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THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

N O T I C E O F E X A M I N A T I O N

REQUIRED FORMS

APPLICATION FORM

PROMOTION TO BATTALION CHIEF (FIRE)
Exam. No. 8511

WHEN TO APPLY: From: June 4, 2008 To: June 24, 2008

APPLICATION FEE: $60.00
Payable by mail by money order to DCAS (EXAMS), or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, August 16, 2008.**

WHAT THE JOB INVOLVES: Battalion Chiefs (Fire), under general direction, are in responsible command and control of a battalion; supervise the operations of companies in assigned Battalion at fire scenes, emergencies, inspections and during fire training drills; conduct inspections per FDNY procedures; review all Battalion-related correspondence and take appropriate action; conduct performance evaluations of pertinent staff; oversee personnel scheduling; delegate duties as needed; complete forms; coordinate activities at fires and emergencies with outside agencies and/or the public; conduct investigations of specific issues and/or problems; oversee the maintenance of Battalion records, drive a motor vehicle; and perform related work.

Some of the physical activities performed by Battalion Chiefs (Fire) and environmental conditions experienced are: Working in an atmosphere of background noise, including warning devices of fire, police, EMS, as well as other audible noises caused by the din of fire ground activities; understanding and giving verbal directions via handi-talkies, Fire Department radios, etc.; distinguishing through the sense of smell what is burning, i.e. food, wood, etc.; making judgments based on heat to determine if fire is extending or traveling through hidden voids in walls; reading small print such as that found on Mobile Data Terminal printouts; bending down to put on boots or pick up equipment from the floor of a vehicle; carrying and utilizing heavy equipment, such as Scott tank; climbing a ladder during fire operations; walking or running on slippery, uneven and uncertain surfaces, such as roofs; working in areas where there is danger of ceilings, floors, or walls collapsing; working in areas where there may be exposure to ionizing and non-ionizing substances, magnetic and electronic fields, PCBs and other hazardous chemicals and smoke; working outdoors in inclement and/or extreme weather conditions; and working under low 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 $104,627 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

(1) **Online at the DCAS Website**: If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.

(2) **By mail**: 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Fire Department who **on the date of the multiple-choice test**:

(1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Captain (Fire); and

(2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know 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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. Additionally, you must have served permanently in the eligible title for at least two years.

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

REQUIREMENTS TO BE PROMOTED:

Education Requirement: In order to be eligible for promotion to Battalion Chief, you must possess a Baccalaureate degree awarded by 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"). 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. Foreign education must be evaluated by an approved Foreign Evaluation Service. This evaluation must be completed prior to the submission of these credits to the FDNY's Tenure Office in order to meet the educational requirement for promotion.

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of promotion. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

PROBATIONARY PERIOD: The probationary period for Battalion Chiefs (Fire) promoted as a result of this examination is twelve months.

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 a multiple-choice 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 achieve at least a 70% to pass the test. Ratings for seniority and, if applicable, departmental awards and Veteran's Preference Credit will be added to the test scores of passing candidates to determine final ranking.

The Written Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Battalion Chief (Fire). The test may include questions requiring mastery of technical knowledge in any of the following areas: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management: Procedures, Strategies and Tactics; Communications; Monitoring, Follow-Up and Other Associated Activities; Evaluation, Inspections and Violation Recognition; Fire Prevention Administrative Activities; Community and Human Relations; Personnel Management and Supervisory Duties; and Reports, Record Keeping and General Office Activities. Questions may be based on such materials as: Firefighting Procedures Manual (complete set); Fire Tactics and Procedures Manual Complete set including Hazardous Materials 1 to 14 and the Emergency Response Plans except Addendum 1,Bio Agents, Chapters 2-10); All Unit Circulars (excluding 162, 244, 248, 273, 290, 303, 305, 310, 318, 324, 333, 335, and 339); All Boro Circulars (excluding 1-97, 14-83, 2-85, 22-85, 7-87, 21-87, 4-88, 6-88, 7-91, 9-93, 3-94, 13-94, 10-94, 12-94, and 1-99); Evolutions; Communications Manual; Incident Command Manual, Chapters 1 and 2 only; Safety Bulletins; Training Bulletins (excluding Apparatus C2, L7, P2, P3; Addendums number 1-7 of Emergency 1; Fires 1 and 3; Information 9 and 10; Rope 5; and Tools 1, 7, 10, 11, 20, 21, 22, 26 and 28); Uniform Filing System; Marine Manual; Time and Payroll Manual; Regulations of the Uniformed Force; Manual of Requisitions and Payrolls; PA/ID Circulars; CFR-D Manual (excluding chapters 1, 3, 4, 5, 6,and 7); Guide to Company Journal Entries; Department Orders 07/16/07-07/16/08; Fire Prevention Manual; Rules of the City of New York (pertaining to the Fire Department); Building Construction for the Fire Service-Third Edition by Francis L. Brannigan; Collapse of Burning Buildings, a Guide to Fire Ground Safety by Vincent Dunn; Emergency Response Guidebook; Pass It On Program; and Mayor's Executive Order No. 16 of 1978, as amended.

The test also will include questions which may require the use of any of the following abilities:

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

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

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

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.

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

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

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

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

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

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

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

SENIORITY AND AWARDS:

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title of Captain (Fire), subject to the conditions below:

If your date of Permanent Appointment to Captain (Fire) is:	You Will Receive:
8/17/08	not eligible
5/17/08 - 8/16/08	70.000 percent
2/17/08 - 5/16/08	70.500 percent
11/17/07- 2/16/08	71.000 percent
8/17/07 - 11/16/07	71.500 percent
5/17/07 - 8/16/07	72.000 percent
2/17/07 - 5/16/07	72.500 percent
11/17/06- 2/16/07	73.000 percent
8/17/06 - 11/16/06	73.500 percent
5/17/06 - 8/16/06	74.000 percent
2/17/06 - 5/16/06	74.500 percent
11/17/05- 2/16/06	75.000 percent
8/17/05 - 11/16/05	75.500 percent
5/17/05 - 8/16/05	76.000 percent
2/17/05 - 5/16/05	76.500 percent
11/17/04 -2/16/05	77.000 percent
8/17/04 - 11/16/04	77.500 percent
5/17/04 - 8/16/04	78.000 percent
2/17/04 - 5/16/04	78.500 percent
11/17/03 - 2/16/04	79.000 percent
8/17/03 - 11/16/03	79.500 percent
5/17/03 - 816/03	80.000 percent
2/17/03 - 5/16/03	80.250 percent
11/17/02 - 2/16/03	80.500 percent
8/17/02 - 11/16/02	80.750 percent
5/17/02 - 8/16/02	81.000 percent
2/17/02- 5/16/02	81.250 percent
11/17/01 - 2/16/02	81.500 percent
8/17/01 - 11/16/01	81.750 percent
5/17/01 - 8/16/01	82.000 percent
2/17/01 - 5/16/01	82.250 percent
11/17/00 - 2/16/01	82.500 percent
8/17/00 - 11/16/00	82.750 percent
5/17/00 - 8/16/00	83.000 percent
2/17/00 - 5/16/00	83.250 percent
11/17/99 - 2/16/00	83.500 percent
8/17/99 - 11/16/99	83.750 percent
5/17/99 - 8/16/99	84.000 percent
2/17/99 - 5/1/99	84.250 percent
11/17/98 - 2/16/99	84.500 percent
8/17/98 - 11/16/98	84.750 percent
8/16/98 or earlier	85.000 percent

Conditions:

Service in titles other than the eligible title 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 Captain (Fire) shall be given appropriate credit.

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

Departmental Awards: Use the following chart to determine the credit to be added for department awards:

For each of the following awards:	Add the following:
Roll of Merit, Class 1	1.500 percent
Roll of Merit, Class 2	1.000 percent
Roll of Merit, Class 3	0.500 percent
Service Rating A	0.250 percent
Service Rating B	0.125 percent
Unit Citation	0.063 percent

The maximum score attainable for seniority and the above departmental awards is 100 percent.

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 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. Credit for awards must be used by candidates 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 multiple-choice test will be credited. 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.

Seniority and departmental awards, and Veteran's Preference Credit 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 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.

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

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet 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 but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying:

(1) **online**, follow the onscreen instructions; or

(2) **by mail**, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

(1) compulsory attendance before a public body;
(2) on-the-job injury or illness caused by municipal employment;
(3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
(4) absence due to ordered military duty; or
(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

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Title Code No. 70370; Fire Service.

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