

NOTICE OF EXAMINATION

PROMOTION TO LIEUTENANT (FIRE)

Exam No. 0569

THIRD AMENDED NOTICE - June 29, 2022

WHEN TO APPLY: From: July 1, 2022

APPLICATION FEE: \$96.00

To: July 21, 2022

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 **Wednesday, December 14, 2022.**

The Notice of Examination is amended to reopen the Application Period from July 1, 2022 through July 21, 2022, change the date of multiple-choice testing from May 16, 2020 to December 14, 2022, and update The Test section and Seniority Chart accordingly. Candidates who previously applied do not need to apply again.

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

WHAT THE JOB INVOLVES:

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

Special Working Conditions:

Lieutenants (Fire) will be required to work various shifts including nights, Saturdays, Sundays, and holidays. (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 \$97,648 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Fire Department who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (See Note Below) for the title of Firefighter, or in the title of Wiper (Uniformed), Pilot, Marine Engineer (Uniformed-Fire Department), Fire Marshal (Uniformed), or Supervising Fire Marshal (Uniformed), which title was acquired as a result of promotion from Firefighter; and
2. has served permanently in such title or titles for a period of three years; and
3. is not otherwise ineligible.

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

Note: See "FORMER POLICE SERVICE" SECTION, AND "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 title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

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

REQUIREMENT TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 60 college semester credits or the educational equivalent of 60 college semester credits, as described in the next paragraph. You must submit all official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA") or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. You will receive instructions from the Fire Department during the promotion process regarding the approved evaluation services that you may use for foreign education. 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.

PROBATIONARY PERIOD:

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

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is 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.

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

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, July 4, 2022.

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.

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 available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

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

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

The test may include questions which require working knowledge or better in effect up to and including July 1, 2022 from the following 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, (Excluding Chapters 1, 4, 6, 7, and Appendixes A and B and Supplements 1, 2, and 3 of Chapter 3); Emergency Procedures, (Confined Space, Natural Gas, Suspended Scaffold Emergencies, Vehicle Disentanglement, Water Rescue 1-5, and Steam); All Unit Circulars (excluding 1, 2, 6, 8, 162, 163, 189, 210, 248, 273, 275, 276, 285, 290, 293, 294, 295, 297, 302, 303, 311, 314, 318, 319, 324, Addendums 1,2,3,4 of 325, 327,

333, 335, 336, 337, 341, 342, 347, 350, 355, 356, 357, 358, 359, and Excluding the following from AUC 5, Chapter 2 Addendum 3 pages 7-12, Chapter 2 Addendums 8 and 9, Chapter 3 Addendums 4 and 5, and Chapter 4 all); Evolutions; Communications Manual (Excluding Chapters 1, 5, 7, Addendums 2 and 3 of Chapter 4, Addendums 1, and 3 of Chapter 10, Addendum 3 of Chapter 14); Incident Command Manual, (Addendums 3, 4, and 6 of Chapter 2 only); Safety Bulletins (SB1, SB2 Chapters 1-8, SB3, SB4 Chapter 1, SB6, SB7 Chapters 1-6) Training Bulletins (excluding Rope 9, Tools 22 and 33); Regulations of the Uniformed Force, (Excluding Chapters 1-9, 14, 18, 24, 27, 31, and 32); PA/ID Circulars (PA/ID 1 Chapters 3, 6, 8 and 15, PA/ID 3 Chapter 2 Excluding Addendums 1 to 5, PA/ID 4 Chapter 1, PA/ID 5 Chapters 1 and 2, PA/ID 6 Chapter 1 and 2, PA/ID 8 Chapter 2, 5, 6, 7, and 14, PA/ID 9 Chapter 13 only); Guide to Company Journal Entries.

SENIORITY AND AWARDS:

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

If Your Date of Permanent Appointment to Firefighter is:	You Will Receive:	If Your Date of Permanent Appointment to Firefighter is:	You Will Receive:
12/15/19 or after	not eligible	3/15/16 - 6/14/16	81.500 percent
9/15/19 - 12/14/19	76.000 percent	12/15/15 - 3/14/16	81.750 percent
6/15/19 - 9/14/19	76.500 percent	9/15/15 - 12/14/15	82.000 percent
3/15/19 - 6/14/19	77.000 percent	6/15/15 - 9/14/15	82.250 percent
12/15/18 - 3/14/19	77.500 percent	3/15/15 - 6/14/15	82.500 percent
9/15/18 - 12/14/18	78.000 percent	12/15/14 - 3/14/15	82.750 percent
6/15/18 - 9/14/18	78.500 percent	9/15/14 - 12/14/14	83.000 percent
3/15/18 - 6/14/18	79.000 percent	6/15/14 - 9/14/14	83.250 percent
12/15/17 - 3/14/18	79.500 percent	3/15/14 - 6/14/14	83.500 percent
9/15/17 - 12/14/17	80.000 percent	12/15/13 - 3/14/14	83.750 percent
6/15/17 - 9/14/17	80.250 percent	9/15/13 - 12/14/13	84.000 percent
3/15/17 - 6/14/17	80.500 percent	6/15/13 - 9/14/13	84.250 percent
12/15/16 - 3/14/17	80.750 percent	3/15/13 - 6/14/13	84.500 percent
9/15/16 - 12/14/16	81.000 percent	12/15/12 - 3/14/13	84.750 percent
6/15/16 - 9/14/16	81.250 percent	12/14/12 or earlier	85.000 percent

Terms and Conditions Governing Credit for Departmental Awards:

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 Firefighter or other eligible title shall be given appropriate credit.

Note: See "FORMER POLICE SERVICE" section, and "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 of the Following Awards:	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 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.

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. 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.

FORMER POLICE SERVICE: Any member of the uniformed force of the Fire Department who was appointed on or prior to April 9, 2006, and who, immediately prior to his or her appointment to the position of Firefighter, has served as a member of the Police Force in the New York City Police Department (in accordance with Section 15 -111a of the New York City Administrative Code), the New York City Housing Authority Police Department, or the New York City Transit Police Department (in accordance with Section 15 - 111.1 of the New York City Administrative Code), shall have such time counted as service in the eligible title(s) in the Fire Department in determining promotion eligibility and seniority credit, provided the pension fund contribution required by Section 15 -111a of the New York City Administrative Code is made.

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.

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 including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

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

PENALTY FOR MISREPRESENTATION:

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

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. 70360; Fire Service.

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