



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG
Mayor

DONALD P. BROSEN
Acting Commissioner

NOTICE OF EXAMINATION

SPACE ANALYST

Exam. No. 1015

<p>WHEN TO APPLY: From: October 6, 2010 To: October 26, 2010</p>	<p>APPLICATION FEE: \$50.00 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
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WHAT THE JOB INVOLVES: Space Analysts, under varying levels of supervision and with latitude for independent action, perform work in or assist in: the study, evaluation, and analysis of the space utilization and needs of City agencies, the design of space layouts and space allocations.

At Assignment Level I: Space Analysts, under general supervision, with some latitude for independent initiative and judgment, perform, or assist in evaluating space needs of City agencies, designing space layouts, and allocating space. They review requests from City agencies for additional or new space; review and inspect agency operations; obtain data for use in evaluating the agency's operations and space requirements, with due regard for growth and economic factors; perform studies of existing space and space layouts to determine opportunities for rearrangement and for more efficient and economic use; develop area computations and schematic layouts to reflect agency's needs; compile and analyze data; prepare reports and make recommendations concerning agency's space requirements; may represent the supervisor in discussions with agency representatives to review operations and functions, work flow, and changes in work flow necessitated by new space; prepare and assist in the maintenance of inventories and records regarding vacant and occupied space in City-owned buildings; conduct facilities' surveys; assist in the preparation of reports and analyses for high level management. All Space Analysts perform related work.

Some of the physical activities performed by Space Analysts and environmental conditions experienced are: Walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hats and face mask for various inspections; communicating orally; carrying clipboards and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky, or acrid; working outdoors in all kinds of weather.

Some assignments in some agencies may require the use of a respirator. Federal regulations stipulate that, prior to being assigned to an assignment requiring the use of a respirator, an employee must undergo a medical examination to determine whether the employee is able to wear such a respirator safely.

(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 \$48,126 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, an employee may be assigned to the higher assignment level at the discretion of the agency subject to the employee having two additional years of the experience as described in the "How to Qualify" section item "1", Education and Experience Requirements, shown below.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and application fee to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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 form that pertain to you when you complete your "Application for Examination".

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 or university, 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), and one year of satisfactory, full-time experience in the evaluation and layout of space in office buildings, garages and other structures used for commercial and industrial purposes. Such experience must have included projects requiring knowledge of construction needs and cost, installation of computer equipment and telephone communication systems, and building standards and leasing procedures; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and five years of satisfactory, full-time experience, as described in "1" above. College education obtained from an accredited college or university 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), may be substituted for up to four years of experience on the basis of 30 semester credits for one year. However, all candidates must have one year of experience described in "1" above.

Residency Requirement Advisory: 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 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, A.2, A.4, 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 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: 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 credit up to a maximum of 100 points on the following basis:

Additional Credit: You will receive additional credit for full-time satisfactory experience in the evaluation and layout of space in office buildings, garages and other structures used for commercial and industrial purposes. Such experience must have included projects requiring knowledge of construction needs and cost, installation of computer equipment and telephone communication systems, and building standards and leasing procedures. You will receive:

- (A) 15 points for at least one (1) but less than two (2) years of experience; or
- (B) 30 points for two (2) or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of two years of experience. 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 cannot be used to gain additional credit.

Education and 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 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:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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. 80184; Space Analyst Occupational Group

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