



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 EDUCATION AND EXPERIENCE TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

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NOTICE OF EXAMINATION

**PROMOTION TO EMERGENCY MEDICAL SPECIALIST - PARAMEDIC
(FIRE DEPARTMENT)
Exam No. 1513**

WHEN TO APPLY: From: January 5, 2011 **APPLICATION FEE:** \$61.00
To: January 25, 2011 *If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.*

WHAT THE JOB INVOLVES: Emergency Medical Specialists - Paramedic, under general supervision, perform tasks such as the following: provide timely, professional pre-hospital emergency medical care/Basic Life Support (BLS) and Advanced Life Support (ALS) to anyone who requests/requires it; provide transportation to the appropriate medical facility; operate department vehicles; assist with on-line medical control; coordinate and direct pre-hospital care resources and operations in the event of a disaster; and provide patient care under the authorization of the Medical Director. All work is performed in accordance with FDNY policies and procedures and as legislatively prescribed in the requisite curriculum and allowed by Federal/ New York State / Regional Protocols and in accordance with the level of training, New York State designated scope of practice and New York State and Regional BLS and ALS Protocols. EMS - Paramedics also prepare and submit reports as required, and may be assigned to work in any FDNY facility, as needed. All personnel perform related work.

Some of the physical activities performed by Emergency Medical Specialists - Paramedic and the environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; using such devices as stair chair or ambulance stretcher; carrying equipment and patients on ambulance stretchers; treating patients who may have infectious and communicable diseases; working for extended periods during the day or night in ambulances; driving an ambulance in all kinds of weather; working in confined spaces such as under vehicles, trains, and buildings; working at hazardous material scenes such as a chemical spill or an industrial fire or accident; treating patients at heights such as rooftops, bridges or elevated highways; and reading a Mobile Data Terminal for call information and instructions in varying light conditions.

(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 \$43,690 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

- (1) **Online at the DCAS WEBSITE:** 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
- (2) **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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 form that pertain to you when you complete your Application for Examination.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 last day of the application period:**

- (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; 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.)

CERTIFICATE REQUIREMENTS: By the **last day of the application period**, you are required to possess:

- (1) a valid NYS Department of Health EMT - Paramedic certification; and
- (2) a valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

You must also possess these certificates at the time of your promotion, and they must be maintained for the duration of your employment. **You will be responsible for payment of any fees associated with the maintenance of certifications.**

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.

REQUIRED FORMS:

1. **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.
2. **Education and Experience Test Paper:** Fill out Sections **A.1, A.2, B, and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.

Note: You must list information about your Paramedic and REMAC certificates in "Section C - Licenses and Certificates" on your Education and Experience Test Paper.

3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

REQUIREMENTS TO BE PROMOTED:

Certificate Requirements: As stated in the "CERTIFICATE REQUIREMENTS" section above, you must possess a valid NYS Department of Health EMT - Paramedic certification and a valid NYC REMAC certificate by the end of the application period. You must also possess a valid NYS Department of Health EMT - Paramedic certification and a valid NYC REMAC certificate at the time you are promoted to this position and must maintain them for the duration of your employment.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. This license must be maintained for the duration of your employment. Serious moving violations, license suspensions or accident record may disqualify you. Also, you must successfully complete the Emergency Vehicle Operations Course (EVOC) prior to the completion of one year in title.

Respirator Equipment Requirement: Because you must be able to wear a NIOSH-certified respirator, you are not permitted to have facial hair that interferes with the sealing surface of the respirator and the face or interferes with the valve function of the respirator.

THE TEST: Your score will be determined by an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70.000 points for meeting the eligibility and certificate requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100.000 points on the following basis:

If you have full-time paid experience performing the duties of a Paramedic in the NYC 911 system for:

At least 6 months but less than 1 year	5.000 points
At least 1 year but less than 2 years	10.000 points
At least 2 years but less than 3 years	20.000 points
3 or more years	30.000 points

You will receive an additional:

If you have full-time paid experience performing the duties of a Paramedic with a government-run ambulance system outside of NYC 911, or with a volunteer or private ambulance company:

At least 1 year of experience	5.00 points
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You will receive an additional:

If you have full-time paid experience performing the duties of an EMT in the NYC 911 system for:

At least 6 months but less than 1 year	2.500 points
At least 1 year but less than 2 years	5.000 points
At least 2 years but less than 3 years	10.000 points
3 or more years	15.000 points

You will receive an additional:

You will receive a maximum of one-year of experience credit for each year you worked. If you have any of the experience listed in "THE TEST" section on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category.

Experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you pass the experience 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:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

EMS Academy Assessment: As a condition of completing EMS Academy training, you must pass multiple-choice exams, quizzes, scenarios and New York State written and practical exams.

Note: If you are presently serving as a provisionally appointed EMS-Paramedic with the FDNY and have previously taken and passed the written and practical tests, you will not be required to complete the EMS Academy Assessment again.

Drug Screening Requirement: You will be subject to random drug screening throughout the duration of your career.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist – Paramedic. You will be expected to continuously perform the essential functions of the position of Emergency Medical Specialist - Paramedic throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and /or to perform the essential functions of the job.

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. 53054; Health Technical Occupational Group.

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