



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

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

PROMOTION TO EMERGENCY MEDICAL SPECIALIST - PARAMEDIC (FIRE)

Exam No. 6503

WHEN TO APPLY: From: September 2, 2015

APPLICATION FEE: \$61.00

To: September 22, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Emergency Medical Specialists - Paramedic under general supervision, perform tasks such as the following: provide timely, professional pre-hospital emergency medical care/Basic Life Support (BLS) and Advanced Life Support (ALS) to anyone who requests/requires it; provide transportation to the appropriate medical facility; operate department vehicles; assist with on-line medical control; coordinate and direct pre-hospital care resources and operations in the event of a disaster; 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 Protocols and in accordance with the level of training, New York State designated scope of practice and New York State and Regional BLS and ALS Protocols. Emergency Medical Specialist - Paramedics also prepare and submit reports as required, and may be assigned to work in any FDNY facility, as needed. All personnel perform related work.

Special Working Conditions: Emergency Medical Specialist - Paramedics may be required to work shifts including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Emergency Medical Specialists - Paramedics and environmental conditions experienced are: working outdoors in all kinds of weather; climbing stairs; using such devices as stair chair or ambulance stretcher; carrying equipment and patients on ambulance stretchers; 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 \$43,690 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, September 5, 2015 and Monday, September 7, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Fire Department who **on the last day of the application period:**

- (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; 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 are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

CERTIFICATE REQUIREMENTS: At the time of promotion, you are required to possess:

- (1) a valid NYS Department of Health EMT - Paramedic certification; and
- (2) a valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate.

These certificates must be maintained for the duration of your employment. **You will be responsible for payment of any fees associated with the maintenance of these certifications.**

REQUIREMENTS TO BE PROMOTED: At the time of promotion, eligible candidates in the title of Emergency Medical Specialist - EMT must meet the following qualification requirements:

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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. Also, you must successfully complete the Emergency Vehicle Operations Course (EVOC) prior to the completion of one year in title.

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.

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 jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. For more information, contact the DOH website at www.health.state.ny.us/nysdoh/ems/mail.htm or telephone (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.

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 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 Test:** Fill out **Sections B and C**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

Note: You must list the title of license or certificate, issued by, date issued, license number and expiration date of your EMT and REMAC certificates in "Section C - Licenses and Certificates" on your Education and Experience Test.

THE TEST: You will be given an experience test. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<u>If Your Date of Permanent Appointment to EMS-EMT is:</u>	<u>You Will Receive:</u>	<u>If Your Date of Permanent Appointment to EMS - EMT is:</u>	<u>You Will Receive:</u>
9/23/15 - Present.....	Not eligible	5/23/13 - 7/22/13.....	83.000 Percent
7/23/15 - 9/22/15.....	70.000 Percent	3/23/13 - 5/22/13.....	84.000 Percent
5/23/15 - 7/22/15.....	71.000 Percent	1/23/13 - 3/22/13.....	85.000 Percent
3/23/15 - 5/22/15.....	72.000 Percent	11/23/12 - 1/22/13.....	86.000 Percent
1/23/15 - 3/22/15.....	73.000 Percent	9/23/12 - 11/22/12.....	87.000 Percent
11/23/14 - 1/22/15.....	74.000 Percent	7/23/12 - 9/22/12.....	88.000 Percent
9/23/14 - 11/22/14.....	75.000 Percent	5/23/12 - 7/22/12.....	89.000 Percent
7/23/14 - 9/22/14.....	76.000 Percent	3/23/12 - 5/22/12.....	90.000 Percent
5/23/14 - 7/22/14.....	77.000 Percent	1/23/12 - 3/22/12.....	91.000 Percent
3/23/14 - 5/22/14.....	78.000 Percent	11/23/11 - 1/22/12.....	92.000 Percent
1/23/14 - 3/22/14.....	79.000 Percent	9/23/11 - 11/22/11.....	93.000 Percent
11/23/13 - 1/22/14.....	80.000 Percent	7/23/11 - 9/22/11.....	94.000 Percent
9/23/13 - 11/22/13.....	81.000 Percent	7/22/11 or earlier.....	95.000 Percent
7/23/13 - 9/22/13.....	82.000 Percent		

If you have full time, satisfactory, paid experience with a government-run ambulance system or with a volunteer or private ambulance company outside of the NYC 911 system performing emergency medical service duties after obtaining, and while holding, a valid NYS Department of Health EMT-Paramedic certification and valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate for:

You Will Receive:

At least 1 year of experience

5 Points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.

Experience must be obtained by **the last day of the Application Period (September 22, 2015).**

THE TEST RESULTS: If you pass the experience 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title, exam number, old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer, and Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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.

EMS Academy Assessment: As a condition of completing Emergency Medical Specialist 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 provisionally appointed EMS-Paramedic 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.

Drug Screening Requirement: You will be subject to random drug screening throughout the duration of your career.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist - Paramedic. You will be expected to continuously perform the essential functions of the position of Emergency Medical Specialist - Paramedic 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 or psychological examinations and/or to perform the essential functions of the job

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 53054; Health Technician Occupational Group.

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