



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

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING EMERGENCY MEDICAL SERVICE SPECIALIST

Exam. No. 3529

WHEN TO APPLY: From: February 4, 2004 **APPLICATION FEE: \$50.00**
To: February 24, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, June 5, 2004.**

WHAT THE JOB INVOLVES: Under general supervision of the Chief in Charge of Emergency Medical Service Command, Supervising Emergency Medical Service Specialists direct and supervise the activities of Emergency Medical Specialists (EMTs and Paramedics) and other staff assigned 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 the regular and normal tour of duty. All personnel perform related work.

At Assignment Level I (Lieutenant), 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 expeditious 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 preparation and maintenance of required records and logs.

(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 for Assignment Level I is \$45,198 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher level at the discretion of the agency.

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 Fire Department of New York 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 Emergency Medical Specialist-EMT or the title of Emergency Medical Specialist-Paramedic; 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.)

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.

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 an 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 two years.

Time served prior to a break in service of more than one year will not be credited toward eligibility to be promoted.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

REQUIREMENTS TO BE PROMOTED:

Driver License and Certification Requirements: By the time you are promoted to this position, you must possess and maintain for the duration of your employment a:

- (1) Motor Vehicle Driver license valid in the State of New York, and
- (2) valid New York State Department Of Health EMT or EMT-Paramedic certificate and NYC REMAC.

THE TEST: You will be given a multiple-choice test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%.

The passmark on the multiple-choice test will be the score of the 400th scoring candidate plus ties, and is based on the projected staffing needs of the Fire Department of New York.

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 may include questions on the following task areas: assign personnel and make adjustments to station rundown; 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 will require mastery of technical knowledge based on such materials as the Fire Department of New York manuals, guidelines and regulations, including EMS Command Operating Guide, EMS Command Orders, and Division Memoranda, **as they pertain to:** 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:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

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.

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.

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 promotion 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 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; or

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. 53055; Health Technician Occupational Group.

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