



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

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Commissioner

NOTICE
OF
EXAMINATION

PROMOTION TO FIRE MARSHAL (UNIFORMED)

Exam. No. 7525

WHEN TO APPLY: From: February 6, 2008 **APPLICATION FEE: \$60.00**
To: February 26, 2008 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, May 31, 2008.**

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; drive a motor vehicle; and perform related work.

Special Working Conditions: Fire Marshals (Uniformed) are required to work rotating 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.

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 Applications Section, 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) 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
- (1) has served as a permanent Firefighter in the Fire Department for a period of at least one year; 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

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

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently either:

- (1) in the title of Firefighter in the Fire Department for at least five years; or
- (2) in the title of Firefighter in the Fire Department for at least four 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 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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Medical and Psychological Requirements: 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 the position of Fire Marshal (Uniformed). 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 Procedures 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.

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 and a qualifying writing sample. The tests will be given on the same day. You must achieve a score of at least 70% to pass each test. Your score on the multiple-choice test will determine 60% of your final score. Your seniority will determine the remaining 40%. You must pass both the multiple-choice test and the writing sample to have your seniority credited.

The multiple-choice test is designed to assess certain abilities and technical knowledge determined to be important to the performance of the tasks of a Fire Marshal. Task categories 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 will include questions requiring mastery of technical knowledge based on such materials as Regulations (Chapters 8, 11, 25, 26), All Unit Circulars (202, 317), Safety Bulletins (1, 4, 7, 27, 34), Firefighting Procedures (Vacant Building Fires, Taxpayer Fires), Training Bulletins (Arson 1), Communications Manual (Chapter 8, 10), PA/ID Manual (1-80, 1-84, 1-94, 3-75, 6-84), 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 Comprehension: understanding written sentences and paragraphs.

Memorization: remembering information, such as words, numbers, pictures, and procedures.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers.

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.

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.

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.

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.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

The qualifying writing sample will require you to write one or more reports or other narratives based on information provided on the day of the test. You must achieve a passing score on the multiple-choice test to have your qualifying writing sample rated.

SENIORITY AND AWARDS:

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title or titles, subject to the conditions below.

<u>If Your Date of Permanent Appointment to Firefighter is:</u>	<u>You will receive:</u>
06/01/07 or after	Not eligible
02/28/07 - 05/31/07	71.000%
11/28/06 - 02/27/07	71.250%
08/28/06 - 11/27/06	71.500%
05/28/06 - 08/27/06	71.750%
02/28/06 - 05/27/06	72.000%
11/28/05 - 02/27/06	72.250%
08/28/05 - 11/27/05	72.500%
05/28/05 - 08/27/05	72.750%
02/28/05 - 05/27/05	73.000%
11/28/04 - 02/27/05	73.250%
08/28/04 - 11/27/04	73.500%
05/28/04 - 08/27/04	73.750%
02/28/04 - 05/27/04	74.000%
11/28/03 - 02/27/04	74.250%
08/28/03 - 11/27/03	74.500%
05/28/03 - 08/27/03	74.750%
05/27/03 or earlier	75.000%

Conditions:

Service in titles other than the eligible titles 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 or other eligible title 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%

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 and the qualifying writing sample. Any additional credit earned for awards beyond the maximum may be granted in 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.

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 the qualifying writing sample 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.

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.

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 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 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. 70392, Fire Service

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