

HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience in city planning; or
2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

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.

Residency Requirement: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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.

REQUIRED FORMS:

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:** Fill out Sections **A.1 (if applicable), A.4, A.5 (if applicable), A.6 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. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online,** follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass this test.

The multiple-choice test may include questions on the ability to apply land use, housing, transportation, environmental and other applicable regulations, principles, policies and procedures; knowledge of New York City land use review and environmental review processes; knowledge of land use and zoning principles, including variances, floor area ratios and density controls; knowledge of capital facilities and infrastructure planning; knowledge of research techniques and methodology including data collection, analysis and organization; ability to analyze quantitative and qualitative data; knowledge of demographics; ability to apply basic mathematics and statistics as they relate to planning; knowledge of New York City geography and the New York metropolitan area; ability to review and evaluate site plans, read and interpret maps, graphs and charts; knowledge of city planning terminology; ability to communicate information in writing; ability to solve problems, coordinate activities, organize projects, prioritize and schedule work, develop time lines, and meet project deadlines; the ability to assess the appropriateness of planning and project proposals; knowledge of the function and role of New York City planning agencies including intergovernmental relations and coordination with regard to policy analysis, communication, advocacy, community and economic development, and public participation including negotiation and coalition building; and the standards of proper employee ethical conduct; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final 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: 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.

Selective Certification for AICP Certification: (Department of City Planning; Department of Transportation and the Department of Design and Construction Only) If you are an AICP Certified Planner - certified by the American Institute of Certified Planners (AICP), you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration to positions requiring this certification. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Driver License: (Department of Sanitation; 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 appointment 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. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for Geographic Information Systems (GIS): (Department of City Planning; Department of Transportation; Department of Education; and the Department of Design and Construction Only) If you have work experience equivalent to 1 year of full-time employment 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 in land 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, you may be considered for appointment to positions requiring this knowledge through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this knowledge. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY. 10007.

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