NYC DCAS
Citywide Administrative Services

ERIC L. ADAMS
Mayor

LOUIS A. MOLINA
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

ARCHITECT
Exam No. 5009

WHEN TO APPLY:	From: August 7, 2024	APPLICATION FEE: $88.00
	To: August 27, 2024	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:

This class of positions encompasses professional architectural work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level 1: Architects, under general supervision, perform responsible supervisory work, or difficult and responsible work in architecture. They perform the usual duties as a head of a major architectural design section, or the equivalent, plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, department head, or top-level architectural or engineering officer or employee in relations with City agencies and departments, contractors and their representatives, consultants, and the general public; engage in, or supervise the conduct of, complex and important research, investigations, studies or examinations related to the architectural functions and activities of a department or agency; prepare, or supervise the preparation of, drawings related to the architectural plan for major projects for the construction, remodeling or repair of public works, structures or installations; supervise the preparation of specifications, cost estimates and estimates of quantities; evaluate bids, contractors and consultants' performance to recommend award of contracts for architectural projects; make interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the architectural plan as proposed or adopted; prepare, or supervise the preparation of, complete or final analyses of the spatial organization and efficient utilization of major sites and structures, or of the functional arrangement of interior units, utilities and appurtenances; develop designs of exteriors, facades, ornamental work, sculpture, grounds and walks, etc., of a complex nature; participate in the development of major proposals for the acquisition, disposition, or the public or private use of City property, or for the conduct of surveys, or for the construction, operation or maintenance of public works, plants or structures; may sign and seal architectural and other official documents when assigned in writing; and may operate a motor vehicle. All Architects perform related work.

Special Working Conditions:

Architects may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Architects and environmental conditions experienced are: Walking to and from inspection sites and during the course of 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; distinguishing colors; wearing hard hat; climbing over and around various objects; walking in areas that may be damp or dark; working outdoors in all kinds of weather.

(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 $76,262 per annum. This rate is subject to change.

There are three 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.

Special Note: In addition to having a valid New York State Registration as an Architect, to be eligible for placement in Assignment Levels 2 and 3, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the registration 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.

Registration Requirement: A valid New York State Registration as an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.

The registration requirement must be met by August 27, 2024.

You have until midnight Eastern time on the last day of the Application Period (August 27, 2024) to clearly specify in detail all of your relevant registration information 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 27, 2024), your examination will be considered incomplete, 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.

Residency: 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, apply using the Online Application System (OASys) at *www.nyc.gov/examsforjobs*. Follow the onscreen application instructions for electronically submitting your application, 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/faqs*. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

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	**Brooklyn**	**Queens**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

Staten Island	**Bronx**
135 Canal Street	1932 Arthur Avenue
3rd Floor	2nd Floor
Staten Island, NY 10304	Bronx, NY 10457

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at *OASys@dcas.nyc.gov*.

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* and available at the DCAS Computer-based Testing & Application 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. **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 27, 2024) 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 27, 2024), your examination will be considered incomplete, 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.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification 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 performing architectural work, which includes the preparation, review, analyses of contract documents, drafts, plans, designs and/or overseeing the work progress of architectural projects, in U.S. Government service (City, State, Federal), subsequent to receiving a valid New York State Registration as an Architect for:	**You will receive up to:**
At least 1 year but less than 3 years	7.5 points
At least 3 years but less than 5 years	15 points
At least 5 years but less than 7 years	22.5 points
7 years or more of experience	30 points

If you have satisfactory full-time experience performing architectural work, which includes the preparation, review, analyses of contract documents, drafts, plans, designs and/or overseeing the work progress of architectural projects, in non-U.S. Government service, subsequent to receiving a valid New York State Registration as an Architect for:	**You will receive up to:**
At least 1 year but less than 3 years	4 points
At least 3 years but less than 5 years	8 points
At least 5 years but less than 7 years	12 points
7 years or more of experience	16 points

If you have satisfactory full-time experience performing architectural work, which includes the preparation, review, analyses of contract documents, drafts, plans, designs and/or overseeing the work progress of architectural projects, in U.S. Government service (City, State, Federal), prior to receiving a valid New York State Registration as an Architect for:	**You will receive up to:**
At least 4 years but less than 5 years	2 points
At least 5 years but less than 6 years	2.5 points
At least 6 years but less than 7 years	3 points
At least 7 years but less than 8 years	3.5 points
At least 8 years but less than 9 years	4 points
At least 9 years but less than 10 years	4.5 points
10 or more years	5 points

If you have satisfactory full-time experience performing architectural work, which includes the preparation, review, analyses of contract documents, drafts, plans, designs and/or overseeing the work progress of architectural projects, in non-U.S. Government service, prior to receiving a valid New York State Registration as an Architect for:	**You will receive up to:**
At least 4 years but less than 5 years	1.5 points
At least 5 years but less than 6 years	1.875 points
At least 6 years but less than 7 years	2.25 points
At least 7 years but less than 8 years	2.625 points
At least 8 years but less than 9 years	3 points
At least 9 years but less than 10 years	3.375 points
10 or more years	3.75 points

For possession of the following certification(s):	You will receive:
LEED Accredited Professional accreditation from the U.S. Green Building Council for ID +C – Interior Design & Construction	1.5 points
LEED Accredited Professional accreditation from the U.S. Green Building Council for O +M – Operations & Maintenance	1.5 points
LEED Accredited Professional accreditation from the U.S. Green Building Council for BD +C – Building Design & Construction	1.5 points
LEED Accredited Professional accreditation from the U.S. Green Building Council for ND – Neighborhood Development	1.5 points
LEED Accredited Professional accreditation from the U.S. Green Building Council for HOMES – Residential Homes & Housing	1.5 points
LEED Green Associate accreditation from the U.S. Green Building Council	5 points
Project Management Professional Certification from the Project Management Institute	3 points
PHIUS Certified Passive House Consultant (CPHC)	3 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.

(number of hours worked per week/35) x (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 x 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.

You have until midnight Eastern time on the last day of the Application Period (August 27, 2024) 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 27, 2024), your examination will be considered incomplete, 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.

Experience and certifications must be obtained by the last day of the Application Period (August 27, 2024).

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) 500-7190, 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, and/or new telephone number.

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, your name will be placed in final score order on eligible list, you will be given a list number, and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment 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.

ADDITIONAL INFORMATION:

Selective Certification for Certification, Special Experience, or License: If you have the certification, experience, and/or license listed in one or more of the areas below, you may be considered for appointment to positions requiring this certification, experience, and/or license through a process called Selective Certification. If you qualify for Selective Certification, you will be given preferred consideration for positions requiring this certification, experience, and/or license. If you wish to apply for 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 certification, experience, and/or license will be checked by the appointing agency at the time of appointment.**

Driver License (MVO): A Driver License that is valid in the State of New York. **If you are appointed through this Selective Certification, you must maintain your Driver License for the duration of your employment.**

Code, Zoning, or Structural Building Assessment (CZS) : At least two (2) years of satisfactory full-time experience in any of the following specialties:

1) NYC Construction Codes,
2) NYC Zoning Resolution Interpretation,
3) International Building Code, or
4) Structural Building Assessment.

Energy Conservation and Efficiency (ECE): At least one (1) year of satisfactory full-time experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.

Energy Management (Foundational) (EMF): Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").

Energy Management (Extensive) (EMX): Possession of 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").

Energy Auditing (ENA): Possession of 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").

Building Commissioning (BDC): Possession of 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").

Certified Building Commissioning Professional (BCF): Possession of a valid Building Commissioning certificate issued by ASHRAE, AEE, or the Building Commissioning Association **AND** at least one (1) year of full-time, satisfactory experience Commissioning/Decommissioning buildings.

Sustainability (SUS): Possession of 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").

Energy Management (Foundational) and Sustainability (EFS): Possession of 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 ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").

Greenhouse Gas Emissions Analysis Experience (GHG): At least one (1) year of satisfactory full-time experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.

Municipal Government Experience (MGE): 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.

ADA Coordinator Training Certification (ACT): Possession of a valid ADA Coordinator Training Certification (ACTCP) issued by the University of Missouri – College of Human and Environmental Sciences, School of Architectural Studies and the Great Plains ADA Center, or an equal entity approved by the DOJ American with Disabilities Act.

PMI Project Management Professional Certification (58V): Possession of a valid certification as a Project Management Professional (PMP) issued by the Project Management Institute (PMI).

Real Estate Experience (REE): At least five (5) years of satisfactory full-time experience in master planning, architectural programming, and/or occupancy studies in the context of commercial corporate real

estate (office, warehousing, and industrial uses).

Design Build Project Delivery Method (DBI): Possession of a valid Design Build Institute of America (DBIA) certification and at least one (1) year of satisfactory full-time experience in Design Build Project Delivery Method.

The above Selective Certification requirements 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 email to: *LMACustomerService@dcas.nyc.gov*, or 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 full name, OASys Profile ID number, and the selective certification(s) you are requesting in 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.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

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