



# New York City School Construction Authority

## NOTICE OF EXAMINATION

### Open to the Public

## ASSOCIATE ARCHITECT (A & B)

EDUCATION AND EXPERIENCE EXAMINATION (Exam No.: EE-00-054)

Title	*Number of Vacancies	**Hiring Salary Range	***Application Fee: \$80.00	
Associate Architect A	15	\$77,446 - \$104,954	<b>Filing Period:</b>	
Associate Architect B	18	\$82,564 - \$116,163	Opens:	07/14/2025
			Closes:	08/01/2025

\* The eligible list from this exam will be used to fill current vacancies and any other vacancies that may occur during the life of the list.

\*\* The hiring salary is effective as of 08/27/2024. Appointment rate for non-City employees or employees with less than two years of City service is \$67,344 for Associate Architect A and \$71,795 for Associate Architect B.

\*\*\* The application fee for this examination is \$80, whether filing for one title (A or B) or both titles (A and B).

### I. MAJOR DUTIES OF THE POSITION

#### Associate Architect A:

- 1) Assists in the preparation of construction documents as part of the design phase of projects (Capital Improvements Projects (CIP) and Capacity). Receives assignments from higher-level architects/engineers and reviews submittals. Prepares bulletins and responds to requests for information (e.g., RFPs).
- 2) Assists in the preparation of scope reports for Capital Improvements Projects (CIP) and Capacity projects. Assists in the preparation of pre-schematic, schematic, design development and construction documents, including reports, drawings and specifications. Works with a wide range of technical, professional, managerial and support personnel, as well as outside vendors, contractors and government agencies. Assists in the review of submitted scope reports. Attends project kick-off meeting to discuss the nature of the project, budget, and time frames.



- 3) Assists in monitoring the progress of the construction phase of the project; assists in reviewing bids; assists in addressing requests for information; assists in preparing addenda and bulletins, assists in conducting site observations, preparing field reports, punch lists and deficiency reports, etc.; reviews reports.

#### **Associate Architect B:**

- 1) Performs the duties of an Associate Architect A.
- 2) As necessary, functions as a project or team leader, usually under the supervision of a licensed Architect or Quality Assurance Specialist on Capital Improvement Projects.

## **II. LOCATIONS OF POSITIONS**

Applicants must be available to work in any of the five boroughs of New York City (i.e., Bronx, Brooklyn, Manhattan, Queens, and Staten Island), including the New York City School Construction Authority headquarters at 25-01 Jackson Avenue, Long Island City, NY, 11101-3045.

## **III. MINIMUM QUALIFICATION REQUIREMENTS**

Applicants for the Associate Architect (A & B) jobs must have the following:

- 1) Ability to understand and be understood in English.
- 2) A High School Diploma/GED at a minimum.
- 3) Baccalaureate degree from an accredited college or university program in Architecture.

In addition, the following specific experiences must be met:

#### Associate Architect A

- One year of full-time experience in architecture work or a satisfactory combination of education and experience.

#### Substitutions

- Candidates who do not have a Baccalaureate degree will need a High School Diploma/GED and a total of five years of full-time experience in architectural work to satisfy the Baccalaureate degree requirement and the experience requirement.
- A Master's/Doctoral Degree from an accredited college or university in Architecture or related technical field may be substituted for the required one year of full-time architectural experience.



### Associate Architect B

- Four years of full-time experience serving as an Associate Architect A or six years of full-time experience in architectural work or a satisfactory combination of education and experience.

### Substitutions

- Candidates who do not have a Baccalaureate degree will need a High School Diploma/GED and four years of full-time experience as an Associate Architect A and an additional four years of full-time experience to satisfy the Baccalaureate degree requirement.

This results in a total of eight years of full-time experience, four as an Associate Architect A, and four to satisfy the Baccalaureate degree requirement.

- Candidates who do not have specific experience as an Associate Architect A and no Baccalaureate degree will need a High School Diploma/GED and a total of 10 years of full-time experience to satisfy the experience requirement and the Baccalaureate degree requirement. Six of the years will satisfy the experience requirement and four of the years will satisfy the Baccalaureate degree requirement.
- A Master's/Doctoral Degree from an accredited college or university in Architecture or related technical field may substitute for 2 years of the required four/six years of full-time architectural experience.

**Note: Applicants must have completed the minimum qualification requirements by the closing date of the filing period.**

## **IV. EXPERIENCE EVALUATION**

If you meet the minimum qualification requirements, your education and experience will be evaluated against the requirements of the job. You will be rated on the extent to which your experience, education, and training demonstrate possession of important Knowledge, Skills, and Abilities required to perform the job.

## **V. GENERAL INFORMATION FOR THE APPLICANT**

1. **Part-time Experience.** Part-time experience will be prorated according to an equivalent percent of full-time experience.
2. **Residency Requirement.** There are no residency requirements for this position. You must be able to work legally in the United States and provide proof at appointment.
3. **Request for Reasonable Accommodation.** If you have a disability or special need that requires reasonable accommodation to complete the testing process please call (877) 449-8378 or email NYCSCAExams@Talogy.com for more information about the specific documentation you will be required to provide. All reasonable accommodation requests and documentation will be required before the filing period closes on 08/01/2025.



- 4. **Veterans' Credit.** Certain wartime veterans and disabled veterans are eligible for additional credit (five points for non-disabled veterans; ten points for disabled veterans) in competitive civil service examinations; however, credits can only be added to a passing score.

To receive such additional credit, at the time of application, a veteran must:

- have served in time of war (defined below);
- have received an honorable discharge or been released under honorable circumstances; and,
- be a resident of New York State.

**NOTE:** An applicant who is currently in the armed forces may receive a conditional veterans' credit on an eligible list; however, all of the above criteria must be met prior to certification with such credit.

The additional credit can be used only once for any permanent government employment in the civil service of New York State and any of its civil divisions (e.g., if you used veterans' credits in any appointment to a NYC position, you cannot use them now). If you are requesting to have the additional credit added to your exam score, you must answer the questions in the Special Circumstances section on the Form SR-AARCHAB-054 and provide the necessary documentation to claim Veteran's Credit.

Non-disabled veterans who meet the criteria must submit a copy of their DD-214 (Certificate of Release/Discharge from Active Duty) at the time of appointment.

Disabled veterans who meet the criteria must submit, at the time of appointment, an official statement from the Department of Veterans Affairs certifying to the receipt of payments for a service connected disability rated at 10 percent or more, which was incurred during a time of war. Time of war is defined as follows:

All service in the United States Armed Forces during:

World War II	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
Vietnam Conflict	December 22, 1961 - May 7, 1975
Persian Gulf Conflict	August 2, 1990 - the date upon which such hostilities end

Service for which a veteran received the Armed Forces, Navy, or Marine Corps expeditionary medal for:

Hostilities in Lebanon	June 1, 1983 - December 1, 1987
Hostilities in Grenada	October 23, 1983 - November 21, 1983
Hostilities in Panama	December 20, 1989 - January 31, 1990

Service in the U. S. Public Health Service:

July 29, 1945 - December 31, 1946



June 27, 1950 - July 3, 1952

5. **Application Fee.** The application fee for this examination is \$80. For the online version of the application, you will pay by credit card. For the paper version of the application, *a money order or cashier's check, annotated with the last five digits of your social security number, should be made payable to: Talogy. DO NOT SEND CASH or a PERSONAL CHECK.* You should carefully review the section on Minimum Qualification Requirements and apply only if you clearly qualify. If you apply and are not qualified, the fee will not be refunded.

If you meet any of the following conditions, the application fee is waived:

1. You are unemployed and primarily responsible for the support of a household. You must include appropriate documentation with your application.
2. If you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency. You must include appropriate documentation with your application.

Remember, all fee waiver claims are subject to verification. Any fee waiver claim not supported by appropriate documentation is grounds for barring or rescinding an appointment.

6. **Scoring.** Band scoring will be used on the eligibility list. Final test scores will be grouped into bands.
7. **List Termination.** The eligible list resulting from this examination will be terminated two years from the date it is established, unless extended by the New York City School Construction Authority Civil Service Commission.
8. **Change of Address.** It is the responsibility of the candidate to notify the New York City School Construction Authority, Human Resources Division and Talogy of any change in name or address. No attempt will be made to locate candidates who have moved.
9. **Talogy.** Talogy has been engaged by the New York City School Construction Authority to prepare and rate examinations and to process applications for this examination.
10. **Equal Employment Opportunity.** It is the policy of the New York City School Construction Authority to make employment decisions without regard to race, sex, age, religion, color, national origin, disability, sexual orientation or affectional preference.

## VI. EDUCATION AND EXPERIENCE APPLICATION PROCEDURE

To apply, you will need to complete and submit the following forms/materials.

1. **Standard Resume Form SR-AARCHAB-054.** This form will allow you to input your education and experience details. Please complete according to the instructions. **DO NOT SEND A SEPARATE RESUME WITH YOUR APPLICATION.** Only information provided on Form SR-AARCHAB-054 will be



considered in determining your eligibility for employment. The information provided on this SR-AARCHAB-054 form may also be used to verify your responses to the EE-AARCHAB-054 form. All statements you make on your application are subject to investigation.

2. **EE-AARCHAB-054/Education and Experience Exam.** This form is the exam you will be taking for the position of Associate Architect (A & B). Please read the instructions in the “Education and Experience Exam for Associate Architect (A & B)” booklet to complete it appropriately.
3. The **required application fee (\$80)** should be paid using a credit card for the online version of the application or, for the paper-and-pencil version, in the form of a money order or cashier’s check annotated with the last five digits of your social security number, made payable to: **Talogy**.

**Application material submitted without the required fee or with personal checks, cash, or a document not payable to Talogy will be rejected unless the required documentation is provided to support a waiver of the application fee (see below).**

4. **FEE WAIVER.** If you are **requesting a waiver of the application fee**, you must provide either:
  - a. **Documentation** that you are unemployed and primarily responsible for the support of a household, for example, a screenshot of your unemployment website account, unemployment insurance benefit claim, or record of unemployment deposit; or
  - b. **Documentation** that you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency.

## **VII. WHERE TO OBTAIN AN EDUCATION AND EXPERIENCE PACKAGE**

1. **Online:** If you choose the online option for the Education and Experience exam, you do not need to send in pencil-and-paper versions of the **Standard Resume Form SR-AARCHAB-054** or the **Form EE-AARCHAB-054/Education & Experience Exam Booklet** as each will be submitted online. You will need to:
  - a. Log on to <https://tara.vitapowered.com/NYCSCA/AssociateArchitectAB> and create an account.
  - b. Complete the online versions of the **Standard Resume Form SR-AARCHAB-054** and **Form EE-AARCHAB-054/Education & Experience Exam Booklet**.
  - c. Make payment through one of the following options:
    - 1) Pay with credit card for online applications
    - 2) Upload fee waiver documentation

If you choose the online testing option and you do **NOT** submit ALL required materials by the filing deadline of 08/01/2025, your application and test will not be considered.



- If you choose a paper-and-pencil method (see in-person and by telephone options below) and all required materials are not postmarked by the filing deadline of 08/01/2025, your application will not be considered.
2. **Paper-and-Pencil:** A paper-and-pencil copy of the application material can be obtained with telephone assistance. Call the toll-free number Monday-Friday 7 AM-10 PM Eastern Standard Time and Saturday-Sunday 8 AM-5 PM Eastern Standard Time (excluding major U.S. holidays) between the dates of 07/14/2025 and 08/01/2025. The toll-free number is: (877) 449-8378. They will direct you on how to download a printable copy of the application material.
  3. **By telephone:** A paper-and-pencil copy of the application material can also be obtained with telephone assistance. Call the toll-free number Monday-Friday 7 AM-10 PM Eastern Standard Time and Saturday-Sunday 8 AM-5 PM Eastern Standard Time between the dates of 07/14/2025 and 08/01/2025. The toll-free number is: (877) 449-8378. They will direct you on how to download a printable copy of the application material.

**NOTE: Failure to follow the directions contained within this Notice of Examination and within the Education and Experience examination package (paper-and-pencil or online versions) will result in your application/examination being rejected. No candidate will be allowed to submit additional information after the filing period has closed.**

## **VIII. SEND COMPLETED APPLICATION MATERIALS TO:**

Please send **all** completed application materials in **one** package. Please remember to add appropriate postage and your return address on the envelope. The envelope should be labelled with the following address:

ATTN: TALOGY – NYC SCHOOL CONSTRUCTION AUTHORITY  
5700 Corporate Drive  
Suite 250  
Pittsburgh, PA 15237

Applications postmarked after the **filing deadline of 08/01/2025 will not be accepted**. Please note that applications received **without the required fee (or appropriate waiver information) will not be considered**. The application package and related documents will become the property of the New York City School Construction Authority. **If you fail to submit all the required forms, your application will not be considered.**