



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO FIRE MARSHAL (UNIFORMED)

Exam. No. 1539

WHEN TO APPLY: From: February 6, 2002 APPLICATION FEE: \$60.00
To: February 26, 2002 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, May 25, 2002.**

WHAT THE JOB INVOLVES: Fire Marshals (Uniformed), under supervision, perform responsible work in the investigation of the causes, circumstances and origins of fires and/or explosions. Pursuant to the Criminal Procedure Law and the New York City Administrative Code, they serve as police officers in the City of New York and carry firearm(s). Fire Marshals search for and examine evidence at the fire scene; analyze and interpret laboratory results; interview witnesses and/or suspects; effect arrests of suspects; prepare and serve subpoenas on witnesses; obtain sworn testimony from witnesses; testify as an expert witness at hearings and trials; prepare detailed written investigative reports resulting from their investigation and interviews; and perform related work.

SPECIAL WORKING CONDITIONS: Eligibles appointed to the position of Fire Marshal will 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 base pay shall be that of the Firefighter's current grade upon date of promotion to Fire Marshal plus a differential in the amount specified in the current Collective Bargaining Agreement between the City and the Uniformed Firefighters Association.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot; and
- (2) has served as a permanent employee in such title or titles in the Fire Department for a period of not less than one year; 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 your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated. You may be given the test before a review of your eligibility.

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

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

at the time of promotion. Additionally, you must have served permanently in the title or titles of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot for at least three years.

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

REQUIREMENTS TO BE APPOINTED:

Medical and Psychological Requirements: Medical and psychological guidelines have been established for the position of Fire Marshal (Uniformed). Candidates will be examined to determine whether they can perform the essential functions of the position of Fire Marshal (Uniformed). 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 perform the essential functions of the job.

Drug Testing: Eligibles for Fire Marshal will be tested for drug use prior to promotion. Drug tests will also be administered to all probationary Fire Marshals during Academy Training and at other times during their probationary period. Fire Marshals may again be drug tested on a random basis after the probationary period is completed.

EDUCATION REQUIREMENT: At the time of appointment eligibles must have forty (40) college credits. The 40 college credits must be earned as the result of the satisfactory completion of course work at an accredited college or university. Please note that any member who has completed PONSI accredited courses from the Fire Academy may submit these transcripts to fulfill some or all of the college credits requirement. Appointees must present all the official documents and proof required to qualify to the Fire Department's Tenure Office one month prior to the end of the one year probationary period.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. The passmark on the test will be the score of the 200th highest scoring candidate plus ties, and is based on the projected staffing needs of the New York City Fire Department. Your score on this test will determine 60% of your final score. Your seniority and awards will determine the remaining 40%. You must pass the multiple-choice test to have your ratings for seniority, departmental awards and, if applicable, veteran's preference credited. The multiple-choice test is designed to assess the extent to which candidates have the following abilities determined to be important to the performance of the tasks of a Fire Marshal:

Oral Comprehension: The ability to understand spoken English words and sentences.

Written Communication: The ability to express ideas clearly in writing as well as to use proper grammatical form.

Written Comprehension: The ability to understand written sentences and paragraphs.

Memorization: The ability to remember information, such as words, numbers, pictures, and procedures.

Deductive Reasoning: The ability to apply general rules to specific problems to come up with logical answers.

Inductive Reasoning: The ability to combine separate pieces of information to form general rules or conclusions. Inductive Reasoning involves the ability to think of possible reasons for why things go together.

Information Ordering: The ability to follow correctly a given rule or set of rules to arrange things or actions in a certain order. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Problem Sensitivity: The ability to tell when something is wrong or is likely to go wrong. Problem Sensitivity includes being able to identify the whole problem as well as the elements of the problem.

Visualization: The ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. Visualization requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Spatial Orientation: The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you.

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.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

The test will also include question(s) on standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title or titles, subject to the conditions below.

If Your Date of Permanent Appointment to the Firefighter title is:	<u>You will receive:</u>
5/27/01 or after	Not eligible
02/27/01 - 05/26/01	71.000%
11/27/00 - 02/26/01	71.250%
08/27/00 - 11/26/00	71.500%
05/27/00 - 08/26/00	71.750%
02/27/00 - 05/26/00	72.000%
11/27/99 - 02/26/00	72.250%
08/27/99 - 11/26/99	72.500%
05/27/99 - 08/26/99	72.750%
02/27/99 - 05/26/99	73.000%
11/27/98 - 02/26/99	73.250%
08/27/98 - 11/26/98	73.500%
05/27/98 - 08/26/98	73.750%
02/27/98 - 05/26/98	74.000%
11/27/97 - 02/26/98	74.250%
08/27/97 - 11/26/97	74.500%
05/27/97 - 08/26/97	74.750%
05/26/97 or earlier	75.000%

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%
Roll of merit, Class 2	1.000%
Roll of merit, Class 3	0.500%
Service rating A	0.250%
Service rating B	0.125%
Unit Citation	0.063%

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 credit 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 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, 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 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, 14th floor, Manhattan, to obtain a duplicate card.

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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for Fire Marshals (Uniformed) promoted as a result of this examination is twelve months. However, the probationary period may be extended for up to an additional six months if the education requirement has not been met, or for any other reason in accordance with civil service rules and regulations.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet the following condition:

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.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70392; Fire Service.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**