



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**EMERGENCY MEDICAL SPECIALIST - EMT (FIRE)**  
**Exam No. 4041**  
**Amended Notice - October 11, 2023**

**WHEN TO APPLY: From: October 4, 2023**

**APPLICATION FEE: \$54.00**

**To: November 22, 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 Notice of Examination is amended to update the salary, application fee, and extend the Application Period to November 22, 2023. 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:

Emergency Medical Specialists - EMTs, under general supervision, perform tasks such as the following: provide timely, professional pre-hospital emergency medical care/Basic Life Support (BLS) to anyone who requests/requires it; provide transportation to the appropriate medical facility; operate department vehicles; receive, prioritize and dispatch calls for emergency medical assistance; and provide patient care under the authorization of the Medical Director. All work is performed in accordance with FDNY policies and procedures and as legislatively prescribed in the requisite curriculum and allowed by Federal/New York State/Regional BLS Protocols and in accordance with the level of training, New York State designated scope of practice and New York State and Regional BLS Protocols. Emergency Medical Specialists - EMTs also prepare and submit reports as required, and may be assigned to work in any FDNY facility, as needed. All Emergency Medical Specialists - EMTs perform related work.

#### Special Working Conditions:

Emergency Medical Specialists - EMTs may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Emergency Medical Specialists - EMTs and environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; using such devices as stair chair or ambulance stretcher; treating patients who may have infectious and communicable diseases; working for extended periods during the day or night in ambulances; 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; treating patients at heights such as rooftops, bridges or elevated highways; and reading a Mobile Data Terminal 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 \$39,386 per annum. This rate is subject to change.

### 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.

### EDUCATION AND CERTIFICATE REQUIREMENTS:

A four-year high school diploma or its educational equivalent; **and**

1. a valid NYS Department of Health EMT - Basic Certification; **or**
2. a valid NYS Department of Health EMT - Paramedic Certification

**The education requirement must be met by January 31, 2024. The certificate requirement must be met by November 21, 2023.**

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

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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You must also possess the above certificate(s) at the time of your appointment, and they must be maintained for the duration of your employment.**

**You must clearly specify in detail all of your relevant education and certificate(s) on your Education and Experience Exam and submit it by the end of the Application Period.**

**You have until midnight Eastern time on the last day of the Application Period (November 22, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after January 31, 2024 or certificates which you obtain after November 21, 2023.**

## **REQUIREMENTS TO BE APPOINTED::**

### **Certificate Requirements:**

As stated in the "HOW TO QUALIFY" section on page 1, you must possess a valid NYS Department of Health EMT - Basic Certification or a valid NYS Department of Health EMT - Paramedic Certification by the end of the application period. You must also possess a valid NYS Department of Health EMT - Basic Certification or a valid NYS Department of Health EMT - Paramedic Certification at the time you are appointed to this position and must maintain them for the duration of your employment. **You will be responsible for payment of any fees associated with the maintenance of certifications.**

### **Driver License Requirement:**

You must have a motor vehicle driver license valid in the State of New York at the time of appointment. 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.

### **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 - EMT. You will be examined to determine whether you can perform the essential functions of an Emergency Medical Specialist - EMT. Additionally, you will be expected to continue to perform the essential functions of an Emergency Medical Specialist - EMT 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 provisions 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. For more information contact the DOH website at [www.health.state.ny.us/nysdoh/ems/main.htm](http://www.health.state.ny.us/nysdoh/ems/main.htm) or telephone at (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:**

City residency is not required for this position.

### **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 - EMT career.

### **Qualifying Physical Test:**

Physical standards have been established for the position of Emergency Medical Specialist - EMT. You will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

**Note:** If you are presently serving as a provisional Emergency Medical Specialist - EMT with the FDNY and have previously taken and passed the qualifying physical test, you will not be required to take it again to qualify for appointment.

## **HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically

submitting your application, 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/faqs>. **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.

**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 & Application Centers will be closed on Monday, October 9, 2023, Tuesday, November 7, 2023, and Friday, November 10, 2023.**

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](mailto: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](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 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:**

- 1. 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.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (November 22, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).  
**Note: You must list the title of EMT certificate(s) you hold, the issuing organization, date issued, certificate number and expiration date of your EMT certificate(s) in your OASys Dashboard, under Profile and License/Professional Certifications.**  
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 22, 2023), your examination will be considered incomplete, you may not receive a score, you may not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 3. 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (November 22, 2023).

**THE TEST:**

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

<b>If you have satisfactory full-time experience in the NYC 911 system performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT - Basic certification or a valid NYS Department of Health EMT - Paramedic certification for:</b>	<b>You will receive up to:</b>
At least 1 month but less than 3 months	2.5 points
At least 3 months, but less than 6 months	5.5 points
At least 6 months but less than 9 months	8.5 points
At least 9 months, but less than 1 year	11.5 points
At least 1 year but less than 1 year and 3 months	14.5 points
At least 1 year and 3 months but less than 1 year and 6 months	17.5 points
At least 1 year and 6 months, but less than 1 year and 9 months	20.5 points
At least 1 year and 9 months, but less than 2 years	23.5 points
2 or more years	26.5 points

<b>If you have satisfactory full-time paid experience with a government-run ambulance system outside of the NYC 911 system or with a private ambulance company or satisfactory full-time experience with a volunteer ambulance company performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT - Basic certification or a valid NYS Department of Health EMT - Paramedic certification for:</b>	<b>You will receive up to:</b>
1 or more years	6 points

<b>For successful completion, within the last 5 years, of:</b>	<b>You will receive:</b>
Emergency Vehicle Operators Course (EVOC), consistent with the 1995 National Standard Curriculum	6.5 points
24 hours of HazMat Operations Level Training, consistent with the federal OSHA regulations at 29 CFR 1910.120(q)(6)(ii)	6.5 points

EVOC and/or HazMat Training must be successfully completed by **November 21, 2023**. HazMat Training must be on the Operations Level; you will not receive credit for entry-level training.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

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**You have until midnight Eastern time on the last day of the Application Period (November 22, 2023) to clearly specify in detail all of your relevant education, certificate(s), and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 22, 2023), your examination will be considered incomplete, you may not receive a score, you may not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**Education must be obtained by January 31, 2024 and experience must be obtained by November 21, 2023.**

#### **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](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto: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 Education and Experience Exam, 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 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: <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](http://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.

#### **ADDITIONAL INFORMATION:**

##### **Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 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, 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.

##### **Probationary Period:**

The probationary period is 12 months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to successfully complete the training course may be terminated by the agency head. Also, you must successfully complete the Emergency Vehicle Operations Course (EVOG) prior to the completion of one year in title.

##### **EMS Academy Assessment:**

As a condition of completing EMS Academy training, you must pass multiple choice exams, quizzes, scenarios and New York State written and practical exams.

**Note:** If you are presently serving as a Provisional Emergency Medical Specialist - EMT with the FDNY and have previously taken and passed the written and practical tests, you will not be required to complete the EMS Academy Assessment again.

#### **PENALTY FOR MISREPRESENTATION:**

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

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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](http://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. 53053; Health Technician Occupational Group.

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