



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATIONS SECTION  
 18 WASHINGTON STREET  
 NEW YORK, NY 10004

<b>REQUIRED FORMS</b>
APPLICATION FORMS
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

RUDOLPH W. GIULIANI  
 Mayor

WILLIAM J. DIAMOND  
 Commissioner

## NOTICE OF EXAMINATION

**ASSOCIATE CITY PLANNER**

**Exam. No. 8053**

<p><b>WHEN TO APPLY:</b> From: <b>June 2, 1999</b>          To: <b>June 22, 1999</b></p>	<p><b>APPLICATION FEE: \$50.00</b>  <i>Payable only by money order to D.C.A.S. (DOP)</i></p>
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**WHAT THE JOB INVOLVES:** At Assignment Level I: Associate City Planners, under direction, design and implement complex City planning studies; evaluate existing City policies; coordinate with citizen groups, business associations and government agencies in implementing work programs; may supervise subordinate personnel; and 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 \$48,386 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment level are made at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the **last day of the Application Period** you must have:

A baccalaureate degree from an accredited college and four years of full-time satisfactory experience in city planning. Graduate work leading to an advanced degree in city planning, urban design, architecture, landscape architecture or transportation engineering or related fields may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** Candidates 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIRED FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 Fact Sheet included with your application packet. 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 no later than eight weeks from the last date for applying for this examination.

**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:

For full-time satisfactory experience in city planning or urban design, you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience; or
- (B) 20 points for at least two years but less than four years of experience; or
- (C) 30 points for at least four years of experience.

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. Experience used to meet the minimum requirements will not be given additional points.

Experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in 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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Special Experience:** If you have two years of satisfactory full-time experience in Land Use Planning, in a city that has a population of 400,000 or more residents, you may be considered for appointment 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. Land Use Planning Selective Certification requires experience in one or more of the following areas: land use planning and review utilizing zoning principles and policy; conducting development studies for commercial, residential and public properties including transportation policy and traffic movement; preparing and reviewing Environmental Impact Statements for zoning and land use actions; analyzing population and demographic data. To be considered for Selective Certification, complete Section D in your Education and Experience Test Paper.

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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

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**The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City of New York is an Equal Opportunity Employer.

Title Code No. 22123; City Planning Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS**  
**Internet: [www.ci.nyc.ny.us/html/dcas/home.html](http://www.ci.nyc.ny.us/html/dcas/home.html)**