



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO FIRE MARSHAL (UNIFORMED)
Exam No. 3517
SECOND AMENDED NOTICE - October 19, 2022

WHEN TO APPLY: From: October 5, 2022

APPLICATION FEE: \$82.00

To: November 10, 2022

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

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, January 19, 2023.**

The Notice of Examination is amended to extend the application period from October 25, 2022 to November 10, 2022. Candidates who previously applied do not need to apply again.

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

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 drive a motor vehicle. All Fire Marshals (Uniformed) perform related work.

Special Working Conditions:

Fire Marshals (Uniformed) will be required to work various 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.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Fire Department who, **on the first 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, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot; and
2. has served permanently in the title of Firefighter in the Fire Department for at least three (3) years; and
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees 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 the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. Additionally, you must have served permanently either:

1. in the title of Firefighter in the Fire Department for at least five (5) years; or
2. in the title of Firefighter in the Fire Department for at least four (4) years and in the title of Police Officer in the New York City Police, Transit Police or Housing Authority Police departments for at least one (1) year.

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

EDUCATION REQUIREMENT:

In order to be eligible for promotion to Fire Marshal, you must possess at least thirty (30) college-level semester credits awarded by an accredited college or university. You must submit all official documents and proof required to qualify to the FDNY’s Tenure Office at least four weeks prior to the date of promotion.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Fire Marshal (Uniformed). You will be examined to determine whether you can perform the essential functions of a Fire Marshal (Uniformed). Additionally, you will be expected to continue to perform the essential functions of a Fire Marshal (Uniformed) 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.

Drug Testing: You will be tested for drug use prior to promotion, during Academy Training and at other times during your probationary period as a Fire Marshal. You may again be drug tested on a random basis after your probationary period is completed.

Police Officer Status: Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, you must be eligible to serve as a Police Officer and qualify for firearms usage. Police Officer eligibility and firearms qualification and authorization must be maintained for the duration of employment.

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, October 8, 2022, Monday, October 10, 2022, and Tuesday, November 8, 2022.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_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."

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.

THE TEST:

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. You must pass the multiple-choice test to have your seniority and awards credited.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Fire Marshal (Uniformed). Task areas to be tested are as follows: Initial Preparation and Investigation, Fire Scene Investigation, Criminal Investigation, Arrest Procedure, Legal/Court, and Administrative Responsibilities and Duties.

The test may include questions which require working knowledge or better of the following non-exclusive list of sources in effect up to and including October 6, 2022: Regulations (Chapters 8, 11, 25, and 26), all Unit Circulars (202, 268A, 268B, including Addendums 1, 317, and 363), Safety Bulletins (1, 2, Chapters 1, 3, 4, 5, and 6), Firefighting Procedures: Vacant Building Fires, Taxpayer Fires, Structural Collapse Operations, Emergency Response Plan (Addendums 3 and 3B), Training Bulletins (Arson 1 and Fire Dynamics), Communications Manual (Chapters 8 and 10), PA/ID Manual (#2 Chapter 4, #8 Chapters 2, 5, 6, 7, 10, 14, and 15), 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 may also include questions requiring the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Fire Marshal (Uniformed) may use this ability when researching databases for previous fire/incident histories.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** A Fire Marshal (Uniformed) may use this ability when documenting investigation and examination determinations at a fire scene.

Memorization: remembering information, such as words, numbers, pictures, and procedures. **Example:** A Fire Marshal (Uniformed) may use this ability when maintaining a written record and description of photographs taken on Photo Log.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. **Example:** A Fire Marshal (Uniformed) may use this ability to determine which offenses a suspect should be charged with based on Penal Law Codes and available information.

Inductive Reasoning: combining 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. **Example:** A Fire Marshal (Uniformed) may use this ability when reviewing information obtained through agencies and individuals to determine how to proceed with an investigation.

Information Ordering: following 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. **Example:** A Fire Marshal (Uniformed) may use this ability when documenting times and locations of interviews for testimony.

Problem Sensitivity: being able 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. **Example:** A Fire Marshal (Uniformed) may use this ability when making recommendations to a Supervising Fire Marshal about whether to keep open or to close cases.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It 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. **Example:** A Fire Marshal (Uniformed) may use this ability when investigating and sketching a fire scene.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. **Example:** A Fire Marshal (Uniformed) may use this ability when performing surveillance to identify, locate, and apprehend suspects and to locate witnesses.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

SENIORITY AND AWARDS:

Method of Computing Seniority: Use the following chart to determine the seniority for permanent service in the eligible title of Firefighter, subject to the conditions below.

<u>If Your Date of Permanent Appointment to Firefighter is:</u>	<u>You Will Receive:</u>
01/20/20 or after	Not Eligible
10/20/19 - 01/19/20	71.000%
07/20/19 - 10/19/19	71.250%
04/20/19 - 07/19/19	71.500%
01/20/19 - 04/19/19	71.750%

10/20/18 - 01/19/19	72.000%
07/20/18 - 10/19/18	72.250%
04/20/18 - 07/19/18	72.500%
01/20/18 - 04/19/18	72.750%
10/20/17 - 01/19/18	73.000%
07/20/17 - 10/19/17	73.250%
04/20/17 - 07/19/17	73.500%
01/20/17 - 04/19/17	73.750%
10/20/16 - 01/19/17	74.000%
07/20/16 - 10/19/16	74.250%
04/20/16 - 07/19/16	74.500%
01/20/16 - 04/19/16	74.750%
01/19/16 or earlier	75.000%

Conditions: Service in titles other than the eligible title of Firefighter 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 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%
Pre-Hospital Save	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 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.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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, City or State issued identification card, IDNYC, 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 the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

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, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

SPECIAL ARRANGEMENTS:

Late Filing:

Consult **your 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 closed but before the date on which testing is expected to begin.

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 by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

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 an additional six (6) months for any reason in accordance with civil service rules and regulations.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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. 70392; The Fire Service.

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