



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

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| REQUIRED FORMS |
| APPLICATION FORM |

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISING FIRE MARSHAL (UNIFORMED)
 Exam. No. 8551
 Amended Notice March 25, 2009**

WHEN TO APPLY: From: March 4, 2009
 To: April 7, 2009

APPLICATION FEE: \$60.00
 Payable by mail by money order to DCAS (EXAMS),
 or payable online by credit card, bank card, or debit
 card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 20, 2009.**

The Notice of Examination is amended to extend the end of the filing period from March 24, 2009 to April 7, 2009 and change "Title 27" to "Title 29" in the NYC Administrative Code in **The multiple-choice** subsection of the **THE TEST** section.

WHAT THE JOB INVOLVES: At Assignment Level I, Supervising Fire Marshals (Uniformed) under general supervision, supervise the operation of a fire investigation squad at a Borough Command base or a special unit or performs comparable duties at the headquarters of the Bureau of Fire Investigation. They oversee and manage the conduct of investigations into the causes, circumstances and origins of accidental and incendiary fires and/or explosions; personally respond to major alarm fires and handle more difficult investigations; assign duties to, counsel and evaluate the work of Fire Marshals; conduct on-the-job training; review reports of investigations of fires; prepare and submit periodic reports of the unit's activities; supervise the maintenance of records of known arsonists and their surveillance; prepare felony complaints and assist the District Attorney in the preparation of cases for trial; interview attorneys and insurance adjusters investigating fires and explosions; authorize the issuances of subpoenas to witnesses and alleged perpetrators and take sworn statements from them; drive a Department vehicle; and perform related work.

Special Working Conditions: Supervising Fire Marshals (Uniformed) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Fire Marshals and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods of time; and climbing stairs, ladders and fire escapes.

(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 \$87,400 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will 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, there are two ways to apply for this examination:

- (1) **Online at the DCAS website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- (2) **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 Fire Marshal (Uniformed) or Lieutenant (Fire) and has served permanently in the title of Fire Marshal (Uniformed) for a period of not less than six months; and
- (2) is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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 title of Fire Marshal (Uniformed) and you must have served permanently in that title for at least two years. In addition, you must be permanently employed in an eligible title at the time of promotion.

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

EDUCATION REQUIREMENT: By the date of promotion, you must have completed at least 90 college semester credits or the educational equivalent of 90 college semester credits, as described in the next paragraph.

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 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.

All official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) must be submitted directly by the college, university or evaluating service to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion. Documents will not be accepted from individual candidates.

DRIVER LICENSE REQUIREMENT: At 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.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

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 Departmental Awards will determine the remaining 50%. You must pass the multiple-choice test to have your Seniority and Departmental Awards 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 performance of the tasks of a Level I Supervising Fire Marshal (Uniformed). Task categories to be tested may include questions on: Administrative Functions; Supervisory Activities; Investigations; Training and Evaluation; and Outside Agencies and Liaison Functions.

The test may include questions which require mastery of technical knowledge based on such materials as: New York State Penal Law; New York State Criminal Procedure Law; New York State Civil Law; NYC Administrative Code, Title 15 Chapters 1 and 2, Title 29 Chapter 4; FDNY Bureau of Fire Investigation Directives; FDNY Time and Payroll Reporting System; FDNY Regulations of the Uniformed Forces; FDNY Safety Bulletins; FDNY All Unit Circulars; FDNY PA/ID Circulars; FDNY Orders; FDNY Company Journal Entries Guide; FDNY Communications Manual; FDNY Training Bulletins; FDNY Bureau of Fire Investigation Interim Orders; FDNY Bureau of Fire Investigation Reference Manual; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended, in effect up to and including 5/1/09.

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.

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.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

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

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.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

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

SENIORITY AND DEPARTMENTAL AWARDS: Additional credits for Seniority and Departmental Awards, if applicable, will be awarded to you only if you pass the written exam.

Method of Computing Seniority: Use the following chart to determine the credits for seniority in the eligible title of Fire Marshal (Uniformed).*

| If your date of permanent appointment to Fire Marshal (Uniformed) is: | You will receive: | If your date of permanent appointment to Fire Marshal (Uniformed) is: | You will receive: |
|---|-------------------|---|-------------------|
| 12/22/08 or after | Not eligible | 12/22/03 - 03/21/04 | 80.250% |
| 09/22/08 - 12/21/08 | 71.000% | 09/22/03 - 12/21/03 | 80.500% |
| 06/22/08 - 09/21/08 | 71.500% | 06/22/03 - 09/21/03 | 80.750% |
| 03/22/08 - 06/21/08 | 72.000% | 03/22/03 - 06/21/03 | 81.000% |
| 12/22/07 - 03/21/08 | 72.500% | 12/22/02 - 03/21/03 | 81.250% |
| 09/22/07 - 12/21/07 | 73.000% | 09/22/02 - 12/21/02 | 81.500% |
| 06/22/07 - 09/21/07 | 73.500% | 06/22/02 - 09/21/02 | 81.750% |
| 03/22/07 - 06/21/07 | 74.000% | 03/22/02 - 06/21/02 | 82.000% |
| 12/22/06 - 03/21/07 | 74.500% | 12/22/01 - 03/21/02 | 82.250% |
| 09/22/06 - 12/21/06 | 75.000% | 09/22/01 - 12/21/01 | 82.500% |
| 06/22/06 - 09/21/06 | 75.500% | 06/22/01 - 09/21/01 | 82.750% |
| 03/22/06 - 06/21/06 | 76.000% | 03/22/01 - 06/21/01 | 83.000% |
| 12/22/05 - 03/21/06 | 76.500% | 12/22/00 - 03/21/01 | 83.250% |
| 09/22/05 - 12/21/05 | 77.000% | 09/22/00 - 12/21/00 | 83.500% |
| 06/22/05 - 09/21/05 | 77.500% | 06/22/00 - 09/21/00 | 83.750% |
| 03/22/05 - 06/21/05 | 78.000% | 03/22/00 - 06/21/00 | 84.000% |
| 12/22/04 - 03/21/05 | 78.500% | 12/22/99 - 03/21/00 | 84.250% |
| 09/22/04 - 12/21/04 | 79.000% | 09/22/99 - 12/21/99 | 84.500% |
| 06/22/04 - 09/21/04 | 79.500% | 06/22/99 - 09/21/99 | 84.750% |
| 03/22/04 - 06/21/04 | 80.000% | 06/21/99 - or earlier | 85.000% |

Conditions:

* Service in titles other than Fire Marshal (Uniformed) will be deducted from your score in accordance with the above chart. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State 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 Fire Marshal (Uniformed) shall be given appropriate credit.

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

Departmental Awards: Use the following chart to determine the credits for Departmental Awards.

| <u>For each award:</u> | <u>Add the following:</u> |
|---------------------------------------|---------------------------|
| Roll of Merit, Class 1 | 1.500% |
| Roll of Merit, Class 2 | 1.000% |
| Roll of Merit, Class 3 | 0.500% |
| Service Rating A | 0.250% |
| Service Rating B | 0.125% |
| Fire Marshal's Class 1 | 1.500% |
| Fire Marshal's Class 2 | 1.000% |
| Fire Marshal's Class 3 | 0.500% |
| Meritorious Fire Marshal Duty - A | 0.250% |
| Meritorious Fire Marshal Duty - B | 0.125% |
| Unit Citation | 0.063% |
| Pre-Hospitalization Save Commendation | 0.063% |

Terms and Conditions Governing Credit for Departmental Awards:

- Credit for awards is granted in one successful examination only, i.e., an examination in which you attain a place on the eligible list and from which list you are subsequently promoted and pass probation. Credit for an award will not be split between two promotion exams. If you previously reached the maximum on

Seniority and Departmental 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. You must use credit for awards 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 granted on or before the date of the written test will be credited.

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

Seniority and Awards and Veteran's Preference Credits will be awarded only to those candidates who pass the multiple-choice test.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the examination, 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 CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card 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.

ADDITIONAL INFORMATION:

Police Officer Status: Supervising Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, candidates must be eligible to serve as Police Officers. Police Officer eligibility must be maintained for the duration of employment.

Selective Certification for Foreign Language: If you can speak Spanish, Russian, Chinese, Arabic, French, Creole, or Korean, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

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.
- (2) You become eligible after the above application period but on or before the date of the multiple-choice 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 you 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.

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 in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70393; Fire Service.

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