



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO DEPUTY CHIEF (FIRE)**

**Exam No. 3522**

**WHEN TO APPLY:** From: December 5, 2012  
 To: December 26, 2012

**APPLICATION FEE: \$101.00**  
 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, March 23, 2013.**

**WHAT THE JOB INVOLVES:** Deputy Chiefs (Fire), under general direction, with latitude for independent judgment, are responsible for and supervise the firefighting operations, fire prevention activities, administration and training of units within a Division; are responsible for the efficient management of programs to achieve department goals and objectives; or perform assignments equivalent to those described; and perform related work.

**Special Working Conditions:** Deputy Chiefs (Fire) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$130,756 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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:

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| <p><b><u>Manhattan</u></b><br/>         2 Lafayette Street<br/>         17<sup>th</sup> Floor<br/>         New York, NY 10007</p> | <p><b><u>Brooklyn</u></b><br/>         210 Joralemon Street<br/>         4<sup>th</sup> Floor<br/>         Brooklyn, NY 11201</p> |
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**The Computerized Testing Centers will be closed on Tuesday, December 25, 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 [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This form 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."

**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 Battalion Chief (Fire); 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 you are marked "Not Eligible," 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 "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.

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

**EDUCATION REQUIREMENT:** In order to be eligible for promotion to Deputy Chief (Fire), all eligibles must possess a baccalaureate degree awarded by an accredited college or university. Eligibles are required to submit all official documents and proof required to qualify to the FDNY's Tenure Office at least two weeks prior to the date of promotion.

**PROBATIONARY PERIOD:** The probationary period for employees promoted to Deputy Chief (Fire) as a result of this examination is twelve months.

**THE TEST:** You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Card. You must achieve a score of at least 70% to pass this test. If you pass the multiple-choice 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 Written Test Description:** 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 Deputy Chief (Fire). Task categories to be tested are as follows: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management - Operational Procedures, Strategies and Tactics; Communications; Monitoring, Follow-Up and Other Associated Activities; Evaluation, Inspection and Violation Recognition; Fire Prevention Administration Activities; Community/Human Relations; Personnel Management and Supervisory Duties; Investigations; and Reports, Record Keeping and General Office Duties.

The test will include questions which may require mastery of technical knowledge based on such materials as: Firefighting Procedures Manual (complete set); Hazardous Materials Fire Tactics and Procedures Manual (complete set) (Including Emergency Response Plan); All Unit Circulars (Excluding 8, 162, 163, 164, 189, 205, 210, 233, 244, 248, 262, 271, 273, 305, 306, 311, 318, 334, 335, 343); All Boro Circulars (Excluding 7/87, 11/87, 21/87, 4/88, 6/88, 7/88, 3/94, 10/94, 5/95); Communications Manual; Incident Command System, Chapters 1,2 (Including Chapter 2 Addendums 1-6); Safety Bulletins; Training Bulletins (Excluding Apparatus C2, L7, P2, P3, All Addendums to Emergencies 1, 1-8; Fires 1 and 3, Forcible Entry 1 and 2; Tools 1, 10, 11, 19, 20, 21, 26, 27, 28); Operational Procedures at Emergencies; Marine Manual; Regulations of the Uniformed Force; Manual of Requisitions and Payrolls; PA/ID Manual; Guide to Company Journal Entries; Department Orders 2/1/12 to 2/1/13 inclusive; Building Inspection Safety Program (BISP) Manual; Building Construction for the Fire Service, Third Edition, by Francis L. Brannigan; Collapse of Burning Buildings, A Guide to Fireground Safety, 2<sup>nd</sup> Edition, by Vincent Dunn; and Mayor's Executive Order No. 16 of 1978, as amended.

The test will include questions which may require the use of any of the following abilities:

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions.

**Quantitative Analysis and Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections.

**Judgment and Decision Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning and Organizing, Judgment and Decision-Making are typically applied over a shorter time frame.

**Planning and Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.

**Innovation:** Developing new ideas and answers to work-related problems using creativity and alternate thinking.

**Management of Financial Resources:** Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished.

**Management of Material Resources:** Obtaining and seeing the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance.

**Persistence:** Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

**Persuading and Influencing Others:** Causing others to change or modify their opinions, views or behaviors using a variety of strategies.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

**Coaching and Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

**Integrity:** Acting in an honest and ethical manner.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner.

**Initiative and Independence:** Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test. Questions will be based upon Regulations, Policies, Procedures, Bulletins, Publications and Department Orders in effect through January 28, 2013.

**Note:** 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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.

**SENIORITY AND AWARDS:**

**Method of computing seniority:** Use the following chart to determine the score for seniority for permanent service in the eligible title of Battalion Chief (Fire), subject to the conditions below:

**If Your Date of Permanent Appointment to Battalion Chief (Fire) is: You Will Receive:**

**If Your Date of Permanent Appointment to Battalion Chief (Fire) is: You Will Receive:**

3/24/13 or after.....	not eligible
12/24/12 - 3/23/13.....	70.000 percent
9/24/12 - 12/23/12.....	70.500 percent
6/24/12 - 9/23/12.....	71.000 percent
3/24/12 - 6/23/12.....	71.500 percent
12/24/11 - 3/23/12.....	72.000 percent
9/24/11 - 12/23/11.....	72.500 percent
6/24/11 - 9/23/11.....	73.000 percent
3/24/11 - 6/23/11.....	73.500 percent
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3/24/09 - 6/23/09.....	77.500 percent
12/24/08 - 3/23/09.....	78.000 percent
9/24/08 - 12/23/08.....	78.500 percent
6/24/08 - 9/23/08.....	79.000 percent
3/24/08 - 6/23/08.....	79.500 percent

12/24/07 - 3/23/08 .....	80.000 percent
9/24/07 - 12/23/07.....	80.250 percent
6/24/07 - 9/23/07.....	80.500 percent
3/24/07 - 6/23/07.....	80.750 percent
12/24/06 - 3/23/07.....	81.000 percent
9/24/06 - 12/23/06.....	81.250 percent
6/24/06 - 9/23/06.....	81.500 percent
3/24/06 - 6/23/06.....	81.750 percent
12/24/05 - 3/23/06.....	82.000 percent
9/24/05 - 12/23/05.....	82.250 percent
6/24/05 - 9/23/05.....	82.500 percent
3/24/05 - 6/23/05.....	82.750 percent
12/24/04 - 3/23/05.....	83.000 percent
9/24/04 - 12/23/04.....	83.250 percent
6/24/04 - 9/23/04.....	83.500 percent
3/24/04 - 6/23/04.....	83.750 percent
12/24/03 - 3/23/04.....	84.000 percent
9/24/03 - 12/23/03.....	84.250 percent
6/24/03 - 9/23/03.....	84.500 percent
3/24/03 - 6/23/03.....	84.750 percent
3/23/03 or earlier.....	85.000 percent

**Conditions:**

Service in titles other than the eligible title 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 Battalion Chief (Fire) shall be given appropriate credit.

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

**Awards:** Use the following chart to determine the credit to be added for Departmental Awards.

<u>For Each Award:</u>	<u>Add the Following:</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

**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 indicated in “a” above.

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 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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your seniority and awards will be computed and 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.

**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 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, 14<sup>th</sup> Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70382; Fire Service.

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