NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service

TRANSITION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
00-418 Assistant Architect	**20**	**$62,726***	**$20**

Written Test To Be Held

MAY 12, 2018**

Applications MUST Be Submitted or Postmarked By MARCH 28, 2018

****Due to the size of the candidate population for this test date, you may be assigned to either Saturday, May 12, 2018, or Sunday, May 13, 2018, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day in advance or change your scheduled day.**

***ONLINE APPLICATION PROCESS AVAILABLE** at http://www.cs.ny.gov/exams*

**Salary effective 4/5/18*

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Interdepartmental transition examination open to all qualified employees of New York State.

For Promotion in State Departments, Facilities, and Agencies
1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments

An open-competitive examination is being held at the same time as this transition examination. Agencies have the option of making appointments from either list. If you meet the requirements for the open-competitive as well as the transition examination, you may wish to apply for both. The appropriate processing fee must be filed for each examination.

MINIMUM QUALIFICATIONS: On or before May 12, 2018, you must be a qualified employee of New York State and have had three months of permanent competitive or 55-b/55-c service as a Junior Architect, Principal Drafting Technician (all parenthetics), Junior Architectural Estimator, Construction Estimator 1 (Architectural), Assistant Architectural Estimator, or Construction Estimator 2 (Architectural).

Only the title(s) listed is qualifying for this examination(s).

If you were permanently appointed to a qualifying title on or before February 12, 2018, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

NOTE: Travel Requirements: Travel may be required and could be extensive. Appointees to these positions are required to have a driver's license valid in New York State to operate a motor vehicle or otherwise demonstrate their capacity to meet the transportation needs of the job.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Architectural drawings, including plans, elevations, sections, details and estimates -** These questions test for the ability to read, analyze, and perform computations based on technical drawings of various types of buildings and related facilities. Knowledge of basic estimating techniques and how building construction materials are utilized on specified projects is required.
2. **Building construction methods and materials -** These questions test for knowledge of the typical procedures and materials used in the construction and renovation of buildings and related facilities, and may include such components as structural members, roofs, walls, windows, doors, insulation, foundations, exterior features and site work.
3. **Principles of architectural design and methods of conserving energy in buildings -** These questions test for knowledge of the techniques and standards involved in the professional architecture field and the proper construction and renovation procedures to use to improve the energy efficiency of buildings and related facilities
4. **Knowledge and application of codes related to building design, construction and renovation -** These questions are related to codes found in the current versions of the New York State Uniform Fire Prevention and Building Construction Code, the National Fire Protection Association Life Safety Code (NFPA 101) and American National Standards Institute (ICC/ANSI A117.1).
5. **Contract administration, contract documents, specifications and estimates -** These questions test for knowledge of the concepts, proper procedures, terminology and computations involved in building construction projects, and for the ability to prepare and implement contract documents and specifications; to prepare and review quantity and cost estimates; and to plan, coordinate and oversee construction projects to completion.
6. **Principles and knowledge related to computer-assisted design and drafting (CADD) technology -** These questions test for knowledge of the basic concepts, terminology and proper procedures to use when creating technical drawings utilizing computerized design and drafting software.
7. **Preparing written material -** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime Veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

DUTIES: As an **Assistant Architect**, under the supervision of a registered Architect, you will perform architectural work on building plans and designs. Duties may include: developing scale drawings, details, estimates, and specifications of large and complex building projects from sketches and studies; preparing and reviewing estimates and specifications; evaluating and reporting on-site and unit plans, specifications, details, or shop drawings of building construction and equipment; preparing plans and designs; evaluating designs for renovating or rehabilitating buildings and preparing illustrative material, and performing technical reviews of consultants' drawings and related details for compliance with appropriate codes, laws, regulations and standards, as well as functional design features. In addition, you may consult with clients and sponsors by providing technical assistance and guidance on architectural matters. You may use various computer applications in the performance of your duties.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into https://www.cs.ny.gov/home/myaccount.

HOW TO APPLY:

- Online our Internet address is http://www.cs.ny.gov/exams. Click on "Promotion Examinations." NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver; or
- Download the examination application NYS-APP form at http://www.cs.ny.gov/announ/applications.cfm; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: http://www.cs.ny.gov/jobseeker/local.cfm.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.