



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

|                      |
|----------------------|
| REQUIRED INFORMATION |
| APPLICATION          |

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO LIEUTENANT (FIRE)**  
**Exam No. 5534**  
**AMENDED NOTICE - April 8, 2015**

**WHEN TO APPLY:** From: March 4, 2015  
 To: March 24, 2015

**APPLICATION FEE: \$91.00**  
 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.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, June 20, 2015.**

The Notice of Examination is amended to:

- 1) Provide the Seniority Chart in the **SENIORITY AND AWARDS** section; and
- 2) Add the Written Test Description.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
 BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Lieutenants in the Fire Department, under general supervision, enforce all orders and instructions of the Captain commanding the Fire Company to which assigned; perform related work.

(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 \$84,414 per annum. This rate is subject to change.

**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](http://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 file 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, March 14, 2015.**

**Special Circumstances Guide:** This guide is 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) 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."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 Firefighter, or in the title of Wiper (Uniformed), Pilot, Marine Engineer (Uniformed-Fire Department), Fire Marshal (Uniformed), or Supervising Fire Marshal (Uniformed), which title was acquired as a result of promotion from Firefighter; and
- (2) has served permanently in such title or titles for a period of three years; and
- (3) 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.)

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.

**Note:** See "FORMER POLICE SERVICE" SECTION, AND "EFFECTS OF A BREAK IN SERVICE" section below.

**EDUCATION REQUIREMENT:** By the date of promotion, you must have completed at least 60 college semester credits or the educational equivalent of 60 college semester credits, as described in the next paragraph. You must submit all official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion.

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 Education Evaluation Service. You will receive instructions from the Fire Department during the promotion process regarding the approved evaluation services that you may use for foreign education. 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.

**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.

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

**PROBATIONARY PERIOD:** The probationary period for Lieutenants promoted as a result of this examination is twelve months. However, the probationary period may be extended in accordance with civil service rules and regulations.

**THE TEST:** You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the 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 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 Lieutenant. Task categories to be tested are as follows: Preparation for Tour of Duty; Record Keeping (Completion of Paperwork), Including Gathering of Information; Alarm to Arrival; Size-up After Arrival; Fire/Emergency Scene Operations-Initial Steps; Fire/Emergency Scene Operations-Search and Rescue; Salvage and Overhaul; Fire Scene Operations-Ventilation; Medical Emergencies; Inspections; and Training.

The test may include questions requiring mastery of technical knowledge based on such materials as All Unit Circulars (Except 82, 162, 163, 164, 184, 189, 196, 213, 240, 244, 253, 262, 270, 273, 275, 281, 285, 290, 293, 294, 295, 297, 308, 311, 314, 318, 319, 327, 333, 334, 335, 336, 337, 339, 341, 342, 355, 356, 357); BISP Manual: Chapter 3, Addendum 2, Mercantile Occupancy Pre-2008, Mercantile Occupancy-2008, Residential Occupancy Pre-2008, Residential Occupancy-2008, Fire Safety during Construction, Alteration, Demolition and Abatement-2008, Chapter 4 Addendum 1-NOV guide, Addendum 2 - Violation Order Guide, Chapter 5 - References 1.4, 1.5, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 5.3, 6.2, 7.1, 8.1, 10.2, 11.2, 11.4, 14.5, 14.6, 14.9, 16.1; CFR-D Manual (Except chapters 1, 4, 6, 7); Communications Manual; Engine Company Operations; Evolutions (Except 2, 3, 4, 6, 13); Emergency Procedures; Firefighting Procedures; Fire Tactics and Procedures - Emergency Response Plan; Fire Tactics and Procedures - Hazardous Materials; Guide to Company Journal Entries; ICS Manual (Except Chapter 2 Addendums 1, 2, 3, and Chapters 3, 4, 5, 6, 7 and Glossary); Personnel Administrative Information Directives (PA/IDs) (Except 12-67, 27-68, 5-69, 6-70, 3-72, 10-72, 15-72, 1-73, 2-73, 3-73, 7-73, 5-74, 6-74, 2-75, 3-75, 5-75, 1-76, 1-79, 2-79, 5-79, 1-80, 2-80, 2-84, 3-84, 1-85, 3-88, 1-89, 2-89, 1-90, 2-90, 2-92, 3-92, 4-92, 1-93, 2-93, 3-93, 1-94, 2-94, 4-94, 5-94, 1-95, 2-95, 3-95, 4-96, 1-97, 2-97, 1-98, 1-00, 1-03, 1-04, 1-06, 2-06, 1-07, 2-07, 3-07, 1-09, 2-09, 3-09); Regulations for the Uniformed Force; Requisitions and Payroll Manual; Safety Bulletins; Training Bulletins; Mayor's Executive Order No. 16 of 1978 as amended; and Collapse of Burning Buildings: A Guide to Fireground Safety, second edition by Vincent Dunn (Chapters 6, 8, 9, 10, 12 and 16).

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

**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.

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

Questions will be based upon Regulations, Policies, Procedures, Bulletins, Publications and Department Orders in effect up to and including March 31, 2015.

**SENIORITY AND AWARDS:**

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

| <b>If Your Date of<br/>Permanent<br/>Appointment to<br/>Firefighter is:</b> | <b><u>You Will Receive:</u></b> | <b>If Your Date of<br/>Permanent<br/>Appointment to<br/>Firefighter is:</b> | <b><u>You Will Receive:</u></b> |
|---|---------------------------------|---|---------------------------------|
| 6/21/12 or after  | not eligible                    | 9/21/08 - 12/20/08  | 81.500 percent                  |
| 3/21/12 - 6/20/12   | 76.000 percent                  | 6/21/08 - 9/20/08   | 81.750 percent                  |
| 12/21/11- 3/20/12   | 76.500 percent                  | 3/21/08 - 6/20/08   | 82.000 percent                  |
| 9/21/11 - 12/20/11  | 77.000 percent                  | 12/21/07 -3/20/08   | 82.250 percent                  |
| 6/21/11 - 9/20/11   | 77.500 percent                  | 9/21/07 - 12/20/07  | 82.500 percent                  |
| 3/21/11- 6/20/11  | 78.000 percent                  | 6/21/07 - 9/20/07   | 82.750 percent                  |
| 12/21/10 - 3/20/11  | 78.500 percent                  | 3/21/07 - 6/20/07   | 83.000 percent                  |
| 9/21/10 -12/20/10   | 79.000 percent                  | 12/21/06 - 3/20/07  | 83.250 percent                  |
| 6/21/10 - 9/20/10   | 79.500 percent                  | 9/21/06 - 12/20/06  | 83.500 percent                  |
| 3/21/10 - 6/20/10   | 80.000 percent                  | 6/21/06 - 9/20/06   | 83.750 percent                  |
| 12/21/09 - 3/20/10  | 80.250 percent                  | 3/21/06 - 6/20/06   | 84.000 percent                  |
| 9/21/09 - 12/20/09  | 80.500 percent                  | 12/21/05 - 3/20/06  | 84.250 percent                  |
| 6/21/09 - 9/20/09   | 80.750 percent                  | 9/21/05 - 12/20/05  | 84.500 percent                  |
| 3/21/09 - 6/20/09   | 81.000 percent                  | 6/21/05 - 9/20/05   | 84.750 percent                  |
| 12/21/08 - 3/20/09  | 81.250 percent                  | 6/20/05 or earlier  | 85.000 percent                  |

**Conditions:**

Service in titles other than the eligible titles 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 Firefighter or other eligible title shall be given appropriate credit.

**Note:** See “FORMER POLICE SERVICE” section, and “EFFECTS OF A BREAK IN SERVICE” section, below.

**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             |
| Pre-Hospital Save Commendation (post 7/1/07) | 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.

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. 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.

**FORMER POLICE SERVICE:** Any member of the uniformed force of the Fire Department who was appointed on or prior to April 9, 2006, and who, immediately prior to his or her appointment to the position of Firefighter, has served as a member of the Police Force in the New York City Police Department (in accordance with Section 15 -111a of the New York City Administrative Code), the New York City Housing Authority Police Department, or the New York City Transit Police Department (in accordance with Section 15 - 111.1 of the New York City Administrative Code), shall have such time counted as service in the eligible title(s) in the Fire Department in determining promotion eligibility and seniority credit, provided the pension fund contribution required by Section 15 -111a of the New York City Administrative Code is made.

**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 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 the Exam Support Group, 1 Centre Street, 14<sup>th</sup> 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 appointment, 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, 14<sup>th</sup> 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 the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> 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.

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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 available at [nyc.gov/dcas](http://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. 70360; 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)