



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (FIRE)**  
**Exam. No. 8510**

<p><b>WHEN TO APPLY:</b> From: August 6, 2008 To: August 26, 2008</p>	<p><b>APPLICATION FEE: \$60.00</b> Payable by money order to DCAS (EXAMS), or payable online by credit card, bank card, or debit card.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, December 6, 2008.</b></p>	

**WHAT THE JOB INVOLVES:** Captains in the Fire Department, under general direction, are in responsible 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; and 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 \$91,532 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**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 competitive appointment or appears on a Preferred List (see Note, below) for the title of Lieutenant (Fire Department), 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 incumbents of the eligible title who have rehiring rights.)

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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible titles as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible titles or your name must appear on a Preferred List for the eligible titles at the time of promotion. Additionally, you must have served permanently in the eligible titles for at least one year.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Note:** See “EFFECTS OF A BREAK IN SERVICE” section, below.

**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 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 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:** You must possess a motor vehicle driver license valid in the State of New York at the time of promotion. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

**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. 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. Tasks categories to be tested are as follows: Preparing for Tour of Duty; Record Keeping (Completion of Paperwork), Including Gathering of Information; Alarm to After Arrival; Fire/Emergency Scene Operations; Fire/Emergency Scene Operations-Search and Rescue; Overhaul and After-Fire Extinguishment; Medical Assistance; Performing Inspections & Investigating Complaints; General Supervision and Company Commander Responsibilities; Training; and Communications.

The test may include questions which will require mastery of 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: Evaluations, Inspections and Violation Recognition; Fire Prevention: Laws, Directives, etc.; Unit Inspections; Personnel Management and Supervision; Reports, Record Keeping and General Office Activities; and Community and Public Relations. Questions may be based on such materials as: All Boro Circulars excluding #'s: 14-83, 2-85, 13-85, 2-86, 5-86, 4-87, 21-87, 4-88, 6-88, 7-88, 1-90, 3-91, 4-91, 7-91, 3-93, 9-93, 3-94, 12-94, 13-94, 5-95, 1-96, 2-96, 3-96, 5-96, 9-96, 1-2001, and 1-2008; All Units Circulars excluding #'s: 196, 223, 240, 244, 253, 262, 273, 275, 285, 290, 291, 293, 294, 304, 305, 308, 311, 314, 316, 318, 319, 326, 327, 333, 335, 336, 337, 339, and 340; Basic Engine Operations; CFR-D Manual excluding Chapters 1, 4, 6, and 7; Collapse of Burning Buildings, A Guide to Fire Ground Safety by Vincent Dunn; Communications Manual; Company Journal Entry Guide; Department Orders 11/06/07 to 11/06/08; Evolutions excluding #'s: 3, 4, and 13; Fire Prevention Manual; Firefighting Procedures; Hazardous Materials Fire Tactics and Procedures and the Emergency Response Plan excluding ERP Addendum 1, Bio Agents, Chapters 2-10; Incident Command Manual excluding: Chapter 2, Addendum #'s 1, 2, 3, and 5, Chapters 3, 4, 5, 6, and 7, and the Glossary of ICS Terms; Ladder Company Operations; Marine Manual; PA/ID Manual excluding #'s: 5/69, 6/70, 10/72, 7/73, 2/75, 5/75, 1/76, 2/79, 5/79, 1/80, 2/84, 3/84, 3/88, 2/90, 4/92, 3/93, 1/94, 2/94, 4/94, 5/94, 1/95, 2/95, 3/95, 4/96, 1/97, 1/2000, 1/2004, 2/2007, and 3/2007; Pass It On Program; Requisitions and Payroll Manual; Regulations of the Uniformed Force; Safety Bulletins; Time and Payroll Report System; Training Bulletins; Uniform Filing System; and Mayor’s Executive Order No. 16 of 1978, as amended.

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

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

**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 and responsibilities; taking action to monitor the results of delegated assignments or projects.

**Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

**Note:** See “EFFECTS OF A BREAK IN SERVICE” section, below.

**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.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

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:

**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:

<u>If Your Date of Permanent Appointment to the eligible titles is :</u>	<u>You Will Receive :</u>	<u>If Your Date of Permanent Appointment to the eligible titles is :</u>	<u>You Will Receive :</u>
12/6/08 or after	not eligible	9/6/03 - 12/5/03	80.000 percent
9/6/08 - 12/5/08	70.000 percent	6/6/03 - 9/5/03	80.250 percent
6/6/08 - 9/5/08	70.500 percent	3/6/03 - 6/5/03	80.500 percent
3/6/08 - 6/5/08	71.000 percent	12/6/02 - 3/5/03	80.750 percent
12/6/07 - 3/5/08	71.500 percent	9/6/02 - 12/5/02	81.000 percent
9/6/07 - 12/5/07	72.000 percent	6/6/02 - 9/5/02	81.250 percent
6/6/07 - 9/5/07	72.500 percent	3/6/02 - 6/5/02	81.500 percent
3/6/07 - 6/5/07	73.000 percent	12/6/01 - 3/5/02	81.750 percent
12/6/06 - 3/5/07	73.500 percent	9/6/01 - 12/5/01	82.000 percent
9/6/06 - 12/5/06	74.000 percent	6/6/01 - 9/5/01	82.250 percent
6/6/06 - 9/5/06	74.500 percent	3/6/01 - 6/5/01	82.500 percent
3/6/06 - 6/5/06	75.000 percent	12/6/00 - 3/5/01	82.750 percent
12/6/05 - 3/5/06	75.500 percent	9/6/00 - 12/5/00	83.000 percent
9/6/05 - 12/5/05	76.000 percent	6/6/00 - 9/5/00	83.250 percent
6/6/05 - 9/5/05	76.500 percent	3/6/00 - 6/5/00	83.500 percent
3/6/05 - 6/5/05	77.000 percent	12/6/99 - 3/5/00	83.750 percent
12/6/04 - 3/5/05	77.500 percent	9/6/99 - 12/5/99	84.000 percent
9/6/04 - 12/5/04	78.000 percent	6/6/99 - 9/5/99	84.250 percent
6/6/04 - 9/5/04	78.500 percent	3/6/99 - 6/5/99	84.500 percent
3/6/04 - 6/5/04	79.000 percent	12/6/98 - 3/5/99	84.750 percent
12/6/03 - 3/5/04	79.500 percent	12/5/98 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.

<u>For Each Award:</u>	<u>Add the Following Points:</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
Pre-hospital Save Commendation (post 7/1/07)	0.063 percent

#### Terms and Conditions Governing Credit for Departmental Awards:

- 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.
- 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.
- 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%.

**Note:** See “EFFECTS OF A BREAK IN SERVICE” section, below.

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 take the examination, 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.

**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, 1 Centre Street, 14th 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 promotion when your name is reached on the eligible list.

**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 but on or before the date of the multiple-choice test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, 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, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

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](http://nyc.gov/dcas)