



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING FIRE MARSHAL (UNIFORMED)
Exam No. 3531

WHEN TO APPLY: From: April 5, 2023

APPLICATION FEE: \$101.00

To: April 25, 2023

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 **Tuesday, July 18, 2023.**

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

WHAT THE JOB INVOLVES:

At Assignment Level I, Supervising Fire Marshals (Uniformed) under general supervision, supervise the operation of a fire investigation squad at a Borough Command base or a special unit or perform comparable duties at the headquarters of the Bureau of Fire Investigation. They oversee and manage the conduct of investigations into the causes, circumstances and origins of accidental and incendiary fires and/or explosions; personally respond to major alarm fires and handle more difficult investigations; assign duties to, counsel and evaluate the work of Fire Marshals; conduct on-the-job training; review reports of investigations of fires; prepare and submit periodic reports of the unit's activities; supervise the maintenance of records of known arsonists and their surveillance; prepare felony complaints and assist the District Attorney in the preparation of cases for trial; interview attorneys and insurance adjusters investigating fires and explosions; authorize the issuances of subpoenas to witnesses and alleged perpetrators and take sworn statements from them; and drive a Department vehicle. All Supervising Fire Marshals (Uniformed) perform related work.

Special Working Conditions:

Supervising Fire Marshals (Uniformed) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Fire Marshals (Uniformed) and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods of times; and climbing stairs, ladders and fire escapes.

(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 \$113,793 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

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 Fire Marshal (Uniformed) or Lieutenant (Fire) and has served permanently in the title of Fire Marshal (Uniformed) for a period of not less than six months; and
2. 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Note: See “EFFECTS OF A BREAK IN SERVICE” section below.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, at the time of promotion you must have completed your probationary period in the title of Fire Marshal (Uniformed) and you must have served permanently in that title for at least two years. In addition, you must be permanently employed in an eligible title at the time of promotion.

REQUIREMENT(S) TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 90 college semester credits or the educational equivalent of 90 college semester credits, as described in the next paragraph.

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (“CHEA”) or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. Non-collegiate training programs that are offered by various organizations, including the Fire Department, may be acceptable as educational equivalents of college credits if the programs have been evaluated by the Program on Non-Collegiate Sponsored Instruction (“PONSI”) or the American Council of Education (“ACE”), and recommended for college credit.

All official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) must be submitted directly by the college, university or evaluating service to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion. Documents will not be accepted from individual candidates.

Driver License Requirement: At 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.

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 & Application 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. The centers will be open Monday through Friday from 9:00 AM to 5:00 PM.

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

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 & Application 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 Departmental Awards will determine the remaining 50%. You must pass the multiple-choice test to have your Seniority and Departmental 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 Level I Supervising Fire Marshal (Uniformed). Task areas to be tested are as follows: Administrative Functions; Supervisory Activities; Investigations; Training and Evaluation; and Outside Agencies and Liason Functions. The test may include questions which require mastery of technical knowledge based on such materials as the following non-exclusive list of sources in effect up to and including April 1, 2023: FDNY Bureau of Fire Investigation Directives; FDNY Bureau of Fire Investigation Reference Manual; FDNY Bureau of Fire Investigation Interim Orders; FDNY All Unit Circulars [2, 162, 163, 202, 210, 230 Add 2, 268 A, 268 B (incl. Add. 1), 310 (incl. Add. 2, 5), 317 (incl. Add. 1, 2), 319, 332, 336, 342, 343, 346, 355, 361, 363]; FDNY Communications Manual (Chapters: 8, 10); FDNY Company Journal Guide; FDNY Emergency Response Plan (incl. Add. 3, 3a, 4b); FDNY Hazardous Materials Manual (Haz Mat 18, 19, 20); FDNY PA/ID Manual [1, 2 (incl. Ch. 4), 3 (incl. Ch. 4), 8, 9 (incl. Ch. 4, 7, 11, 12, 13), 10]; FDNY Regulations of the Uniformed Force (Chapters 1, 2, 3, 4, 5, 8, 11, 15, 17, 19, 21, 23, 25, 26, 31, 32); FDNY Safety Bulletins [1, 2 (incl. Ch. 2, 3, 4, 5, 6, 7), 3, 4 (incl. Ch. 1)]; FDNY Training Bulletins (Arson 1, Equal Employment Opportunity, Fire Dynamics Ch 1-4, Fires 2); FDNY Time Keeping Manual; NYS Criminal Procedure Law (CPL) [Articles: 10, 20, 60, 70, 120, 130, 140, 150, 160, 215, 245, 260, 340, 610, 690, 720, 730]; NYS Penal Law (PL) [Articles: 10, 15, 25, 30, 35, 40, 55, 100, 105, 110, 115, 120, 125, 135, 140, 145, 150, 155, 160, 165, 170, 175, 176, 180, 190, 195, 200, 205, 210, 215, 240, 245, 265, 270, 405, 400, 485]; NYC Administrative Code (Title 15: Chapter 1 Sections 15 - 101 Through 15 - 121, Chapter 2 All Sections, Chapter 3 All sections); standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.

The test may also include questions requiring 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 Fire Marshal (Uniformed) may use this ability when identifying trends or patterns in an activity.

Judgment & 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. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when determining the importance of cases.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when creating the roll call.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. **Example:** A Supervising Fire Marshal may use this ability when assigning vehicles to Fire Marshals.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when determining which Fire Marshal to send out to an investigation.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when out in the field.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when reviewing a Fire Marshal's report.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when writing a report.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when conducting drills.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when working with other agencies on an investigation.

Integrity: Acting in an honest and ethical manner. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when handling confidential information and/or evidence.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when reading FDNY Bulletins.

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 DEPARTMENTAL AWARDS:

Additional credits for Seniority and Departmental Awards, if applicable, will be awarded to you only if you pass the written exam.

Method of Computing Seniority:

Use the following chart to determine the credits for seniority in the eligible title of Fire Marshal (Uniformed).*

<u>If your date of permanent appointment to Fire Marshal (Uniformed) is:</u>	<u>You will receive:</u>	<u>If your date of permanent appointment to Fire Marshal (Uniformed) is:</u>	<u>You will receive:</u>
01/19/23 or after	Not eligible	01/19/18 - 04/18/18	80.250%
10/19/22 - 01/18/23	71.000%	10/19/17 - 01/18/18	80.500%
07/19/22 - 10/18/22	71.500%	07/19/17 - 10/18/17	80.750%
04/19/22 - 07/18/22	72.000%	04/19/17 - 07/18/17	81.000%
01/19/22 - 04/18/22	72.500%	01/19/17 - 04/18/17	81.250%
10/19/21 - 01/18/22	73.000%	10/19/16 - 01/18/17	81.500%
07/19/21 - 10/18/21	73.500%	07/19/16 - 10/18/16	81.750%
04/19/21 - 07/18/21	74.000%	04/19/16 - 07/18/16	82.000%
01/19/21 - 04/18/21	74.500%	01/19/16 - 04/18/16	82.250%
10/19/20 - 01/18/21	75.000%	10/19/15 - 01/18/16	82.500%
07/19/20 - 10/18/20	75.500%	07/19/15 - 10/18/15	82.750%
04/19/20 - 07/18/20	76.000%	04/19/15 - 07/18/15	83.000%
01/19/20 - 04/18/20	76.500%	01/19/15 - 04/18/15	83.250%
10/19/19 - 01/18/20	77.000%	10/19/14 - 01/18/15	83.500%
07/19/19 - 10/18/19	77.500%	07/19/14 - 10/18/14	83.750%
04/19/19 - 07/18/19	78.000%	04/19/14 - 07/18/14	84.000%
01/19/19 - 04/18/19	78.500%	01/19/14 - 04/18/14	84.250%
10/19/18 - 01/18/19	79.000%	10/19/13 - 01/18/14	84.500%
07/19/18 - 10/18/18	79.500%	07/19/13 - 10/18/13	84.750%
04/19/18 - 07/18/18	80.000%	07/18/13 - or earlier	85.000%

Conditions:

*Service in titles other than Fire Marshal (Uniformed) will be deducted from your score in accordance with the above chart. No credit will be given for more than the actual amount of service an eligible has completed, except as provided by Section 243 of the State 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 Fire Marshal (Uniformed) shall be given appropriate credit.

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

Departmental Awards:

Use the following chart to determine the credits 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%
Fire Marshal's Class 1	1.500%
Fire Marshal's Class 2	1.000%
Fire Marshal's Class 3	0.500%
Meritorious Fire Marshal Duty - A	0.250%
Meritorious Fire Marshal Duty - B	0.125%
Unit Citation	0.063%
Pre-Hospitalization Save Commendation	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 you attain a place on the eligible list and from which list you are subsequently promoted and pass probation. Credit for an award will not be split between two promotion exams. If you previously reached the maximum on Seniority and Departmental 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. You must use credit for awards 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 granted on or before the date of the written test will be credited.

The maximum score 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.

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. 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.

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 and 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 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 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:

Police Officer Status: Supervising Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, candidates must be eligible to serve as Police Officers. Police Officer eligibility must be maintained for the duration of employment.

Selective Certification for Foreign Language : If you can speak Spanish (**SPA**), Russian (**RUS**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), Arabic (**ARA**), French (**FRE**), Haitian/Creole (**CRE**), or Korean (**KOR**), you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

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, under the Notifications tab. 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70393. Fire Service.

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