



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

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING EMERGENCY MEDICAL SERVICE SPECIALIST

Exam No. 3530

WHEN TO APPLY: From: March 6, 2013
 To: March 26, 2013

APPLICATION FEE: \$68.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 15, 2013.**

WHAT THE JOB INVOLVES: Supervising Emergency Medical Service Specialists, under general supervision of the Chief of Emergency Medical Service, direct and supervise the activities of Emergency Medical Specialists (EMTs and Paramedics) and other assigned staff and are responsible for the effective operation of NYC 911 EMS activities within their jurisdiction. In emergencies, they are subject to on call duties beyond their regular and normal tour of duty. All Supervising Emergency Medical Service Specialists perform related work.

At Assignment Level I (Lieutenant), in addition to performing the duties of an Emergency Medical Specialist, Supervising Emergency Medical Service Specialists supervise assigned units in the rendering of appropriate pre-hospital emergency medical care in accordance with all appropriate NYC/NYS Protocols and FDNY policies and procedures; provide for the expeditious and effective operation of the Ambulance Station or other EMS functions on an assigned tour, including verification and inspection of controlled substances, inspection and repair of vehicles/equipment/facilities, scheduling and assigning of EMS personnel, evaluation of employee performance, and preparing and maintaining required records and logs.

Special Working Conditions: Supervising Emergency Medical Service Specialists are required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Emergency Medical Service Specialists and the environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; carrying equipment; treating patients who may have infectious and communicable diseases; and working for extended periods during the day or night.

(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 for Assignment Level I is \$57,206 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide:

This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, who **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Emergency Medical Specialist - EMT or the title of Emergency Medical Specialist - Paramedic; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least two years. Time served prior to a break in service of more than one year will not be credited toward eligibility to be promoted.

DRIVER LICENSE AND CERTIFICATION REQUIREMENTS: At the time you are promoted to this position, you must possess and maintain for the duration of your employment:

1. a Motor Vehicle Driver License valid in the State of New York; and
2. a valid New York State Department of Health EMT- Paramedic certificate; and
3. a valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the tasks of a Supervising Emergency Medical Service Specialist. Task areas to be tested are as follows: assign personnel and make adjustments to assignments; monitor subordinates; assess local area and coordinate activities in the field; provide direct medical care to patients; evaluate personnel and recommend actions (discipline, transfer and awards); train and counsel subordinates; complete and/or review reports, forms and logs; and safeguard/inspect Department property.

The test may include questions which require mastery of technical knowledge based on such materials as the Fire Department of New York manuals, guidelines and regulations, including EMS Operating Guide, EMS Operations Orders, and Division Memoranda, as they pertain to: Advanced Life Support (ALS) Protocols; Basic Life Support (BLS) Protocols and Appendices; general regulations; reports and reporting procedures; disciplinary action; personnel procedures; uniforms; operations; vehicles; equipment; communications; hospitals; time and leave procedures; health and safety procedures; requests and miscellaneous procedures; as well as standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

The test also may include questions which require the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Questions will be based upon Regulations, Protocols, Guidelines, Procedures and Command Orders in effect through March 1, 2013.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but on or before the date of the written test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and are applying:

1. **online**, follow the onscreen instructions, or
2. **by mail**, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 53055; Health Technician Occupational Group

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