-time experience working as an architect or architectural assistant; or teaching at the college level in the fields of preservation, restoration or conservation of historic structures or architecture for:

- 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
- At least 5 years: 10 points

Graduate credits completed at an accredited college or university in historic preservation, architectural history, architecture or American history, for the completion of:

- 1 to 10 semester credits: 2 points
- 11 to 20 semester credits: 4 points
- 21 to 30 semester credits: 6 points

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.

\[(\frac{\text{number of hours worked per week}}{35}) \times \text{(number of months worked)}\]

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: \(\frac{21}{35} \times 12 = 7.2\) months.

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam 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 last day of the Application Period, January 26, 2021.

You have until midnight Eastern time on the last day of the Application Period (January 26, 2021) 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 (January 26, 2021), 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 and experience must be obtained by the last day of the Application Period (January 26, 2021).
CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

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
- **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
- Submit a written request by email at 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:

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 qualifications, you will be considered for appointment if your name is reached on the eligible list. If 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 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 for Historic Preservation Experience (BCP): If you have two years of full-time experience in building conservation work, historic preservation project consulting, architectural services for historic property owners, and/or reviewing preservation/planning proposals for work on historic properties, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Historic Preservation Research and Writing Experience (HPW): If you have two years of full-time experience in researching historic properties and writing historic preservation documents such as National Register Nominations, Historic Structure Reports, or Designation Reports, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.

Selective Certification for GIS and Data Experience (GIS): If you have two years of full-time experience in GIS mapping and/or historic property data analysis, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Architectural Photography Experience (AGE): If you have two years of full-time experience in architectural photography, including digital photography, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.
Selective Certification for Survey and Evaluation of Historic Resources (SEH): If you have two years of full-time experience in Survey and Evaluation of Historic Resources, including individual buildings and neighborhoods, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Municipal Government Experience (MGE): 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 a population of over 1 million, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. 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 experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at any time 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.

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