NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING EMERGENCY MEDICAL SERVICE SPECIALIST
Exam No. 7523
AMENDED NOTICE - February 22, 2017

WHEN TO APPLY: From: December 7, 2016 To: December 30, 2016
APPLICATION FEE: $68.00

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, April 1, 2017.

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

WHAT THE JOB INVOLVES: Supervising Emergency Medical Service Specialists, under general supervision of the Chief of Emergency Medical Service, direct and supervise the activities of Emergency Medical Specialists (EMTs and Paramedics) and other assigned staff and are responsible for the effective operation of NYC 911 EMS activities within their jurisdiction. In emergencies, they are subject to on call duties beyond their regular and normal tour of duty. All Supervising Emergency Medical Service Specialists perform related work.

At Assignment Level I (Lieutenant), in addition to performing the duties of an Emergency Medical Specialist, Supervising Emergency Medical Service Specialists supervise assigned units in the rendering of appropriate pre-hospital emergency medical care in accordance with all appropriate NYC/NYS Protocols and FDNY policies and procedures; provide for the expedient and effective operation of the Ambulance Station or other EMS functions on an assigned tour, including verification and inspection of controlled substances, inspection and repair of vehicles/equipment/facilities, scheduling and assigning of EMS personnel, evaluation of employee performance, and preparing and maintaining required records and logs.

Special Working Conditions: Supervising Emergency Medical Service Specialists are required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Emergency Medical Service Specialists and the environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; carrying equipment; treating patients who may have infectious and communicable diseases; and working for extended periods during the day or night.

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THE SALARY: The current minimum salary for Assignment Level I is $57,206 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally 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, 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 information. A unique and valid email address is required to apply 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. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

<table>
<thead>
<tr>
<th>Manhattan</th>
<th>Brooklyn</th>
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<tbody>
<tr>
<td>2 Lafayette St</td>
<td>210 Joralemon Street</td>
</tr>
<tr>
<td>17th Floor</td>
<td>4th Floor</td>
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<tr>
<td>New York, NY 10007</td>
<td>Brooklyn, NY 11201</td>
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The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 24, 2016 & Monday, December 26, 2016.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_special_circumstances_guide.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."

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. (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 or the title of Emergency Medical Specialist - Paramedic; and
2. (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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title who have rehiring rights.)

This examination is open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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.

DRIVER LICENSE AND CERTIFICATION REQUIREMENTS: At the time you are promoted to this position, you must possess and maintain for the duration of your employment:

1. a Motor Vehicle Driver License valid in the State of New York; and
2. a valid New York State Department of Health EMT- Paramedic certificate; and
3. a valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles.

Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be 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 tasks of a Supervising Emergency Medical Service Specialist. Task areas to be tested are as follows: assign personnel and make adjustments to assignments; monitor subordinates; assess local area and coordinate activities in the field; provide direct medical care to patients; evaluate personnel and recommend actions (discipline, transfer and awards); train and counsel subordinates; complete and/or review reports, forms and logs; and safeguard/inspect Department property.
The test may include questions which require working knowledge or better (without reference material) in effect up to and including March 1, 2017 of the following non-exclusive list of sources: Fire Department of New York manuals, guidelines and regulations, including EMS Operating Guide, EMS Operations Orders, and Division Memoranda, as they pertain to: Advanced Life Support (ALS) Protocols; Basic Life Support (BLS) Protocols and Appendices; general regulations; reports and reporting procedures; disciplinary action; personnel procedures; uniforms; operations; vehicles; equipment; communications; hospitals; time and leave procedures; health and safety procedures; requests and miscellaneous procedures; as well as standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

The test also may include questions which 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. Example: A Supervising Emergency Medical Service Specialist might use this ability to identify causes of trends, or to evaluate the effectiveness of various programs.

**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; typically applied over a short time frame. Example: A Supervising Emergency Medical Service Specialist may use this ability to decide which problems should be given greatest priority and commitment of resources.

**Written Comprehension** - Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: A Supervising Emergency Medical Service Specialist may use this ability when reviewing narrative reports.

**Written Expression** - Appropriately communicating information and ideas in written words and sentences the intended audience will understand. Example: A Supervising Emergency Medical Service Specialist may use this ability when preparing reports to management.

**Coaching and Mentoring** - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge and skills. Example: A Supervising Emergency Medical Service Specialist may use this ability when acting as an exemplary role model, embodying and expecting the highest professional standards.

**Teamwork** - Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: A Supervising Emergency Medical Service Specialist may use this ability when dealing with caseloads.

**Integrity** - Acting in an honest and ethical manner. Example: A Supervising Emergency Medical Service Specialist may use this ability to function effectively as a leader, being neither too informal, nor too distant, and conveying a sense of professionalism and fairness.

**Updating and Using Relevant Knowledge** - Keeping up-to-date technically and applying new knowledge to the job. Example: A Supervising Emergency Medical Service Specialist may use this ability when dealing with verbal and written communications that use special terminology.

**Warning**: You are not permitted to enter the test site with cellular phones, smart watches, 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. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification**: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving**: 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.

**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 date of the test, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th 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 promotion, 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, 14th 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 Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14th 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.