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. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional $1,513 annual mid-Hudson adjustment.

The Positions: These positions exist in the Office of General Services, the Department of Corrections and Community Supervision and Department of Environmental Conservation and are located statewide.

Minimum Qualifications: On or before July 1, 2022, you must have:

For No. 28-435:

Either 1. seven years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 500,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy projects.

Or 2. a bachelor’s degree in engineering or engineering technology AND three years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 500,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy projects.

Or 3. an associate’s degree in engineering or engineering technology AND five years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 500,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy projects.

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Or 2. a bachelor’s degree in engineering or engineering technology AND three years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 1,000,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy, capital, environmental (i.e., renewable, sustainable and ozone friendly systems), electrical, and industrial computer-server driven automation controls projects;

Or 3. an associate’s degree in engineering or engineering technology AND five years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 1,000,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy, capital, environmental (i.e., renewable, sustainable and ozone friendly systems), electrical, and industrial computer-server driven automation controls projects.

*For the purpose of this exam, a conditioned building is defined as a structure that is continually using some version of HVAC (heating, ventilation and air conditioning) for heating and/or cooling or humidity levels.

Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: http://www.cs.ny.gov/jobseeker/degrees.cfm.

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Duties: As an Energy Conservation Technical Specialist/Energy Conservation Technical Specialist (General Services), you would be responsible for identifying, developing, and/or coordinating energy conservation projects of various sizes, forecasting system wide and individual facility energy and fuel use, and developing annual energy consumption data. You may work with different types of energy sources.

Notes:
1. New York State residency is not required.
2. Travel Requirements: Appointment to certain positions requires extensive travel within an area of assignment. Appointees may need to operate a motor vehicle or have other means to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must continuously have a valid New York State driver's license to continue employment. Field work and travel expenses are reimbursed on a fixed schedule. Overnight travel may be required.

Subject of Examination: To be considered for appointment to this title, you must pass a training and experience test. The training and experience test utilizes an online questionnaire to evaluate your minimum qualifications and training and experience against the general requirements of the position(s). Your responses on the questionnaire will be the only way to evaluate your minimum qualifications and will be the only basis for rating your training and experience. After submitting your online application, you must continue to the online questionnaire to complete the process. You cannot access the test prior to applying for the examination.

You must complete all parts of the examination. Failure to complete the questionnaire will result in disqualification from the examination. Ambiguity, vagueness or omissions will not be decided in your favor.

The information you provide on the application and questionnaire is subject to verification. You may be required to furnish written verification of the education, experience, certification, or licensure claimed. False statements may result in removal from the eligible list or termination of employment.

Your final score must be 70 or higher 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.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, 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: You will need a personal NY.gov ID to apply for these examinations. If you do not have a personal NY.gov account, please create an account.
- Online our Internet address is http://www.cs.ny.gov/jobseeker.

The NYS Department of Civil Service reserves the right to reject or accept applications. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. 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 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.

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.

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.