



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE
OF
EXAMINATION

PROMOTION TO SUPERVISING EMERGENCY MEDICAL SERVICE SPECIALIST

Exam. No. 0521

WHEN TO APPLY: From: September 2, 2009
To: September 22, 2009

APPLICATION FEE: \$60.00
Payable by mail by money order to D.C.A.S.
(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, January 16, 2010.

WHAT THE JOB INVOLVES: Supervising Emergency Medical Service Specialists, under general supervision of the Chief of Emergency Medical Service, direct and supervise the activities of Emergency Medical Specialists (EMTs and Paramedics) and other assigned staff and are responsible for the effective operation of NYC 911 EMS activities within their jurisdiction. In emergencies, they are subject to on call duties beyond their regular and normal tour of duty. All Supervising Emergency Medical Service Specialists perform related work.

At Assignment Level I (Lieutenant), in addition to performing the duties of an Emergency Medical Specialist, Supervising Emergency Medical Service Specialists supervise assigned units in the rendering of appropriate pre-hospital emergency medical care in accordance with all appropriate NYC/NYS Protocols and FDNY policies and procedures; provide for the expeditious and effective operation of the Ambulance Station or other EMS functions on an assigned tour, including verification and inspection of controlled substances, inspection and repair of vehicles/equipment/facilities, scheduling and assigning of EMS personnel, evaluation of employee performance, and preparing and maintaining required records and logs.

Special Working Conditions: Supervising Emergency Medical Service Specialists are required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Emergency Medical Service Specialists and the environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; carrying equipment; treating patients who may have infectious and communicable diseases; and working for extended periods during the day or night.

(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 \$57,206 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.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment 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:** Fill out an "Application for Examination" form and 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.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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 form that pertain to you when you complete your Application for Examination.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, 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 Emergency Medical Specialist - EMT or the title of Emergency Medical Specialist - Paramedic; 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.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title 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 in an eligible title for at least two years. Time served prior to a break in service of more than one year will not be credited.

DRIVER LICENSE AND CERTIFICATION REQUIREMENTS: At the time you are promoted to this position, you must possess and maintain for the duration of your employment:

1. a Motor Vehicle Driver License valid in the State of New York; and
2. a valid New York State Department of Health EMT- Paramedic certificate; and
3. a valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 tasks of a Level I Supervising EMS Specialist. Task areas to be tested are as follows: assign personnel and make adjustments to assignments; monitor subordinates; assess local area and coordinate activities in the field; provide direct medical care to patients; evaluate personnel and recommend actions (discipline, transfer and awards); train and counsel subordinates; complete and/or review reports, forms and logs; and safeguard/inspect Department property.

The test may include questions which require mastery of technical knowledge based on such materials as the Fire Department of New York manuals, guidelines and regulations, including EMS Command Operating Guide, EMS Command Orders, and Division Memoranda, as they pertain to: Advanced Life Support (ALS) Protocols; Basic Life Support (BLS) Protocols and Appendices; general regulations; reports and reporting procedures; disciplinary action; personnel procedures; uniforms; operations; vehicles; equipment; communications; hospitals; time and leave procedures; health and safety procedures; requests and miscellaneous procedures; as well as standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

The test also may include questions which 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.

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 judgments, 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.

Questions will be based upon Regulations, Protocols, Guidelines, Procedures and Command Orders in effect through December 1, 2009.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found using these devices, you may be disqualified.

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 written 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 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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 53055; Health Technician Occupational Group

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