



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**UNIVERSITY ARCHITECT, Exam. No. 2086
(For The City University of New York Only)**

**WHEN TO APPLY: From: October 2, 2002
To: October 22, 2002**

**APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS)**

WHAT THE JOB INVOLVES: At Assignment Level I: University Architects under general supervision perform responsible supervisory work, or difficult and responsible work, in architecture. Appointments may be made immediately to any assignment level at management's discretion. There are three (3) assignment levels within this class of positions. At each level, a University Architect may sign and seal architectural drawings for which the individual has supervisory or preparatory responsibility, and may sign and seal other documents. All personnel perform related work.

Some of the physical activities performed by University 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 on scaffolds to inspect work; standing for extended periods of time; working in confined areas; distinguishing colors; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and 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 for Level I is \$51,454 per annum; for Level II \$61,173; and for Level III \$68,432. This rate is subject to change. There are additional qualification requirements for Level II and Level III positions. See the ADDITIONAL INFORMATION section on page 2.

HOW TO APPLY: If you believe that 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Registration Requirements: By the **last day of the application period** you must have a valid New York State Registration as an Architect. Current New York State registration as an Architect must be maintained for the duration of employment.

Residency: City residency is not required for this position.

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 University

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of 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 Section B and New York State Registration information in Section C. 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.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the registration requirement listed above. In order to qualify for additional credit, you must have 4 years of full-time satisfactory architectural work experience. These 4 years may not be used for credit over 70 points. After this experience requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (A) you will receive a score of 75 points for at least one (1) but less than two (2) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or
- (B) you will receive a score of 85 points for at least two (2) but less than three (3) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or
- (C) you will receive a score of 95 points for at least three (3) but less than four (4) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or
- (D) you will receive a score of 100 points for at least four (4) or more years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings.

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

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the experience test, your name will be placed in score order on a CUNY 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:

For Appointment to Levels II & III: In addition to a valid New York State Registration as an Architect and 4 years of full-time satisfactory architectural work experience, candidates are required to have one (1) year of full-time, satisfactory experience in the following for assignment to Level II and two (2) years of full-time, satisfactory experience in the following for assignment to Level III.

- (1) Administering and directing a professional architectural team, unit, or division, engaged in complex projects; or
- (2) Assuming full accountability for monitoring and controlling the quality of the processes and outcomes of the architectural project.

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, 1 Centre Street, 14th floor, New York, NY 10007 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 CUNY Vice Chancellor for Faculty and Staff Relations.

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer
Title Code No. 04822

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