NOTICE OF EXAMINATION

PROMOTION TO LIEUTENANT (FIRE) Exam
No. 0569

SECOND AMENDED NOTICE - April 8, 2020

WHEN TO APPLY: From: March 4, 2020
To: April 21, 2020
APPLICATION FEE: $96.00

THE TEST DATE: Multiple-choice testing is expected to begin on Saturday, May 16, 2020.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Lieutenants (Fire), under general supervision, enforce all orders and instructions of the Captain commanding the Fire Company to which assigned; perform related work.

Special Working Conditions:

Lieutenants (Fire) will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(Taken from: 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 $90,457 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 first 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 Firefighter, or in the title of Wiper (Uniformed), Pilot, Marine Engineer (Uniformed-Fire Department), Fire Marshal (Uniformed), or Supervising Fire Marshal (Uniformed), which title was acquired as a result of promotion from Firefighter; and
2. has served permanently in such title or titles for a period of three years; and
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which may be open to certain former permanent employees 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.

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.

Note: See "FORMER POLICE SERVICE" SECTION, AND "EFFECTS OF A BREAK IN SERVICE" section below.

REQUIREMENT TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 60 college semester credits or the educational equivalent of 60 college semester credits, as described in the next paragraph. You must submit all official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion.
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. You will receive instructions from the Fire Department during the promotion process regarding the approved evaluation services that you may use for foreign education. Many colleges and universities, 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.

**PROBATIONARY PERIOD:**

The probationary period for Lieutenants promoted as a result of this examination is twelve months. However, the probationary period may be extended in accordance with civil service rules and regulations.

**HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using 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 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq](https://a856-exams.nyc.gov/OASysWeb/Home/Faq). Beginning in January 2020, the Online Application System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. 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
- 3rd Floor
- Brooklyn, NY 11201

**Staten Island**

- 135 Canal Street
- 1st Floor
- Staten Island, NY 10304

**Queens**

- 118-35 Queens Boulevard
- 5th Floor
- Forest Hills, NY 11375

**Bronx**

- 1932 Arthur Avenue
- 2nd Floor
- Bronx, NY 10457

**Staten Island**

- 1932 Arthur Avenue
- 2nd Floor
- Bronx, NY 10457

Special Circumstances Guide: This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_s_special_circumstances_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_s_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.”

**REQUIRED INFORMATION:**

**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.

**THE TEST:**

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. Your score on this test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. You must pass the multiple-choice test to have your Seniority and Departmental Awards and, if applicable, Veterans’ Preference credited.

The multiple-choice test is designed to assess the extent to which candidates have certain technical knowledge determined to be important to the performance of the duties of a Lieutenant. Task categories to be tested are as follows: Preparation for Tour of Duty; Record Keeping (Completion of Paperwork), Including Gathering of Information; Alarm to Arrival; Size-up After Arrival; Fire/Emergency Scene Operations-Initial Steps; Fire/Emergency Scene Operations-Search and Rescue; Salvage and Overhaul; Fire Scene Operations—Ventilation; Medical Emergencies; Building Inspections; Administrative Inspections; and Training.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including February 1, 2020 of the following non-exclusive list of sources: Firefighting Tactics and Procedures Manual (Complete Set including Ladder Operations and Basic Engine Operations, Excluding Book 11, Command and Control Procedures); Firefighting Tactics and Procedures Hazardous Materials and Operations Manual, (Excluding Haz Mat 6, Haz Mat 9, Haz Mat 14, and Haz Mat 15); Firefighting Tactics and Procedures Emergency Response Plan. (Excluding Addendum 1: Biological Agents Chapters 2-10); CFR-D Manual, (Excluding Chapters 1, 4, 6, 7, and Appendixes A and B and Supplements 1, 2, and 3 of Chapter 3); Emergency Procedures. (Confined Space, Natural Gas, Suspended Scaffold Emergencies, Ventilation, Disaster Response); War Training, Part 1-5, and Part 6-12; Uniformed Services (including 1, 2, 8, 135, 162, 163, 189, 210, 240, 248, 273, 275, 286, 290, 293, 294, 295, 297, 302, 303, 311, 314, 318, 319, 324, 327, 333, 335, 336, 337, 341, 342, 347, 350, 355, 356, 357, 358, 359, and Excluding the following from AUC 5, Chapter 2 Addendum 3 pages 7-12, Chapter 2 Addendum 8 and 9, Chapter 3 Addendum 4 and 5, and Chapter 4 all); Evolutions; Communications Manual (Excluding Chapters 1, 5, 7, Addendums 2 and 3 of Chapter 4, Addendums 1, and 3 of Chapter 10, Addendum 3 of Chapter 14); Incident Command Manual (Addendums 3, 4, and 6 of Chapter 2 only); Safety Bulletins, (Excluding 24, 34, 62, 64, 65, 72, 75, 77,
The page contains text about Seniority and Awards, including tables and conditions. The text is about determining the score for Seniority for permanent service in the eligible title(s) subject to the conditions below. It mentions various dates and percentages for the calculation of Seniority and Promotion. The text also includes terms and conditions governing credit for Departmental Awards and how to use the following chart to determine the credit to be added for Departmental Awards.
Exam site Admission:

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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, City or State issued identification card, IDNYC, 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.

Change of mailing address, email address, and/or telephone number:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPs Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or bring in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

Change of name and/or Social Security Number:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.

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, 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: https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.

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 closed but before the date on which testing is expected to begin.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) 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;

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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, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

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, check “Junk”, “Trash”, or “Spam” folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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