



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

EMERGENCY MEDICAL SPECIALIST TRAINEE

Exam No. 9075
(AMENDED NOTICE - OCTOBER 17, 2018)

WHEN TO APPLY: From: October 3, 2018

APPLICATION FEE: \$47.00

To: October 30, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

The Notice of Examination is amended to extend the end of the application period from October 23, 2018 to October 30, 2018. Candidates who applied previously need not apply again.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Emergency Medical Specialist Trainees attend a training program conducted by the New York City Fire Department. Emergency Medical Specialist Trainees receive Emergency Medical Technician (EMT) and emergency medical service operations training and instruction covering basic anatomy, physiology, pathophysiology of emergency medicine, basic treatment modalities for health related emergencies, hazardous materials orientation, NYS Right to Know Laws, blood borne pathogens and infectious disease control, clinical assessment skills, multiple casualty incident (MCI) management, emergency vehicle operations, and related topics. Emergency Medical Specialist Trainees are given practice in applicable patient treatment skills and perform clinical rotations in the field and in hospitals. All Emergency Medical Specialist Trainees perform related work.

Special Working Conditions: Emergency Medical Specialist Trainees may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Emergency Medical Specialist Trainees and environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; using carrying devices, such as stair chair or ambulance stretcher; under the supervision of a certified EMT or Paramedic, treating patients who may have infectious and communicable diseases; working varying hours during the day or night in ambulances, emergency rooms, or in the morgue; 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; under the supervision of a certified EMT or Paramedic, treating patients at heights such as on rooftops, bridges or elevated highways; and reading Mobile Data Terminals 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 \$32,520 per annum. This rate is subject to change.

This is a Trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations, with a 15 month probationary period. Upon satisfactory completion of the required 3 month training program and obtaining a New York State EMT certificate, permanent employees in this class of positions will mature without further examination to the title of Emergency Medical Specialist - EMT. The last 12 months of probationary service will be served in the Emergency Medical Specialist-EMT title. Trainees must satisfactorily complete the Emergency Vehicle Operations Course (EVOC) to satisfactorily complete the probationary term in the title of Emergency Medical Specialist - EMT. All Trainees are required to pass a new EMT certification examination to complete training.

HOW TO QUALIFY:

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

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period (October 23, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A four-year high school diploma or its educational equivalent; **and**
 - (a) six-months of full-time satisfactory employment; **or**
 - (b) full-time U.S. military service with an honorable discharge; **or**
2. Graduation from the FDNY Captain Vernon A. Richard High School for Fire and Life Safety, Clara Barton High School, Bronx Health Sciences High School, Institute for Health Professions at

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Cambria Heights, Urban Assembly School for Emergency Management or Academy for Health Careers.

Note: Military service should be listed under the employment/work experience section of the Education and Experience Test. If the type of military discharge is not listed, then credit will not be given for military service.

Note: If you possess a current valid EMT certificate, in any state, you are not eligible for the Emergency Medical Specialist Trainee title.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

The education requirement must be met by January 31, 2019. The experience requirement must be met by the last day of the Application Period (October 23, 2018).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2019, or experience which you obtain after the end of the Application Period.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Age Requirement: Candidates must be at least 18 years old by the last day of the application period.

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 Trainee. You will be examined to determine whether you can perform the essential functions of a Emergency Medical Specialist Trainee. Additionally, you will be expected to continue to perform the essential functions of a Emergency Medical Specialist Trainee 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 provision 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 and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, and if the applicant represents an unreasonable risk to property or the safety or welfare of patients or the public at large. If you have a misdemeanor or felony conviction, you must present the NYS DOH clearance letter to be appointed. 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 Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Random drug screening may be conducted for the duration of your Emergency Medical Specialist Trainee and Emergency Medical Specialist-EMT career.

Qualifying Physical Test: Physical standards have been established for the positions of Emergency Medical Specialist Trainee and Emergency Medical Specialist - EMT. You will be required to pass a qualifying physical test prior to starting the training program, and may be required to undergo periodic physical testing throughout your career.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, 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 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 two (2) business days 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 file 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:

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, October 6, 2018, and Monday, October 8, 2018.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.3 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), B (if applicable), and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- Foreign Education Evaluation Guide: (Required only 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 Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - If you wish to claim a diploma or degree only and do not wish to claim any semester credits in the area(s) described in The Test section on pages 3-4, ask for a **"document-by-document"** evaluation of your foreign education.
 - If you wish to claim a diploma/degree and/or semester credits in the area(s) described in The Test section on pages 3-4, ask for a **"course-by-course"** evaluation (which includes a "document-by-document" evaluation) of your foreign education.

You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from January 31, 2019.

THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed on page 1. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience working hands-on with patients in a health care setting (e.g. hospital, doctor's office or other patient care facility) for:	You will receive:
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

For successful completion of undergraduate and/or graduate credits at an accredited college or university, in the following subject areas: anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills:	You will receive:
Completion of 3 to 11 semester credits	5 points
Completion of 12 to 23 semester credits	10 points
Completion of 24 or more semester credits	15 points

For successful completion of undergraduate and/or graduate credits at an accredited college or university that are NOT in the subject areas of anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills:	You will receive:
Completion of 3 to 11 semester credits	3 points
Completion of 12 to 23 semester credits	6 points
Completion of 24 or more semester credits	9 points

For successful completion, within the last 5 years, of:	You will receive:
Current certification in Basic Cardiac Life Support (BCLS)	5 points
Emergency Vehicle Operators Course (EVOC), consistent with the 1995 National Standard Curriculum	5 points
Medical Assistant Certification (MAC)	5 points
Certified First Responder Certification with Defibrillation (CFR-D)	5 points
24 hours of HazMat Operations Level Training, consistent with the Federal OSHA regulations at 29 CFR 1910.120(q)(6)(ii)	5 points

To receive additional credit for undergraduate and/or graduate coursework in the subject areas of anatomy and physiology, emergency medicine, epidemiology, microbiology, infectious disease control and health-related clinical assessment skills, you **must** list the relevant courses in **Section A.6** of the Education and Experience Test.

BCLS, EVOC, MAC, CFR-D and/or HazMat Operations Training must be successfully completed by the **last day of the Application Period (October 23, 2018)**. HazMat Training must be on the Operations Level; you will not receive credit for entry-level training. If the completion date of the BCLS, EVOC, MAC, CFR-D and/or HazMat Operations Training is not listed on the Education and Experience Test, you will not be given credit for them.

The college or university must be 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).

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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period.

Education must be obtained by January 31, 2019 and experience must be obtained by **the last day of the Application Period (October 23, 2018)**.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$87 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

Maturation: This is a Trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations, with a 15 month probationary period. Upon satisfactory completion of the required 3 month training program and obtaining a New York State EMT certificate, permanent employees in this class of positions will mature without further examination to the title of Emergency Medical Specialist-EMT. The last 12 months of probationary service will be served in the Emergency Medical Specialist-EMT title. Trainees must satisfactorily complete the Emergency Vehicle Operations Course (EVOC) to satisfactorily complete the probationary term in the title of Emergency Medical Specialist - EMT. All Trainees are required to pass a new EMT certification examination to complete training.

The probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the total probationary period.

Forgivable Loan Agreement: Upon the Trainee's commencement of the training program, the City will require that he or she sign a Forgivable Loan Agreement. Under the terms of the Forgivable Loan

Agreement, the Trainee will be required to participate in all applicable State and Regional certification examinations and will be required to work for the New York City Fire Department for a period of three years (156 weeks) from the date the Trainee advances into the Emergency Medical Specialist-EMT title, and is assigned the duties of that title.

If the Trainee fails to fulfill any part of the three year employment commitment, he or she will be obligated to pay the New York City Fire Department an amount for training costs determined by the following formula:

Divide the weeks left of the 156 week commitment by 156, and then multiply the result by the Total Cost of Training. This equals the Amount Owed to the Fire Department.

Under the foregoing formula, the amount owed to the Fire Department will decrease as the Emergency Medical Specialist-EMT fulfills a greater amount of his or her three year work commitment to the Fire Department.

The terms of the Forgivable Loan Agreement, including any applicable exemptions and the total cost of training, shall be described in greater detail prior to the start of training.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 53052; Health Technician Occupational Group.

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