



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (FIRE)
 Exam No. 5507
 AMENDED NOTICE - September 24, 2014**

<p>WHEN TO APPLY: From: September 3, 2014 To: September 23, 2014</p>	<p>APPLICATION FEE: \$96.00</p> <p>If you chose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, December 6, 2014.</p>	

The Notice of Examination is amended to provide the Written Test Description.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Captains in the Fire Department, under general direction, are responsible for the command and control of a company. They command and assume responsibility for the efficient operation of a company; are responsible for the discipline of members in their command, and for the maintenance and protection of all department property in or assigned to the unit; perform all other duties prescribed for this position in the regulations of the department; drive a motor vehicle; and perform related work.

(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 is \$99,001 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com and Mail.com offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Fire Department 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 Lieutenant (Fire), or Supervising Fire Marshal (Uniformed); and
- (2) has previously served permanently in the title of Lieutenant in the Fire Department for a period of not less than one day; and
- (3) 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an admission notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible titles as indicated in the "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible titles for at least one year.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

REQUIREMENTS TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 80 college semester credits or the educational equivalent of 80 college semester credits, as described in the next paragraph. You must submit all official documents and proof required to qualify (e.g. transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion.

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA") or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. Non-collegiate training programs that are offered by various organizations, including the Fire Department, may be acceptable as educational equivalents of college credits if the programs have been evaluated by the Program on Non-Collegiate Sponsored Instruction ("PONSI") or the American Council of Education ("ACE"), and recommended for college credit.

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. Only passing candidates will be credited with Seniority and Departmental Awards and, if applicable, Veterans' Preference credit.

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 performance of the tasks of a Captain (Fire). Task categories to be tested are as follows: Prepares for Shift; Reacts to Alarm and Directs Response to Emergency Scene; Size-up, Tactics and Incident Command; Responds to Hazardous Materials; Directs/Performs Search and Rescue; Directs/Performs Ladder Work (including Aerial and Platform Trucks); Directs/Performs Ventilation, Salvage, and Overhaul Operations; Administers First Aid; Conducts Investigations into Cause of Fire; Conducts and Participates in Pre-Fire Planning; Directs/Puts Company back into Service; Gathers Information, Writes Reports, and Maintains Records; Enforces Station and Apparatus Policies; Monitors, Evaluates, and Counsels Subordinates; Communicates with Subordinates and Superiors; Conducts and Recommends Company Training; and Performs Community Relations.

The test may include questions which will require technical knowledge in any of the following areas: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management Procedures, Tactics and Strategies; Fire/Emergency Communications; Other Fire/Emergency Activities; Fire Prevention: Evaluations, Inspections and Violation Recognition; Fire Prevention: Laws, Directives, etc.; Unit Inspections; Personnel Management and Supervision; Reports, Record Keeping and General Office Activities; and Community and Public Relations.

Questions may be based on such materials as: All Borough Circulars excluding 3-85, 3-86, 7-87, 21-87, 3-88, 4-88, 6-88, 7-88, 3-91, 6-91, 7-91, 3-94, 15-94, 3-95-addendum 1, 3-96, 6-09; All Unit Circulars excluding 82, 138, 162, 163, 164, 189, 205, 211, 213, 230, 240, 243, 244, 253, 262, 270, 273, 275, 281, 285, 290, 293, 294, 304, 308, 311, 314, 318, 319, 324, 327, 333, 334, 335, 336, 337, 339, 341, 342, 347, 350, 354, 355, 356; Basic Engine Operations; CFR-D Manual excluding Chapters 1, 4, 6 and 7; Collapse of Burning Buildings, A Guide to Fire Ground Safety, Second Edition, by Vincent Dunn; Communications Manual- excluding Chapter 1 and 7; Company Journal Entry Guide; Evolutions excluding 2, 3, 4, 13, 32; Firefighting Procedures; Firefighting Tactics and Procedures Hazardous Materials and Emergency Response Plan excluding ERP addendum 1, Bio agents, Chapters 2-10; Incident Command Manual excluding Chapter 2, addendums 1, 2 and 5, Chapters 3, 4, 5, 6 and the glossary of ICS Terms; Ladder Company Operations; PA/ID Manual excluding 27-68, 5-69, 6-70, 10-72, 1-73, 7-73, 2-75, 5-75, 1-76, 1-79, 2-79, 5-79, 1-80, 2-84, 3-84, 3-88, 2-90, 2-92, 4-92, 3-93, 1-94, 2-94, 4-94, 5-94, 1-95, 2-95, 3-95, 4-96, 1-97, 1-00, 1-04, 1-06, 2-06, 1-07, 2-07, 3-07, 2-09, 3-09; Operational Procedures at Emergencies; Regulations of the Uniformed Force- excluding Chapters 1-9; Requisitions and Payroll; Safety Bulletins excluding

9, 28, 34, 35, 59, 64, 65, 72 and 74; Training Bulletins; Uniform Filing System; Mayor’s Executive Order 16 of 1978 as amended; BISP Manual excluding the following: Chapter 2 (all appendixes), Chapter 3 (addendum 1), Chapter 4 (addendum 5), Chapter 5 (inspectional references: Section 6 (all), Section 8 (all), Section 9 (all), Section 10 (all), Section 12 (all), Section 13 (all). In effect up to and including October 1, 2014.

The test will also include questions which may requires the use of any of the following abilities and skills:

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.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Interpersonal Skills: Actions that indicate a consideration for the feelings of others.

Problem Identification and 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.

Technical Skills: Skill in the set-up, operation, and troubleshooting when applying or using machines and other technological systems, such as apparatus, equipment, and tools.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates in the date of the multiple-choice test.

SENIORITY AND AWARDS:

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible titles, subject to the conditions below:

If Your Date of Permanent Appointment to the eligible titles is :	You Will Receive :	If Your Date of Permanent Appointment to the eligible titles is :	You Will Receive :
12/6/14 or after	not eligible	9/6/09 - 12/5/09	80.000 percent
9/6/14 - 12/5/14	70.000 percent	6/6/09 - 9/5/09	80.250 percent
6/6/14 - 9/5/14	70.500 percent	3/6/09 - 6/5/09	80.500 percent
3/6/14 - 6/5/14	71.000 percent	12/6/08 - 3/5/09	80.750 percent
12/6/13 - 3/5/14	71.500 percent	9/6/08 - 12/5/08	81.000 percent
9/6/13 - 12/5/13	72.000 percent	6/6/08 - 9/5/08	81.250 percent
6/6/13 - 9/5/13	72.500 percent	3/6/08 - 6/5/08	81.500 percent
3/6/13 - 6/5/13	73.000 percent	12/6/07 - 3/5/08	81.750 percent
12/6/12- 3/5/13	73.500 percent	9/6/07 - 12/5/07	82.000 percent
9/6/12 - 12/5/12	74.000 percent	6/6/07 - 9/5/07	82.250 percent
6/6/12 - 9/5/12	74.500 percent	3/6/07 - 6/5/07	82.500 percent
3/6/12 - 6/5/12	75.000 percent	12/6/06 - 3/5/07	82.750 percent
12/6/11 - 3/5/12	75.500 percent	9/6/06 - 12/5/06	83.000 percent
9/6/11 - 12/5/11	76.000 percent	6/6/06 - 9/5/06	83.250 percent
6/6/11 - 9/5/11	76.500 percent	3/6/06 - 6/5/06	83.500 percent
3/6/11 - 6/5/11	77.000 percent	12/6/05 - 3/5/06	83.750 percent
12/6/10 - 3/5/11	77.500 percent	9/6/05 - 12/5/05	84.000 percent
9/6/10 - 12/5/10	78.000 percent	6/6/05 - 9/5/05	84.250 percent
6/6/10 - 9/5/10	78.500 percent	3/6/05 - 6/5/05	84.500 percent
3/6/10 - 6/5/10	79.000 percent	12/6/04 - 3/5/05	84.750 percent
12/6/09 - 3/5/10	79.500 percent	12/5/04 or earlier	85.000 percent

Conditions: Service in titles other than the eligible titles will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Lieutenant (Fire Department) or other eligible title shall be given appropriate credit.

Note: See “EFFECTS OF A BREAK IN SERVICE” section, below.

Awards: Use the following chart to determine the points to be added for Departmental Awards to your Seniority and Award score.

<u>For Each Award:</u>	<u>Add the Following Points:</u>
Roll of Merit, Class 1	1.500 percent
Roll of Merit, Class 2	1.000 percent
Roll of Merit, Class 3	0.500 percent
Service Rating A	0.250 percent
Service Rating B	0.125 percent

Unit Citation	0.063 percent
Pre-hospital Save Commendation (post 7/1/07)	0.063 percent

Terms and Conditions Governing Credit for Departmental Awards:

- a. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted and passes probation. Credit for an award will not be split between two promotion exams. If a candidate previously reached the maximum on Seniority and Department Awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.
- b. Credit for awards must be used by the candidate at the earliest opportunity, i.e. in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first.
- c. Only departmental awards which have actually been granted on or before the date of the written test will be credited. Any additional credit earned for awards beyond the maximum may be granted in a subsequent promotion examination, except for awards given partial credit as a result of reaching the maximum on this or previous exams.

The maximum score attainable for seniority and departmental awards is 100%.

Warning: 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

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 Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination.

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 multiple-choice test.

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy related, or child-birth related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

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 Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70365; Fire Service.

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