



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CAPTAIN (FIRE)

Exam No. 1551

SECOND AMENDED NOTICE – October 20, 2021

WHEN TO APPLY: From: October 22, 2021

APPLICATION FEE: \$101.00

To: November 5, 2021

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

THE TEST DATE: The multiple-choice test is expected to be held on **Monday, December 13, 2021**

The Notice of Examination is amended to reopen filing from October 22, 2021 through November 5, 2021. Candidates who filed previously need not file again.

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

WHAT THE JOB INVOLVES:

Captains in the Fire Department, under general direction, are responsible for the command and control of a company. They command and assume responsibility for the efficient operation of a company; are responsible for the discipline of members in their command, and for the maintenance and protection of all department property in or assigned to the unit; perform all other duties prescribed for this position in the regulations of the department; drive a motor vehicle; and perform related work.

(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 \$110,395 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 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 Lieutenant (Fire), or Supervising Fire Marshal (Uniformed); and
2. has previously served permanently in the title of Lieutenant in the Fire Department for a period of not less than one day; and
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for 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.

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 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.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENTS TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 80 college semester credits or the educational equivalent of 80 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 education 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. 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.

Driver License Requirement: By 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.

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>. **Effective January 2020, the Online Application System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.**

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. 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."

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 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(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;
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 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.

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:

You will be given a multiple-choice test. 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 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 Captain (Fire). Task categories to be tested are as follows: Prepares for Shift; Reacts to Alarm and Directs Response to Emergency Scene; Size-up, Tactics and Incident Command; Responds to Hazardous Materials; Directs/Performs Search and Rescue; Directs/Performs Ladder Work (including Aerial and Tower Ladder

Trucks); Directs/Performs Ventilation, Salvage, and Overhaul Operations; Administers First Aid; Conducts Investigations into Cause of Fire; Conducts and Participates in Pre-Fire Planning; Directs/Puts Company back into Service; Gathers Information, Writes Reports, and Maintains Records; Enforces Station and Apparatus Policies; Monitors, Evaluates, and Counsels Subordinates; Communicates with Subordinates and Superiors; Conducts and Recommends Company Training; and Performs Community Relations.

The test may include questions which will require technical knowledge in any of the following areas: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management Procedures, Tactics and Strategies; Fire/Emergency Communications; Other Fire/Emergency Activities; Fire Prevention: Regulations, Evaluations, Inspections and Violation Recognition; Fire Prevention: Laws, Directives, etc.; Operation, Use and Supervision of Department and Fire Equipment and Apparatus; Principles, Practices and Techniques Used in Emergency Medical Response; Unit Inspections; Personnel Management, Supervision and Training; Reports, Record Keeping and General Office Activities; and Community and Public Relations.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including December 31, 2020 from 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 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, (Chapter 2, Chapter 3 and Addendums 1 to 5, and Chapter 5 only); Emergency Procedures, (Confined Space, Natural Gas, Suspended Scaffold Emergencies, Vehicle Disentanglement, Water Rescue 1-5, and Steam). All Unit Circulars (excluding 1, 2, 8, 138, 162, 163, 210, 240, 273, 275, 285, 290, 293, 294, 295, 297, 302, 303, 311, 314, 318, 319, 324, 327, 333, 335, 336, 337, 341, 342, 347, 350, 355, 356, 357, 359, and Excluding the following from AUC 5 (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 System Manual, (Addendums 3, 4, and 6 of Chapter 2 only); Safety Bulletins, (Excluding 24, 34, 62, 65, 72, 75, 77, 78, and 86); Training Bulletins (excluding Tools 22 and 33); Regulations of the Uniformed Force, (Excluding Chapters 1-9, 14, 18, 24, 31 and 32); PA/ID Circulars, Excluding(6/70, 10/72, 1/73, 2/75, 5/75, 1/79, 2/79, 5/79, 1/80, 3/84, 6/84, 1/85, 3/88, 2/90, 2/92, 3/93, 2/94, 5/94, 1/95, 1/97, 1/2000, 1/2004, 1/2006, 2/2006, 1/2007, 2/2007, 3/2007, 2/2009, 3/2009, 3/2017, 4/2017, 3/2019, 1/2020); Guide to Company Journal Entries; Requisitions and Payroll Manual; Mayor's Executive Order No. 16 of 1978 as amended.

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

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources. Example: A Captain (Fire) may use this ability when preparing the riding list and giving members assignments at roll call.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates. Example: A Captain (Fire) may use this ability when delegating the inspection of equipment, tools or apparatus to ensure that the company is prepared for duty.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects. Example: A Captain (Fire) may use this ability when conducting drills with firefighters to assess their performance, provide feedback and observe their progress.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization. Example: A Captain (Fire) may use this ability by reading the journal, the day book and other written communication to determine what activities were conducted on prior shifts in order to make decisions about personnel or equipment for upcoming tours.

Interpersonal Skills: Actions that indicate a consideration for the feelings of others. Example: A Captain (Fire) may use this ability by offering support to subordinates and peers during training and at the scene of emergency incidents.

Problem Identification and Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. Example: A Captain (Fire) may use this ability when conducting size-up at emergency incidents to determine if additional personnel or equipment is needed at the emergency site.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information. Example: A Captain (Fire) may use this ability to evaluate conditions to determine if it is safe for fire personnel to proceed with the rescue.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself. Example: A Captain (Fire) may use this ability when directing crews regarding the amount, size, placement and utilization of hoses, where to direct water and when to advance hoses for fire extinguishment.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Is experiencing dissatisfaction with average performance. Example: A Captain (Fire) may use this ability by maintaining discipline for all subordinate members by enforcing and complying with Department Guidelines, rules and regulations and all applicable policies.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job. Example: A Captain (Fire) may use this ability when giving orders and directions in a clear and concise manner.

Technical Skills: Skill in the set-up, operation, and troubleshooting when applying or using machines and other technological systems, such as apparatus, equipment, and tools. Example: A Captain (Fire) may use this ability when reading the MDT (Mobile Data Terminal) to determine the nature of the alarm.

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

SENIORITY AND AWARDS: Additional points for Seniority and Departmental Awards, if applicable, will be awarded only to candidates who pass the multiple-choice test.

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible titles, subject to the conditions below:

If Your Date of Permanent Appointment to the eligible titles is:	You Will Receive:	If Your Date of Permanent Appointment to the eligible titles is:	You Will Receive:
12/14/21 or after	not eligible	9/14/16 – 12/13/16	80.000 percent
9/14/21 – 12/13/21	70.000 percent	6/14/16 – 9/13/16	80.250 percent
6/14/21 – 9/13/21	70.500 percent	3/14/16 – 6/13/16	80.500 percent
3/14/21 – 6/13/21	71.000 percent	12/14/15 – 3/13/16	80.750 percent
12/14/20 – 3/13/21	71.500 percent	9/14/15 – 12/13/15	81.000 percent
9/14/20 – 12/13/20	72.000 percent	6/14/15 – 9/13/15	81.250 percent
6/14/20 – 9/13/20	72.500 percent	3/14/15 – 6/13/15	81.500 percent
3/14/20 – 6/13/20	73.000 percent	12/14/14 – 3/13/15	81.750 percent
12/14/19 – 3/13/20	73.500 percent	9/14/14 – 12/13/14	82.000 percent
9/14/19 – 12/13/19	74.000 percent	6/14/14 – 9/13/14	82.250 percent
6/14/19 – 9/13/19	74.500 percent	3/14/14 – 6/13/14	82.500 percent
3/14/19 – 6/13/19	75.000 percent	12/14/13 – 3/13/14	82.750 percent
12/14/18 – 3/13/19	75.500 percent	9/14/13 – 12/13/13	83.000 percent
9/14/18 – 12/13/18	76.000 percent	6/14/13 – 9/13/13	83.250 percent
6/14/18 – 9/13/18	76.500 percent	3/14/13 – 6/13/13	83.500 percent
3/14/18 – 6/13/18	77.000 percent	12/14/12 – 3/13/13	83.750 percent
12/14/17 – 3/13/18	77.500 percent	9/14/12 – 12/13/12	84.000 percent
9/14/17 – 12/13/17	78.000 percent	6/14/12 – 9/13/12	84.250 percent
6/14/17 – 9/13/17	78.500 percent	3/14/12 – 6/13/12	84.500 percent
3/14/17 – 6/13/17	79.000 percent	12/14/11 – 3/13/12	84.750 percent
12/14/16 – 3/13/17	79.500 percent	12/13/11 or earlier	85.000 percent

Conditions: Service in titles other than the eligible titles 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 Lieutenant (Fire Department) or other eligible title shall be given appropriate credit.

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

Awards: Use the following chart to determine the points to be added for Departmental Awards to your Seniority and Award score.

For Each Award:	Add the Following Points:
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 Commendation (post 7/1/07)	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 written 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 a result of reaching the maximum on this or previous exams.

The maximum score attainable for seniority and departmental awards is 100%.

EXAM SITE ADMISSION:

Three weeks before the first date on which testing is expected to begin, you will be sent an Exam Alert email to the email address associated with your OASys Profile which will notify you of the date on which your Admission Notice for your exam will be available on your OASys Dashboard. Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are 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 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, 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.

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.

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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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 and you will be given a list number. 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>.

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, then Notifications. 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.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70365; Fire Service.

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