



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

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING FIRE ALARM DISPATCHER

Exam No. 7524

<p>WHEN TO APPLY: From: December 7, 2016</p> <p style="padding-left: 100px;">To: December 30, 2016</p> <p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 25, 2017.</p>	<p>APPLICATION FEE: \$68.00</p> <p>If you choose 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>
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YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: At Assignment Level I: Supervising Fire Alarm Dispatchers, under general supervision, serve as Tour Supervisors directing dispatch and inside maintenance personnel during a tour of duty in a borough fire communications central office or in a Public Safety Answering Center (PSAC); allocate available Fire Department resources to maximize fire protection throughout one or more boroughs; direct and perform equipment maintenance; maintain appropriate central office/PSAC records. They immediately oversee all transmitted fire alarm signals and special calls; test, operate and maintain various central office/PSAC equipment; confer with outside plant personnel regarding circuit problems and perform related equipment adjustments and tests; supervise, train, and evaluate Fire Alarm Dispatchers; maintain/complete various logs, journals and other paperwork; make notifications in accordance with Bureau of Communications policy, including relaying information to superiors on escalating critical conditions or situations; approve and adjust subordinate time records in the CityTime System and related computerized administrative work; conduct scheduled and ad hoc drills; implement and oversee manual dispatch mode when computer system is down; and perform related work.

Special Working Conditions: Supervising Fire Alarm Dispatchers may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays. They may also be required to work beyond their normally scheduled tour.

(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 \$59,203 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, 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 unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 24, 2016 and Monday, December 26, 2016.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

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 Fire Alarm Dispatcher; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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. If it is determined after the test date that you are not eligible to participate in this examination, 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 the eligible title as indicated in the above "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 title for at least one year.

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 knowledge and abilities determined to be important to the performance of the tasks of a Supervising Fire Alarm Dispatcher. Task areas to be tested are as follows: administrative, central office/PSAC equipment, personnel supervision/training, outside plant operations, dispatch operations, notifications, and manual operations.

The test may include questions which require working knowledge or better (without Reference Materials) based on the following non-exclusive list of sources: All Unit Circulars; Communication Manual, Fire Department of the City of New York; Dispatcher's Directives (1978 to the present); Dispatcher Advisories; Dispatch Operation's Down Central Office Assessment Guide; MIS/ERS Refresher Training Session; Chief Officers Schedule; Starfire System Dispatching Operations Manual; Central Office Drill Book Vol. I & II (Latest Update); PA/ID 1/77 (Revised); Equal Employment Opportunity Complaint Process; CPR/CFR Dispatch Operations Guide; Memoranda; Water Emergency/Marine Response Operations Guide; Incident Command System Manual; CMO-Computer Manual Operation; BISP Manual; PA/ID 1-2008 (Education Day); PA/ID 2-2008 (Medicals); CityTime Training - Fire Dispatch & Fire Prevention Version 6.6; Civilian Non-Managerial Performance Evaluation Manual; 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 may also include questions requiring the use of any of the following abilities:

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. Example: A Supervising Fire Alarm Dispatcher may use this ability when making notifications regarding a problem in accordance with Bureau of Communications policy.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation. Example: A Supervising Fire Alarm Dispatcher may use this ability when overseeing manual dispatch mode when the computer system is not functional.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself. Example: A Supervising Fire Alarm Dispatcher may use this ability when directing personnel to handle all transmitted fire alarm signals and special calls during an emergency.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates. Example: A Supervising Fire Alarm Dispatcher may use this ability when directing a Fire Alarm Dispatcher to monitor alarms in a specific area.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information. Example: A Supervising Fire Alarm Dispatcher may use this ability when allocating available Fire Department resources to maximize fire protection throughout one or more boroughs.

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. Example: A Supervising Fire Alarm Dispatcher may use this ability when maintaining and completing various logs, journals and other paperwork regarding a subordinate's work performance.

Organizational Sensitivity: Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization. Example: A Supervising Fire Alarm Dispatcher may use this ability when relaying information to superiors regarding escalating critical conditions or situations.

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. Example: A Supervising Fire Alarm Dispatcher may use this ability when creating a training schedule to train Fire Alarm Dispatchers regarding new policies and procedures.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others. Example: A Supervising Fire Alarm Dispatcher may use this ability when meeting with Fire Alarm Dispatchers to discuss work-related issues.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job. Example: A Supervising Fire Alarm Dispatcher may use this ability when directing and performing equipment maintenance.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance. Example: A Supervising Fire Alarm Dispatcher may use this ability when conducting scheduled and ad hoc drills with Fire Alarm Dispatchers.

Written Communication: Clear expression of ideas in writing and use of good grammatical form. Example: A Supervising Fire Alarm Dispatcher may use this ability when writing a report free of grammatical errors.

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

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 **not** permitted. 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.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

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.

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 Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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 on the regular test date(s) 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 the test.

To request a make-up test, contact Administration, Customer and Exam Support 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 test.

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. 71060: Fire Alarm Dispatching Occupational Group.

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