



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISING FIRE MARSHAL (UNIFORMED)
 Exam No. 5538
 AMENDED NOTICE- February 11, 2015**

<p>WHEN TO APPLY: From: January 7, 2015 To: January 27, 2015</p>	<p>APPLICATION FEE: \$96.00</p> <p>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.</p>
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THE TEST DATE: The multiple-choice test is expected to be held on Saturday, April 25, 2015.

The Notice of Examination is amended to add the Written Test Description.

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

WHAT THE JOB INVOLVES: At Assignment Level I, Supervising Fire Marshals (Uniformed) under general supervision, supervise the operation of a fire investigation squad at a Borough Command base or a special unit or performs comparable duties at the headquarters of the Bureau of Fire Investigation. They oversee and manage the conduct of investigations into the causes, circumstances and origins of accidental and incendiary fires and/or explosions; personally respond to major alarm fires and handle more difficult investigations; assign duties to, counsel and evaluate the work of Fire Marshals; conduct on-the-job training; review reports of investigations of fires; prepare and submit periodic reports of the unit's activities; supervise the maintenance of records of known arsonists and their surveillance; prepare felony complaints and assist the District Attorney in the preparation of cases for trial; interview attorneys and insurance adjusters investigating fires and explosions; authorize the issuances of subpoenas to witnesses and alleged perpetrators and take sworn statements from them; drive a Department vehicle; and perform related work.

Special Working Conditions: Supervising Fire Marshals (Uniformed) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Fire Marshals (Uniformed) and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods of times; and climbing stairs, ladders and fire escapes.

(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 \$94,532 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, 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. 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).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Monday, January 19, 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 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 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 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 Fire Marshal (Uniformed) or Lieutenant (Fire) and has served permanently in the title of Fire Marshal (Uniformed) for a period of not less than six months; 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 your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, 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, at the time of promotion you must have completed your probationary period in the title of Fire Marshal (Uniformed) and you must have served permanently in that title for at least two years. In addition, you must be permanently employed in an eligible title at the time of promotion.

EDUCATION REQUIREMENT: By the date of promotion, you must have completed at least 90 college semester credits or the educational equivalent of 90 college semester credits, as described in the next paragraph.

The college credits must have been earned as a result of satisfactory completion of course work at 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") or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. Non-collegiate training programs that are offered by various organizations, including the Fire Department, may be acceptable as educational equivalents of college credits if the programs have been evaluated by the Program on Non-Collegiate Sponsored Instruction ("PONSI") or the American Council of Education ("ACE"), and recommended for college credit.

All official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) must be submitted directly by the college, university or evaluating service to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion. Documents will not be accepted from individual candidates.

DRIVER LICENSE REQUIREMENT: At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. 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.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass this 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 pass the multiple-choice test to have your Seniority and Departmental Awards 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 performance of the tasks of a Level 1 Supervising Fire Marshal (Uniformed). Task categories to be tested may include questions on: Administrative Functions; Supervisory Activities; Investigations; Training and Evaluation; and Outside Agencies and Liason Functions.

The test may include questions which require mastery of technical knowledge based on such materials as: New York State Penal Law; New York State Criminal Procedure Law; New York State Civil Law; NYC Administrative Code; FDNY Bureau of Fire Investigation Directives; FDNY Regulations of the Uniformed Forces; FDNY Safety Bulletins; FDNY Orders; FDNY Company Journal Entries Guide; FDNY Communications Manual; FDNY Bureau of Fire Investigation Interim Orders; FDNY Bureau of Fire Investigation Reference Manual; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended, in effect up to and including February 28, 2015.

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

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. A Supervising Fire Marshal may use this ability when identifying trends or patterns in an activity.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. A Supervising Fire Marshal may use this ability when determining the importance of cases.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. A Supervising Fire Marshal may use this ability when creating the roll call.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. A Supervising Fire Marshal may use this ability when assigning vehicles to Fire Marshals.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. A Supervising Fire Marshal may use this ability when determining which Fire Marshal to send out to an investigation.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. A Supervising Fire Marshal may use this ability when out in the field.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Supervising Fire Marshal may use this ability when reviewing a Fire Marshal's report.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. A Supervising Fire Marshal may use this ability when writing a report.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. A Supervising Fire Marshal may use this ability when conducting drills.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Supervising Fire Marshal may use this ability when working with other agencies on an investigation.

Integrity: Acting in an honest and ethical manner. A Supervising Fire Marshal may use this ability when handling confidential information and/or evidence.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. A Supervising Fire Marshal may use this ability when reading FDNY Bulletins.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

SENIORITY AND DEPARTMENTAL AWARDS: Additional credits for Seniority and Departmental Awards, if applicable, will be awarded to you only if you pass the written exam.

Method of Computing Seniority: Use the following chart to determine the credits for seniority in the eligible title of Fire Marshal (Uniformed).*

If your date of permanent appointment to Fire Marshal (Uniformed) is:	You will receive:	If your date of permanent Appointment to Fire Marshal (Uniformed) is:	You will receive:
10/26/14 or after	Not eligible	10/26/09 - 01/25/10	80.250%
07/26/14 - 10/25/14	71.000%	07/26/09 - 10/25/10	80.500%
04/26/14 - 07/25/14	71.500%	04/26/09 - 07/25/10	80.750%
01/26/14 - 04/25/14	72.000%	01/26/09 - 04/25/09	81.000%
10/26/13 - 01/25/14	72.500%	10/26/08 - 01/25/09	81.250%
07/26/13 - 10/25/13	73.000%	07/26/08 - 10/25/08	81.500%
04/26/13 - 07/25/13	73.500%	04/26/08 - 07/25/08	81.750%
01/26/13 - 04/25/13	74.000%	01/26/08 - 04/25/08	82.000%
10/26/12 - 01/25/13	74.500%	10/26/07 - 01/25/08	82.250%
07/26/12 - 10/25/12	75.000%	07/26/07 - 10/25/07	82.500%
04/26/12 - 07/25/12	75.500%	04/26/07 - 07/25/07	82.750%
01/26/12 - 04/25/12	76.000%	01/26/07 - 04/25/07	83.000%
10/26/11 - 01/25/12	76.500%	10/26/06 - 01/25/07	83.250%
07/26/11 - 10/25/11	77.000%	07/26/06 - 10/25/06	83.500%
04/26/11 - 07/25/11	77.500%	04/26/06 - 07/25/06	83.750%
01/26/11 - 04/25/11	78.000%	01/26/06 - 04/25/06	84.000%
10/26/10 - 01/25/11	78.500%	10/26/05 - 01/25/06	84.250%
07/26/10 - 10/25/10	79.000%	07/26/05 - 10/25/05	84.500%
04/26/10 - 07/25/10	79.500%	04/26/05 - 07/25/05	84.750%
01/26/10 - 04/25/10	80.000%	04/25/05 - or earlier	85.000%

Conditions:

*Service in titles other than Fire Marshal (Uniformed) will be deducted from your score in accordance with the above chart. No credit will be given for more than the actual amount of service an eligible has completed, except as provided by Section 243 of the State 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 Fire Marshal (Uniformed) shall be given appropriate credit.

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

Departmental Awards: Use the following chart to determine the credits 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%
Fire Marshal's Class 1	1.500%
Fire Marshal's Class 2	1.000%
Fire Marshal's Class 3	0.500%
Meritorious Fire Marshal Duty - A	0.250%
Meritorious Fire Marshal Duty - B	0.125%
Unit Citation	0.063%
Pre-Hospitalization Save Commendation	0.063%

Terms and Conditions Governing Credit for Departmental Awards:

- Credit for awards is granted in one successful examination only, i.e., an examination in which you attain a place on the eligible list and from which list you are subsequently promoted and pass probation. Credit for an award will not be split between two promotion exams. If you 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.
- You must use credit for awards 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.
- Only departmental awards granted on or before the date of the written test will be credited.

The maximum score 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.

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 NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

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(s), exam number(s), 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:

Police Officer Status: Supervising Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, candidates must be eligible to serve as Police Officers. Police Officer eligibility must be maintained for the duration of employment.

Selective Certification for Foreign Language: If you can speak Spanish, Russian, Chinese, Arabic, French, Creole, or Korean, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

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.

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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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 and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70393; Fire Service.

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