



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO DEPUTY CHIEF (FIRE)  
 Exam No. 7527  
 Amended Notice - June 28, 2017**

**WHEN TO APPLY:** From: February 1, 2017  
 To: February 21, 2017

**APPLICATION FEE:** \$101.00  
 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.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, June 10, 2017.**

The Notice of Examination is amended to update the "Departmental Awards" sub-section in the "Seniority and Awards" section for Pre-Hospital Save.

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

**WHAT THE JOB INVOLVES:** Deputy Chiefs (Fire), under general direction, with latitude for independent judgment, are responsible for and supervise the firefighting operations, fire prevention activities, administration and training of units within a Division; are responsible for the efficient management of programs to achieve department goals and objectives; or perform assignments equivalent to those described; and perform related work.

**Special Working Conditions:** Deputy Chiefs (Fire) may be required to work 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 current minimum salary is \$141,560 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](http://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 apply 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>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply 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  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 20, 2017.**

**Special Circumstances Guide:** This guide is located on the DCAS website at

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

[www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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 Battalion Chief (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 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.

**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 "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 one year.

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

**EDUCATION REQUIREMENT:** In order to be eligible for promotion to Deputy Chief (Fire), 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.

**PROBATIONARY PERIOD:** The probationary period for employees promoted to Deputy Chief (Fire) as a result of this examination is twelve months.

**THE TEST:** You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass this test. If you pass the multiple-choice test, your score on this test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. Only passing candidates will be credited with Seniority and Departmental Awards and, if applicable, Veterans' Preference credit.

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 Deputy Chief (Fire). Task categories to be tested are as follows: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management-Operational Procedures, Strategies and Tactics; Communications; Monitoring, Follow-Up and Other Associated Activities; Evaluation, Inspection and Violation Recognition; Fire Prevention Administration Activities; Community/Human Relations; Personnel Management and Supervisory Duties; Investigations; and Reports, Record Keeping and General Office Duties.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including May 1, 2017 of the following non-exclusive list of sources:

The test will include questions which may require mastery of technical knowledge based on such materials as: Firefighting Procedures Manual (Complete Set); Hazardous Materials Fire Tactics and Procedures Manual (Complete Set) (Including Emergency Response Plan); All Unit Circulars (Excluding 8, 162, 163, 164, 189, 205, 210, 211, 233, 244, 248, 262, 271, 273, 302, 306, 311, 318, 334, 335, 343); All Boro Circulars (Excluding 7/87, 21/87, 4/88); Communications Manual; Incident Command System, Chapters 1, 2 (Including Chapter 2 Addendums 1-6); Safety Bulletins; Training Bulletins (Excluding Ropes 5,7,8 and Tools 30. Excluding Apparatus C2, L7, P2, P3, All Addendums to Emergencies 1, 1-8; Fires 1 and 3, Forcible Entry 1 and 2; Tools 1, 10, 11, 19, 20, 21, 26, 27, 28); Operational Procedures at Emergencies; Marine Manual; Regulations of the Uniformed Force; Manual of Requisitions and Payrolls; PA/ID Manual; Guide to Company Journal Entries; Department Orders 5/1/16 to 5/1/17 inclusive; Building Inspection Safety Program (BISP) Manual (Excluding Chapter 1, 2, 6); Building Construction for the Fire Service, Third Edition, by Francis L. Brannigan; Collapse of Burning Buildings, A Guide to Fire Ground Safety, 2nd Edition, by Vincent Dunn; and Mayor's Executive Order No. 16 of 1978, as amended.

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

**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. Example: A Deputy Chief may use this ability for proper staffing of all fire units, overtime control, or evaluation and development of company officers.

**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. Example: A Deputy Chief may use this ability when responding to fires and emergencies requiring large commitment of resources.

**Time Management:** Managing one’s own time and the time of others in order to promote effective use of work hours. Example: A Deputy Chief may use this ability to prioritize daily administrative duties.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. Example: A Deputy Chief may use this ability when evaluating the overall conditions of a fire incident.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job. Example: A Deputy Chief may use this ability when applying all written tactics to an emergency fire scene.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: A Deputy Chief may use this ability to read reports.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: A Deputy Chief may use this ability to prepare reports.

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

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, 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 AWARDS:**

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

<b><u>If Your Date of Permanent Appointment to Battalion Chief (Fire) is:</u></b>	<b><u>You Will Receive:</u></b>	<b><u>If Your Date of Permanent Appointment to Battalion Chief (Fire) is:</u></b>	<b><u>You Will Receive:</u></b>
6/11/17 or after	not eligible	3/11/12 - 6/10/12	80.000%
3/11/17 - 6/10/17	70.000%	12/11/11 - 3/10/12	80.250%
12/11/16 - 3/10/17	70.500%	9/11/11 - 12/10/11	80.500%
9/11/16 - 12/10/16	71.000%	6/11/11 - 9/10/11	80.750%
6/11/16 - 9/10/16	71.500%	3/11/11 - 6/10/11	81.000%
3/11/16 - 6/10/16	72.000%	12/11/10 - 3/10/11	81.250%
12/11/15 - 3/10/16	72.500%	9/11/10 - 12/10/10	81.500%
9/11/15 - 12/10/15	73.000%	6/11/10 - 9/10/10	81.750%
6/11/15 - 9/10/15	73.500%	3/11/10 - 6/10/10	82.000%
3/11/15 - 6/10/15	74.000%	12/11/09 - 3/10/10	82.250%
12/11/14 - 3/10/15	74.500%	9/11/09 - 12/10/09	82.500%
9/11/14 - 12/10/14	75.000%	6/11/09 - 9/10/09	82.750%
6/11/14 - 9/10/14	75.500%	3/11/09 - 6/10/09	83.000%
3/11/14 - 6/10/14	76.000%	12/11/08 - 3/10/09	83.250%
12/11/13 - 3/10/14	76.500%	9/11/08 - 12/10/08	83.500%
9/11/13 - 12/10/13	77.000%	6/11/08 - 9/10/08	83.750%
6/11/13 - 9/10/13	77.500%	3/11/08 - 6/10/08	84.000%
3/11/13 - 6/10/13	78.000%	12/11/07 - 3/10/08	84.250%
12/11/12 - 3/10/13	78.500%	9/11/07 - 12/10/07	84.500%
9/11/12 - 12/10/12	79.000%	6/11/07 - 9/10/07	84.750%
6/11/12 - 9/10/12	79.500%	6/10/07 or earlier	85.000%

**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 Battalion Chief (Fire) shall be given appropriate credit.

**Note:** See “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 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
Pre-Hospital Save -----	0.063 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 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 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.
- d. 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 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 Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. 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 seniority and awards will be computed and 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 promotion, 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, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**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-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 Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14<sup>th</sup> 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.

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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](http://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. 70382; Fire Service

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