



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>28-419 Consultant in Physical Standards and Safety</b>	<b>22</b>	<b>\$69,603</b>	<b>\$40</b>

**Evaluation of Training and Experience To Be Held During JUNE 2021**

**Applications MUST Be Submitted or Postmarked By MAY 12, 2021**

**ONLINE APPLICATION PROCESS AVAILABLE** at <http://www.cs.ny.gov/jobseeker>

*Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment.*

**MINIMUM QUALIFICATIONS:** On or before June 30, 2021, you must have seven years of experience in:

- technical building construction or building code enforcement related activities such as inspecting materials and work products at building construction projects for adherence to contracts and to acceptable construction practices to ensure that quality, safety and other standards are maintained; **OR**
- reviewing construction plans, architectural drawings and specifications and consulting with architects and engineers; **OR**
- providing engineering services including consultation, evaluation, planning, systems design, engineering surveys, or project oversight to ensure work conforms to accepted engineering standards; **OR**
- performing professional architectural work in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities, or performing technical reviews of consultants' drawings and related details for such factors as compliance with appropriate codes, laws, regulations, and standards; **OR**
- providing technical assistance and training in code enforcement and administration, and life safety code and fire prevention, and inspecting new and existing construction for compliance with approved plans and specifications and the New York State Uniform Fire, Building, and Energy Codes.

**Substitutions:**

- Either 1. an associate's degree may substitute for two years of the experience described above;
- Or 2. a bachelor's degree may substitute for four years of the experience described above.

**Examples of qualifying experience** might include performing those duties normally associated with working as an architectural engineer, civil engineer, electrical engineer, mechanical engineer, building code enforcement officer, or fire protection specialist.

**Non-qualifying experience:** Experience as a property manager or building superintendent.

**NOTES:**

1. Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S2-MXT.
2. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
3. New York State residence is not required.

**THE POSITIONS:** These positions exist in the New York State Office of Temporary and Disability Assistance (OTDA) in Albany and New York City only.

**DUTIES:** As a **Consultant in Physical Standards and Safety** in the Office of Temporary and Disability Assistance's Division of Shelter Oversight and Compliance, you would oversee and monitor the development of new facilities; review construction plans for new and existing facilities; make recommendations for the approval or disapproval of physical plant requirements presented in shelter applications or operational plans; and inspect facilities for compliance with physical plant and safety laws, rules, and regulations, and to provide technical assistance. You would conduct site visits to determine cost and feasibility of construction plans; monitor construction phases of individual projects; review construction plans, drawings, and specifications; represent the Division of Shelter Oversight and Compliance at design meetings, and pre-bid site reviews with contractors; and meet with facility operators, architects, engineers, and contractors.

**SUBJECT OF EXAMINATION:** There will be no written test. The test will consist of an evaluation of your **education and experience**.

If you meet the Minimum Qualifications you will be sent a supplemental questionnaire to complete and return. The questionnaire is your test. The questionnaire will be used to evaluate your education and experience against the general background/critical activities of the position. This questionnaire will be the only basis for rating your education and experience.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

**Email Communication:** 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 e-mail 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/jobseeker>. 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 you are a member of NYS CSEA; 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](mailto: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.

**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>. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email [FeeUnitMail@cs.ny.gov](mailto:FeeUnitMail@cs.ny.gov) regarding inquiries about any past due 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.

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#### ADDITIONAL INFORMATION

**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 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, veteran or military service member status, 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.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.