



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO EMERGENCY MEDICAL SPECIALIST - PARAMEDIC (FIRE)

Exam No. 9500

WHEN TO APPLY: From: July 5, 2018

APPLICATION FEE: \$68.00

To: July 25, 2018

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 ENTIRE NOTICE 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 Specialists - Paramedic 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 Specialists - Paramedic may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Emergency Medical Specialists - Paramedic 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 \$52,193 per annum. This rate is subject to change.

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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's Human Resources Bureau**. 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

CERTIFICATE REQUIREMENTS:

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

1. a valid NYS Department of Health EMT - Paramedic certificate; 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.

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. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENT(S) 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 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 and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, and if the applicant represents an unreasonable risk to property or the safety or welfare of 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 at (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.

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 two (2) business days 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 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	Brooklyn	Queens	Staten Island
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

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

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. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
3. **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 name the EMT-Paramedic and REMAC certificates you hold and the issuing organization, date issued, certificate number, and the expiration date in "Section C - Licences and Certificates" on your Education and Experience Test.

THE TEST:

You will be given a certificate and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and 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:

If your date of permanent appointment to

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EMS-EMT is: You Will Receive:

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07/26/18 or After.....	Not eligible
05/26/18 - 07/25/18.....	70.000 Points
03/26/18 - 05/25/18.....	71.000 Points
01/26/18 - 03/25/18.....	72.000 Points
11/26/17 - 01/25/18.....	73.000 Points
09/26/17 - 11/25/17.....	74.000 Points
07/26/17 - 09/25/17.....	75.000 Points
05/26/17 - 07/25/17.....	76.000 Points
03/26/17 - 05/25/17.....	77.000 Points
01/26/17 - 03/25/17.....	78.000 Points
11/26/16 - 01/25/17.....	79.000 Points
09/26/16 - 11/25/16.....	80.000 Points
07/26/16 - 09/25/16.....	81.000 Points
05/26/16 - 07/25/16.....	82.000 Points

03/26/16 - 05/25/16.....	83.000 Points
01/26/16 - 03/25/16.....	84.000 Points
11/26/15 - 01/25/16.....	85.000 Points
09/26/15 - 11/25/15.....	86.000 Points
07/26/15 - 09/25/15.....	87.000 Points
05/26/15 - 07/25/15.....	88.000 Points
03/26/15 - 05/25/15.....	89.000 Points
01/26/15 - 03/25/15.....	90.000 Points
11/26/14 - 01/25/15.....	91.000 Points
09/26/14 - 11/25/14.....	92.000 Points
07/26/14 - 09/25/14.....	93.000 Points
05/26/14 - 07/25/14.....	94.000 Points
05/25/14 or earlier.....	95.000 Points

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 Certificate 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 (July 25, 2018).**

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available 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