



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 CHIEF OF DEPARTMENT
 Exam. No. 3539
 AMENDED NOTICE (January 21, 2004)**

WHEN TO APPLY: From: December 3, 2003 **APPLICATION FEE: \$60.00**
 To: December 23, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Assessment Exercise expected to be held on **Friday, February 13, 2004.**

The Notice of Examination is amended to provide a description of the test and a "Method of Computing Final Test Score" section under "The Test," and to delete the "Make-up Test" section.

WHAT THE JOB INVOLVES: This is a management class position. The Chief of Department, under executive direction of the Fire Commissioner, with the widest latitude for the exercise of independent judgement and action, serves as the senior fire officer and chief-in-charge of Fire Department bureaus, programs and activities and the Emergency Medical Services (EMS) Command; coordinates Fire Department operations as incident commander at the scene of major incidents such as multiple-alarm fires, building collapses, subway disasters, aircraft crashes, terrorist attacks, bio-terrorism, nuclear attacks, etc.; discusses Fire Department policy and current issues at executive meetings; conducts staff meetings/conferences; identifies operational factors which affect first responder safety in order to propose policy and/or procedural changes that might reduce the number of on-the-job injuries; oversees training administered to Fire and EMS personnel; monitors the effectiveness of training and whether the Department is fulfilling its training mandates; plays a key role in the development of a long-term training plan for agency personnel; makes determinations that have a long-term impact upon the Department such as the selection of tools, uniforms, fire apparatuses, ambulances, fire boats, bunker gear, communication equipment, and communications systems and technology; evaluates effectiveness of on-going programs in order to make recommendations concerning the continuation, modification, or cessation of such programs; proposes changes to existing Department policies or procedures; recommends personnel for job openings or assignments; evaluates budgetary requests from various bureaus in order to make recommendations concerning budget policy and implementation; tracks the impact of budget decisions of these determinations upon Department operations, such as response time, and considers whether other alternatives for budget cuts are available; plays a critical role in the negotiation and implementation of collective bargaining agreements with firefighters, fire officers, EMS personnel, dispatchers and Fire Protection Inspectors; allocates personnel and physical resources based on an analysis of operational requirements; recommends plans for the opening and closing of companies/facilities; evaluates level of performance readiness of Fire Department units; develops new multi-faceted response plans for emergencies, and oversees the execution of such plans during exercises and actual emergency responses; interacts and maintains liaison with other response agencies of the City and State, as well as the U.S. Department of Homeland Security, Federal Emergency Management Agency, Central Intelligence Agency, Federal Bureau of Investigation, and various branches of the U.S. military; responsible for leading any post-incident and post-exercise critiques for the Fire Department and in conjunction with other agencies for ensuring that necessary changes are made to the Department's response plan and related resources; appraises the Fire Commissioner regarding substantive issues; represents the Fire Commissioner when so designated; and performs related work.

(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 \$96,795 per annum. This rate is subject to change.

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

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York Fire Department who, on the date of the Assessment Exercise, February 13, 2004:

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the title of Deputy Chief (Fire);
- (2) has served as a permanent employee in such title for at least three years immediately preceding that date; and
- (3) is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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 is conducted.

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 the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

REQUIRED FORM:

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

THE TEST: You will be given an Assessment Exercise Test which will consist of an Oral Test and a Writing Sample. The passmark on the Assessment Exercise Test will be 70.000%. Your score on the Assessment Exercise Test will determine 60% of your final score. Your seniority will determine the remaining 40%. You must pass the Assessment Exercise Test to have your seniority credited.

A description of the test components is as follows:

Oral Test - Candidates will be given a maximum of 1 hour and 15 minutes to orally present their prepared responses to a series of questions and/or problems. In addition, candidates may be required to answer one or more questions spontaneously, without the benefit of prior preparation, within the 1 hour and 15 minute time limit.

Writing Sample - Candidates will be required to write one or more reports based upon information presented on the day of the test. Candidates will be given a maximum of 1 hour to review the materials provided and to write their reports.

The Oral Test and Writing Sample are designed to measure the following abilities:

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Delegation: Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Oral Presentation: Effective expression when presenting ideas or tasks to an individual or to a group when given time for preparation (includes gestures and nonverbal communication).

Organizational Sensitivity: Actions that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Planning & Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

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

Method of Computing Final Test Score: Each ability measured by the Oral Test and Writing Sample will be given equal weight. The most points candidates can receive for an ability is 11.111 points. Candidates who fail to demonstrate minimum competence in an ability area will receive no credit for that ability. To pass the Assessment Exercise, a candidate must demonstrate competence in all nine abilities measured by the Oral Test and Writing Sample.

Only those candidates who receive a passing score on the Assessment Exercise will be granted Seniority and Veteran's Preference credit, if applicable. For passing candidates, an adjusted final average will be computed by adding Veteran's Preference credits, if applicable, to the weighted average of the Assessment Exercise and Seniority score.

Candidates will receive a full explanation of how the final scores are computed, and the statistical formulas used, when they are notified of their test results.

Method of Computing Seniority:

<u>If your Date of Permanent Appointment as Deputy Chief (Fire) is:</u>	<u>Your Seniority Score will be:</u>
2/14/01 or after	0.000
2/14/00 - 2/13/01	88.000 percent
2/14/99 - 2/13/00	94.000 percent
2/13/99 or earlier	100.000 percent

No additional credit will be given for more than 5 years of service in the eligible title nor will credit be given for more than the actual amount of permanent service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Deputy Chief (Fire) shall be given appropriate credit.

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

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

TEST PREPARATION PACKET: Each applicant may pick up a packet of test materials at the Examining Service Section, 1 Centre Street, 14th floor, Manhattan starting on January 20, 2004. The test materials will include a description of the Assessment Exercise and documents relating to an oral presentation that candidates will be required to make on the day of the test. Candidates should review the materials contained in the packet as soon as possible so that they can prepare their oral presentation before arriving at the test site.

THE TEST RESULTS: If you pass the Assessment Exercise test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for the Chief of Department promoted as a result of this examination will be three (3) years.

SPECIAL ARRANGEMENTS:

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

You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty.

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

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. 70389; The Fire Service.

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