



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

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

LANDMARKS PRESERVATIONIST

Exam. No. 8116

WHEN TO APPLY: From: June 3, 2009
To: June 23, 2009

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit
card.

WHAT THE JOB INVOLVES: Landmarks Preservationists, under supervision, perform research, and technical, analytic and design services in the planning, restoration, renovation, enhancement, designating, survey, conservation and preservation of historic structures and sites; perform regulatory functions to ensure compliance with the Landmarks Law. All Landmarks Preservationists 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 \$47,141 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, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS 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.
- By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

- A master's 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) with a major in historic preservation, architectural history, art history, architecture or American history; and one year of full-time satisfactory experience working in the fields of preservation, restoration or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching college level courses in historic preservation, architectural history, art history, architecture or American history; or
- 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) with a major in historic preservation, architectural history, art history, architecture or American history; and two years of full-time satisfactory experience as described in "1" above; or

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3. Education and/or experience equivalent to "1" or "2" above. Graduate study in any of the majors listed in "1" above can be substituted for up to one year of required experience on the basis that 30 graduate credits is equivalent to 1 year of experience. However, all candidates must have 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) with a major in any of the fields listed in "1" above, and one year of full-time satisfactory experience as described in "1" above.

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.

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.

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.2, A.4, A.5 (if applicable), A.6 (if applicable) 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 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. If you want to use graduate credits in any of the majors listed in "1" of the "How to Qualify" section above, you must request a "**course-by-course**" evaluation (which includes a "**document-by-document**" 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:

- I. For up to 5 years of full-time satisfactory experience working in the fields of preservation, restoration or conservation of historic structures; or conducting research in architectural history, you will receive an additional:
 - (A) 6 points for at least 1 year but less than 2 years of experience; or
 - (B) 12 points for at least 2 years but less than 3 years of experience; or
 - (C) 18 points for at least 3 years but less than 4 years of experience; or
 - (D) 24 points for at least 4 years but less than 5 years of experience; or
 - (E) 30 points for at least 5 years of experience.
- II. For up to 5 years of full-time satisfactory experience working as an architect or architectural assistant; or conducting research in art; or teaching at the college level in the fields of preservation, restoration or conservation of historic structures or architecture, you will receive an additional:
 - (A) 3 points for at least 1 year but less than 2 years of experience; or
 - (B) 6 points for at least 2 years but less than 3 years of experience; or
 - (C) 9 points for at least 3 years but less than 4 years of experience; or
 - (D) 12 points for at least 4 years but less than 5 years of experience; or
 - (E) 15 points for at least 5 years of experience.

- III. For graduate credits completed at 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) in historic preservation, architectural history, architecture or American history, you will receive an additional:
- (A) 2 points for between 1 and 10 graduate credits; or
 - (B) 4 points for between 11 and 20 graduate credits; or
 - (C) 6 points for between 21 and 30 graduate credits.

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. Each year of experience will be credited under only one category which will be the highest appropriate category. 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. 92237; Landmarks Preservation Occupational Group

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