MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET
(IF APPLICABLE)

EMERGENCY MEDICAL SPECIALIST - PARAMEDIC
(FIRE DEPARTMENT)
Exam No. 2026

WHEN TO APPLY: From: February 1, 2012
To: February 21, 2012

APPLICATION FEE: $61.00
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 - Paramedics 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 that you meet the requirements in the "How to Qualify" section, 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

The Computerized Testing Centers will be closed on Monday, February 20, 2012.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at *http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms*. This form 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 form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

Education and Certificate Requirements: By the **last day of the Application Period,** you must have:

1. A four-year high school diploma or its educational equivalent;

2. A valid NYS Department of Health Paramedic certification; and

3. A valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

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.

REQUIREMENTS TO BE APPOINTED:

Certificate Requirements: As stated in the "**HOW TO QUALIFY**" 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 appointed to this position and must maintain them for the duration of your employment. **You will be responsible for payment of any fees associated with the maintenance of certifications.**

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of appointment. 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.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist - Paramedic. You will be examined to determine whether you can perform the essential functions of the position of Emergency Medical Specialist - Paramedic. Additionally, you will be expected to continue to 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.

Character and Background: In accordance with the provisions of the State Emergency Medical Services (EMS) Code - Part 800, candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The New York State Department of Health (DOH) will review all criminal convictions from any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. For more information, contact the DOH website at www.health.state.ny.us/nysdoh/ems/main.htm or telephone (212) 417-4455. In addition to this provision of the State Emergency Medical Services Code, candidates for this position are advised that good character and satisfactory background are absolute prerequisites to appointment.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Random drug screening will be conducted for the duration of your EMS - Paramedic career.

Qualifying Physical Test: Physical standards have been established for the position of Emergency Medical Specialist- Paramedic. You will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

Note: If you are presently serving as a provisionally appointed EMS-Paramedic with the FDNY and have previously taken and passed the qualifying physical test, you will not be required to take it again to qualify for appointment.

REQUIRED FORMS:

1. **Application for Examination: If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, 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 online**, follow the online instructions. **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. Be sure to write your examination number and social security number on each of the remaining pages of this form.

   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 <u>only</u> if you need credit for your foreign education in this examination):** 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.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70.000 points for meeting the education and certificate requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100.000 points on the following basis:

For full-time satisfactory paid experience <u>in the NYC 911 system</u> performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT - Paramedic certification and valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate for:	**You will receive an additional:**
At least 6 months but less than 1 year of experience	5.000 points
At least 1 year but less than 2 years of experience	10.000 points
At least 2 years but less than 3 years of experience	20.000 points
3 or more years of experience	30.000 points

For full- time satisfactory paid experience with a government-run ambulance system or with a volunteer or private ambulance company <u>outside of the NYC 911 system</u> performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT-Paramedic certification and valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate for:	**You will receive an additional:**
At least 1 year of experience	5.000 points

For full-time satisfactory paid experience <u>in the NYC 911 system</u> performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT - Basic certification for:	**You will receive an additional:**
At least 6 months but less than 1 year of experience	2.500 points
At least 1 year but less than 2 years of experience	5.000 points
At least 2 years but less than 3 years of experience	10.000 points
3 or more years of experience	15.000 points

For successful completion, within the last 5 years, of a(n)	**You will receive an additional:**
Emergency Vehicle Operators course (EVOC), consistent with the 1995 National Standard Curriculum	5.000 points
24 hours of HazMat Operations Level Training, as defined by Federal OSHA regulations at 29 CFR 1910.120(q)(6)(ii).	5.000 points

EVOC and/or HazMat Training must be successfully completed by the **last day of the application period.** HazMat Training must be to the Operations level; you will not receive credit for entry level training.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience 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. Education and experience must be obtained by the **last day of the application period**.

THE TEST RESULTS: If you pass the education and experience test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: **If you applied online**, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. **If you applied by mail**, 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.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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.

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 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 53054; Health Technician Occupational Group.

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