



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CITY PLANNER

Exam No. 1501

AMENDED NOTICE SEPTEMBER 2, 2020

WHEN TO APPLY: From: August 5, 2020

APPLICATION FEE: \$68.00

To: August 25, 2020

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

This Notice of Examination is amended to add an agency to the Selective Certifications for AICP Certification (ACP), Geographic Information System (GIS), and to remove agency designations for Energy Selective Certifications: Energy Management (Foundational) (ENF), Energy Management (Extensive) (EMV), Energy Auditing (ENA), Building Commissioning (BDC), Sustainability (SUS), Energy Management (Foundational) and Sustainability (EFS).

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

WHAT THE JOB INVOLVES:

City Planners, at Assignment Level I under supervision, with latitude for independent judgement, 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 \$55,208 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 the higher assignment levels at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services, who **on the last day of the application period:**

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 employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

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 the 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 the eligible title for at least one year.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENT(S) TO BE PROMOTED:

At the time of promotion, candidates on the eligible list must have a baccalaureate degree from an accredited college or university.

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

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:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (August 25, 2020) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam 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 (August 25, 2020), 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.
3. **Foreign Education Evaluation Guide:** 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 which is 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 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 the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (August 25, 2020).

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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://a856-exams.nyc.gov/OASysWeb/Home/Faq> **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. 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."

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility 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 with the City of New York as a permanent (not provisional) employee performing City Planning work such as in the review and development of housing, transportation, environmental, and city-owned land planning projects for: **You will receive up to:**

| | |
|--|-----------|
| At least 1 year but less than 3 years | 10 points |
| At least 3 years but less than 5 years | 20 points |
| 5 or more years | 30 points |

If you have satisfactory full-time experience with an employer other than the City of New York, performing City Planning work such as in the review and development of housing, transportation, environmental, and city-owned land planning projects for: **You will receive up to:**

| | |
|--|-----------|
| At least 1 year but less than 3 years | 5 points |
| At least 3 years but less than 5 years | 10 points |
| 5 or more years | 15 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.

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

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 have until midnight Eastern time on the last day of the Application Period (August 25, 2020) 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 (August 25, 2020), 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. An incomplete examination will not be entitled to the appeals process.

You will not receive credit for experience which you obtain after the end of the Application Period (August 25, 2020).

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: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once 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 Driver License (MVO): (Department of Sanitation and 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 promotion 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. 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 Driver License will be checked by the promoting agency at the time of promotion. **If you are promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Certificate: If you have the certifications, listed below, you may be considered for promotion to positions requiring these certifications through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen 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 certificate(s) will be checked by the promoting agency at the time of promotion. The certificate must be maintained for the duration of your employment.**

Selective Certification for AICP Certificate (ACP): (Department of City Planning, Department of Transportation, Triborough Bridge and Tunnel Authority and the Department of Design and Construction Only) If you have an American Institute of Certified Planners Certification (AICP), you may be considered for promotion to positions requiring this certification.

Selective Certification for Energy Management (Foundational) (EMF): If you have a valid Certified Energy Manager (CEM) certification from the Association of Energy Engineers (AEE), you may be considered for promotion to positions requiring this certification.

Selective Certification for Energy Management (Extensive) (EMV): If you have 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), you may be considered for promotion to positions requiring this certification.

Selective Certification for Energy Auditing (ENA): If you have 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), you may be considered for promotion to positions requiring this certification.

Selective Certification for Building Commissioning (BDC): If you have 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), you may be considered for promotion to positions requiring this certification.

Selective Certification for Sustainability (SUS): If you have 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, you may be considered for promotion to positions requiring this certification.

Selective Certification for Energy Management (Foundational) and Sustainability (EFS): If you have 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), you may be considered for promotion to positions requiring this certification.

Selective Certification For Special Experience and Education:

Selective Certification for Geographic Information Systems (GIS): (Department of City Planning, Department of Sanitation, Department of Transportation, Department of Education, Triborough Bridge and Tunnel Authority, and the Department of Design and Construction Only) If you have at least one (1) year of full-time, satisfactory experience working in the GIS field, performing duties such as: developing computerized land use and zoning maps for planning research; creating and disseminating computerized physical planning data for use studies and projects; and compiling geographic information for analyzing environmental and transportation impacts of land use proposals; **or** if you have 12 college credits in GIS course work from an accredited college or university, you may be considered for promotion to positions requiring this experience or course work through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience or course work. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for 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 and education will be checked by the promoting agency at the time of promotion.**

Selective Certification for Experience Analyzing Greenhouse Gas Emissions (GHG): If you have at least one (1) year of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for 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 promoting agency at the time of promotion.**

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet these requirements 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 promotion, and may result in criminal prosecution.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 22122; City Planning Occupational Group.

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

