



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS SECTION
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CHIEF OFFICER (FIRE)

Exam. No. 9541

Amended Notice (12/14/99)

The Notice of Examination for Promotion to Chief Officer (Fire) is amended to (1) change the relative weighting of the Written Examination from 50% to 40% and the relative weighting of seniority and awards from 50% to 60% and (2) amend the list of references upon which questions requiring mastery of technical knowledge may be based.

WHEN TO APPLY: From: December 1, 1999 **APPLICATION FEE: \$60.00**
To: December 21, 1999 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, April 1, 2000.**

WHAT THE JOB INVOLVES: At Assignment Level I, Chief Officers (Fire), under general direction, are in responsible command and control of a Battalion; supervise the operations of companies in assigned Battalion at fire scenes, emergencies, inspections and during training drills; conduct inspections per FDNY procedures; review all Battalion-related correspondence and take appropriate action; conduct performance evaluations of pertinent staff; oversee manpower scheduling; delegate duties as needed; complete forms; coordinate activities at fires and emergencies with outside agencies and/or the public; conduct investigations of specific issues and/or problems; oversee the maintenance of Battalion records, and perform related work.

Some of the physical activities performed by Chief Officers (Fire) and environmental conditions experienced are: Working in an atmosphere of background noise, including warning devices of fire, police, EMS, as well as other audible noises caused by the din of fire ground activities; understanding and giving verbal directions via handi-talkies, Fire Department radios, etc.; distinguishing through the sense of smell what is burning, i.e., food, wood, etc.; making judgements based on heat to determine if fire is extending or traveling through hidden voids in walls; reading small print such as that found on Mobile Data Terminal printouts; bending down to put on boots or pick up equipment from the floor of a vehicle; carrying and utilizing heavy equipment, such as Scott tank; climbing a ladder during fire operations; walking or running on slippery, uneven and uncertain surfaces, such as roofs; working in areas where there is danger of ceilings, floors or walls collapsing; working in areas where there may be exposure to ionizing and non-ionizing substances, magnetic and electronic fields, PCBs and other hazardous chemicals and smoke; working outdoors in inclement and/or extreme weather conditions; and working under low 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 \$69,632 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Assignment to the higher level is at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

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) is permanently (not provisionally) employed in or appears on a preferred list for the title of Captain (Fire Department); and
- (2) is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before a review of your eligibility.

ELIGIBILITY TO BE PROMOTED: To be eligible for promotion, you must have served permanently in the rank of Captain (Fire Department) for at least two years, be permanently employed as a Captain (Fire Department) at the time of promotion, and comply with all other requirements. If permanent service as a Captain has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will be counted towards the two-year requirement.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. Your score on this test will determine 40% of your final score. Your seniority and awards will determine the remaining 60%. You must pass the multiple choice test to have your seniority and awards credited.

The passmark on the multiple choice test will be the score of the 175th highest scoring candidate plus ties, and is based on the projected staffing needs of the New York City Fire Department. 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 Chief Officer (Fire). Task categories and tasks to be tested are as follows:

Firefighting/Emergency Tactics and Procedures - Activities involving the Chief Officer (Fire) role at a fire scene and/or emergency, implementing pertinent FDNY tactics and procedures. Responds as dispatched to fires, emergencies, and special calls. Starts size-up of fire or emergency on receipt of teleprinter or other information (e.g., CIDS) and continues size-up *en route* and at fire scene or other response. Evaluates and directs activities at non-fire emergencies and special calls (such as collapses, water main breaks, scaffolding emergencies, person under subway train, etc.). Confers with company officers and others with relevant information to determine conditions found by first arriving units and actions taken prior to arrival of Chief Officer (Fire). Carries out appropriate assignment for coordination of fire fighting activities as directed by the Incident Commander. Directs and/or redirects companies on the scene based on size-up of the fire. Develops strategies for fire management at the fire scene. Implements tactics to cope with ongoing fire or emergency. Directs placement of units and apparatus at fire. Determines whether to evacuate civilians from structures and/or areas during fire or emergency conditions. Determines when imminent danger to firefighters requires changing to an exterior operation. Initiates and maintains proper fire scene communications with dispatcher and units. Organizes, coordinates and evaluates ongoing progress of searches for possible victims. Determines the status of the fire, for example, whether the fire is doubtful, probably will hold, or is under control. Calls for or returns units, as needed, based on size-up at fire or emergency operations. Contacts the dispatcher by radio to request additional alarms and special units at fire or emergency operations. Ensures proper utilization of Firefighter Assist and Search Team (FAST) unit. Ensures completeness of overhaul by determining extent of overhaul required, monitoring and checking completeness of overhaul to minimize damage and ensure final extinguishment. Communicates changes in strategy as the fire or emergency changes. Correctly uses radio and mobile data terminal for communications with units and dispatcher, as per Communications Manual and other relevant material.

Administration/Management - Activities involving the direction and control of all Battalion operations. Reviews written communications to the Battalion from headquarters, units, Community Boards and other agencies and takes appropriate action. Ensures appropriate compliance with regulations, orders, circulars, and bulletins issued by Fire Department, upon receipt. Makes recommendations concerning compensatory time and leave requests or restricts use of mutual exchange or tours to ensure "minimum staffing" requirements are met. Determines staffing needs for the next tour(s) to ascertain the availability of overtime and standby personnel. Disseminates and discusses relevant portions of oral communiques and information from division conferences, telephone messages, and personal visits to units. Makes entries in diaries and journals to exchange such information as assignments and scheduling with chiefs in the Battalion. Reviews diaries and journals to obtain information relevant to the Battalion. Determines that Battalion equipment is working properly. Reviews

reports from subordinates, and returns for revision, or endorses, and forwards through chain-of-command, as appropriate. Evaluates and approves or disapproves Critical Information Dispatch System (CIDS) data entries. Initiates oral or written Battalion reports when needed. Uses department computers to prepare fire reports and fire prevention inspection records.

Supervision - *Activities involving directing, motivating, and evaluating subordinates.* Delegates selective administrative paperwork to Battalion Firefighter ("Aide") and reviews said paperwork. Visits companies to observe and critique drills, roll calls and inspections, to determine compliance with Fire Department Guidelines. Enforces compliance with FDNY safety procedures (e.g., Messages, Tips, Safety Bulletins, etc.) at fires/emergencies or in quarters. Supervises building inspection activities and provides technical assistance as needed. Checks to see which units are unavailable for firefighting operations ("OOS") due to training, company medicals, conducting special inspections, etc. Answers questions of subordinates related to the performance of their duties.

Training/Education - *Activities involving Chief Officer (Fire) training as well as the training of subordinates.* Supervises and assists company officers conducting daily drills. Conducts multi-unit drills. Updates and maintains all Department publications in order to ensure that the Battalion has the latest information. Conducts and/or participates in post-operation critiques to improve safety, enhance efficiency of operations and build team effectiveness.

Fire Protection and Safety - *Activities involving minimization of fire and other hazards.* Inspects structures for violations and/or unusual conditions (e.g., new construction, renovations, hospitals, schools, places of public assembly and department stores during holidays), upon direction or on own initiative, based on personal judgement. Determines if vacant buildings pose a threat and recommends demolition and safe operating procedures when necessary. Makes initial determination whether an occupied building should be vacated. Ensures that adequate pre-fire plans are developed (e.g., by assessing needs, reviewing plans developed by companies, and/or developing or updating pre-fire plans). Determines need for entry of data into the CIDS program.

Public Relations - *Activities involving interactions with the public or other agencies.* Testifies as competent witness on fire fighting operations, fire prevention, and other Fire Department matters. Provides information to property owners and occupants regarding fire/emergency matters. Refers persons making inquiries or seeking assistance to appropriate agencies. Refers occupants of a building damaged by a fire or emergency to appropriate sources (e.g. the Red Cross).

The test may include questions which require mastery of technical knowledge based on such materials as: The Incident Command Manual, Firefighting Procedures Manual (concerning fire operations at various types of non-high-rise buildings, e.g., row frame, brownstone, taxpayers, old and new law tenements, fireproof and non-fireproof multiple dwellings, private dwellings and vacant buildings), Firefighting procedures for high-rise buildings (commercial and residential), Engine Company operations, Ladder Company operations (e.g., Ladders Bulletins 1, 2, 6, and 3 and 4), Marine Company operations (Marine Manual), CFRD Manual and procedures, Fire Tactics and Procedures (Hazardous Materials), Safety Messages, Safety Bulletins, Training Bulletins, Division Circular #36, P.A./I.D. Circulars, Manual of the Regulations for the Uniformed Force, All Units Circulars, All Boro Circulars, Department Orders (after 1998), Mayor's Executive Order #16 of 1978, as Amended (P.A./I.D. Circular 2/78), Communications Manual, Fire Prevention Information Bulletins and Fire Prevention Directives (from Fire Prevention Manual), Fire Prevention Manual material not covered elsewhere (e.g., school inspections, supervisory inspections, vacates, holiday inspections, sprinkler recommendations), Title 27 Building Code of the City of New York (Construction and Maintenance; Old Chapter 26), *Collapse of Burning Buildings* by Vincent Dunn.

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

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. **Delegation** - Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control - Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities or responsibilities; taking action to monitor the results of delegated assignments or projects. **Analysis** - Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. **Judgment** - Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information. **Decisiveness** - Readiness to make decisions, render judgments, take action, or commit oneself. **Initiative** - Active attempts to influence events to achieve goals; self-starting rather than passive acceptance. Taking action to achieve goals beyond those called for, originating action. **Work Standards** - Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance. **Impact** - Presenting oneself to others as a poised, confident, competent and respected individual; behaving in a manner appropriate to one's professional status. **Behavioral Flexibility** - Modifying one's approach to most effectively meet the needs of the situation. **Technical Translation** - Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

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

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

If your date of permanent appointment to Captain (FDNY) is :	You will receive the following points :	If your date of permanent appointment to Captain (FDNY) is :	You will receive the following points :
4/2/00 or after	not eligible	1/2/95 - 4/1/95	80.000
1/2/00 - 4/1/00	70.000	10/2/94 - 1/1/95	80.250
10/2/99 - 1/1/00	70.500	7/2/94 - 10/1/94	80.500
7/2/99 - 10/1/99	71.000	4/2/94 - 7/1/94	80.750
4/2/99 - 7/1/99	71.500	1/2/94 - 4/1/94	81.000
1/2/99 - 4/1/99	72.000	10/2/93 - 1/1/94	81.250
10/2/98 - 1/1/99	72.500	7/2/93 - 10/1/93	81.500
7/2/98 - 10/1/98	73.000	4/2/93 - 7/1/93	81.750
4/2/98 - 7/1/98	73.500	1/2/93 - 4/1/93	82.000
1/2/98 - 4/1/98	74.000	10/2/92 - 1/1/93	82.250
10/2/97 - 1/1/98	74.500	7/2/92 - 10/1/92	82.500
7/2/97 - 10/1/97	75.000	4/2/92 - 7/1/92	82.750
4/2/97 - 7/1/97	75.500	1/2/92 - 4/1/92	83.000
1/2/97 - 4/1/97	76.000	10/2/91 - 1/1/92	83.250
10/2/96 - 1/1/97	76.500	7/2/91 - 10/1/91	83.500
7/2/96 - 10/1/96	77.000	4/2/91 - 7/1/91	83.750
4/2/96 - 7/1/96	77.500	1/2/91 - 4/1/91	84.000
1/2/96 - 4/1/96	78.000	10/2/90 - 1/1/91	84.250
10/2/95 - 1/1/96	78.500	7/2/90 - 10/1/90	84.500
7/2/95 - 10/1/95	79.000	4/3/90 - 7/1/90	84.750
4/2/95 - 7/1/95	79.500	4/2/90 or earlier	85.000

Conditions: Service during the above time periods that is not continuous may result in lower seniority credit. No additional credit will be given for more than 10 years of permanent service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Captain (Fire Department) shall be given appropriate credit.

In addition, if permanent service as Captain (Fire Department) has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will be counted for seniority purposes.

Awards: Use the following chart to determine the credit to be added for Departmental Awards.

<u>For Each Award:</u>	<u>Add the Following:</u>
Roll of Merit, Class 1	1.500 percent
Roll of Merit, Class 2	1.000 percent
Roll of Merit, Class 3	0.500 percent
Service Rating A	0.250 percent
Service Rating B	0.125 percent
Unit Citation	0.063 percent

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. 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.

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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

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. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Education Requirement: Probationary Chief Officers (Fire) must accumulate 40 college credits by the end of the one-year probationary period. The 40 college credits must be earned as a result of the satisfactory completion of course work at an accredited college or university. Please note that any member who has completed PONSİ accredited courses may submit these transcripts for consideration to fulfill some or all of the college credit requirement. Appointees must present all the official documents and proof required to qualify to the Fire Department's Tenure Office one month prior to the end of the one-year probationary period.

Probationary Period: The probationary period for Chief Officer (Fire) promoted as a result of this examination is twelve months. However, the probationary period may be extended for an additional six months if the education requirement has not been met, or for any other reason in accordance with civil service rules and regulations.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70383; Fire Service.

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.ci.nyc.ny.us/html/dcas/home.html