ERIC L. ADAMS
Mayor

DAWN M. PINNOCK
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PROMOTION TO DEPUTY CHIEF (FIRE)
Exam No. 3590

WHEN TO APPLY: From: March 8, 2023	APPLICATION FEE: $101.00
To: March 28, 2023	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: Multiple-choice testing is expected to begin on **Thursday, June 22, 2023**.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE 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. All Deputy Chiefs (Fire) 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 $157,399 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 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 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, 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.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENT(S) TO BE PROMOTED:

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 Education 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.

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/faqs*. **Effective January 2020, the Online Application System is no longer 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. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through Friday 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

Queens

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

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at *OASys@dcas.nyc.gov*.

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* 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:

You will be given a multiple-choice test at a computer terminal. 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 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 February 1, 2023 of the following non-exclusive list of sources:

Term	Abbreviation
Addendum	Add.
Appendix	App.
Chapter	Ch.
Data Sheet	DS
Including	Incl.

The test will include questions which may require mastery of technical knowledge based on such materials as: **All Unit Circulars**: 2, 5 (Ch. 1, 2 incl. Add. 1-10, Ch. 4 incl Add. 1-8), 7, 8, 82, 149, 150, 151, 159 (incl. Add. 7, 8, 9), 180 (incl. Add. 1, 2), 181, 182, 189, 196, 200 (incl. Add. 1), 202 (incl. Add. 1, 2), 207 (incl. Add. 3, 4, 7, 8, 9, 9A, 9B, 10, 11, 12, 13, 14, 16, 17, 18, 21), 217, 220, 230 (incl. Add. 1, 2), 231, 254 , 259, 264, 266 (incl. Add. 1-4), 268A, 268B (incl. Add. 1), 269 (incl. Add. 1,2), 270, 271, 274, 275 (incl. Add. 1, 2, 3), 277, 285 (incl. Add. 1-3), 287, 290, 295, 299 (incl. Add. 1), 300, 301, 304 (incl. Add. 1, 2), 310 (incl. Add. 1-7), 311, 314, 316, 317 (incl. Add. 1, 2), 323 (incl. Add. 1, 2), 325, 331, 332 (incl. Add. 1), 333, 336 (incl. Add. 1), 337, 338 (incl. Add. 1, 2), 341 (incl. App. 1), 343, 344, 345 (incl. Add. 1), 346, 347, 349, 350, 351, 358, 360, 361, 362, 363; **Communications Manual**: Chapters: 4 (incl. Add. 1), 5, 6 (incl. Add. 1, 2), 7, 8, 9 (incl. Add. 1-3), 10 (incl. Add. 1- 3), 11 (incl. Add. 1-8), 12 (incl. Add. 1), 13, 14 (incl. Add. 1-4); **Emergency Procedures**: Confined Space, Natural Gas (incl. Add. 1, 2, 3, 5), Scaffold, Steam, Water Rescue: 1 (incl. Add. 1), 2 (incl. Add. 1, 2), 3, 4, 5; **Emergency Response Plan**: Emergency Response Plan Including: Add. 1 Ch. 1 Biological Agents, Add. 2 Underground Plan, Add. 3 Improvised Explosive Devices, Add. 3A Aggressive Deadly Behavior (incl. App. A), Add. 3B Emergency Command Procedures, Add. 4 Radiological Operations, Add. 4B Explosive Radiological Device, Add. 4C Potassium Iodide Tablets; **Firefighting Tactics and Procedures**: Volume 1: Book 1: Multiple Dwelling Ch. 1-6 (incl. Glossary), Book 2: Brownstone & Row Frame Building Fires (incl. Add. 1), Book 3: Vacant Building Fires, Book4: Taxpayer Fires, Book 5: High-Rise Office Buildings (incl. App. 1, Add. 1), Book 6: Private Dwellings Ch 1-6, Book 7: Structural Collapse Operations (incl. Add. 1- 4), Book 8: Under River Rail Operations (incl. Add. 1), Book 9: Loft Building Fires (incl. Add. 1), Book 10: Ventilation, Book 11: Command & Control Procedures (incl. Ch. 1- 4), Book 12: Places of Worship Fires, Volume 2: Book 1: Basic Engine Operations Chapters: 3 (incl. Add. 2, 3), 4, 7 Add. 1 Only, 8 Pages 1-11 (incl. Add. 1,3,4), 9, 10, Volume 3: Ladder Company Operations, Book 1: 1 Portable Ladders, Book 2: Use of Aerial Ladders, Book 3: Ladder Company Operations: Tenements, Book 6: Tower Ladder Operations Ch. 1, 2, 3, 4, 5, 6, 8, Volume 4: Book 1: Managing Incidents Involving Members in Distress Ch. 1, 2 (incl. Add. 1, 2), 3 (incl. Add. 1- 4), 4, 5 (incl. Add 1); **Hazardous Materials Manual**: 1, 2, 3, 4 (incl. Add. 1, 2), 5, 7, 10, 11, 12, 13, 14, 15, 16 (incl. Add. 1), 17, 18, 19, 20; **Incident Command System Manual**: Ch.1, 2 (incl. Add. 1-6); **Marine Manual**: Glossary, Ch. 1, 2, 3 (incl. App. 1), 4; **PA/ID**: 1 (incl. Ch. 1-16), 2 (incl. Ch. 1, 2, 5, 6), 3 (incl. Ch. 3 (incl. Add 1, 2), 4, 6), 4 (incl. Ch. 5), 5 (incl. Ch. 1, 3, 4), 6 (incl. Ch. 1, 2, 6), 7 (incl. Ch. 2-7), 8 (incl. Ch. 1-10, 13, 14, 16); 9 (7,12,13); **Regulations**: Chapters: 1, 2, 6, 7, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30; **Safety Bulletins**: 1 (incl. Add. 1, 2), 2 (incl. Ch. 1-8), 3 (incl. Add. 1-4), 4 (incl. Ch. 1, 2), 5, 6, 7 (incl. Ch. 1-6); **Training Bulletins**: Arson 1: Arson Detection, Equal Employment Opportunity, Fire Dynamics Ch 1-4 (incl. Add. 1, 2), Fires 2, Fires 7, Fires 8 (incl. Add. 1), Foam (incl. Add. 1, 3, DS 1-3, Evolutions 1-5), Human Performance, Purple K Chemical Extinguisher (incl. Add. 1), Rope 1, Rope 2 , Rope 3 (incl. Add 1), Rope 4 (incl. DS 1, Add. 1-3), Rope 6, Rope 10, Salvage, SCBA (incl. Add 1-4, 8-10, App. 1), Search, Tools: 2 (incl. Add. 1), 3 (incl. Add. 1, 2), 22, 24, 27 (incl. DS 1), 31, 32, 33, 34, 40, 41; 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 a 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 need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

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 title of Battalion Chief (Fire), subject to the conditions below:

If your Date of Permanent Appointment to Battalion Chief (Fire) is:	You Will Receive:	If your Date of Permanent Appointment to Battalion Chief (Fire) is:	You Will Receive:
06/23/2023 or after	not eligible	03/23/2018--06/22/2018	80.000%
03/23/2023--06/22/2023	70.000%	12/23/2017--03/22/2018	80.250%
12/23/2022--03/22/2023	70.500%	09/23/2017--12/22/2017	80.500%
09/23/2022--12/22/2022	71.000%	06/23/2017--09/22/2017	80.750%
06/23/2022--09/22/2022	71.500%	03/23/2017--06/22/2017	81.000%
03/23/2022--06/22/2022	72.000%	12/23/2016--03/22/2017	81.250%
12/23/2021--03/22/2022	72.500%	09/23/2016--12/22/2016	81.500%
09/23/2021--12/22/2021	73.000%	06/23/2016--09/22/2016	81.750%
06/23/2021--09/22/2021	73.500%	03/23/2016--06/22/2016	82.000%
03/23/2021--06/22/2021	74.000%	12/23/2015--03/22/2016	82.250%
12/23/2020--03/22/2021	74.500%	09/23/2015--12/22/2015	82.500%
09/23/2020--12/22/2020	75.000%	06/23/2015--09/22/2015	82.750%
06/23/2020--09/22/2020	75.500%	03/23/2015--06/22/2015	83.000%
03/23/2020--06/22/2020	76.000%	12/23/2014--03/22/2015	83.250%
12/23/2019--03/22/2020	76.500%	09/23/2014--12/22/2014	83.500%
09/23/2019--12/22/2019	77.000%	06/23/2014--09/22/2014	83.750%
06/23/2019--09/22/2019	77.500%	03/23/2014--06/22/2014	84.000%
03/23/2019--06/22/2019	78.000%	12/23/2013--03/22/2014	84.250%
12/23/2018--03/22/2019	78.500%	09/23/2013--12/22/2013	84.500%
09/23/2018--12/22/2018	79.000%	06/23/2013--09/22/2013	84.750%
06/23/2018--09/22/2018	79.500%	06/22/2013 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.

For Each Award: Add the Following:
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.

EXAM SITE ADMISSION:

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 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 by email at *OASys@dcas.nyc.gov*, by fax (646) 500-7190, 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, and/or new telephone number.

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 seniority and awards will be computed and 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 email 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*.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *www.nyc.gov/examsforjobs* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

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;
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.

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" folder 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.

Probationary Period:

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

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. 70382; Fire Service

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