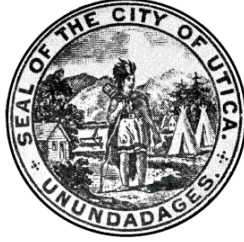


UTICA MUNICIPAL CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

Mayor
Robert M. Palmieri



Civil Service Commission
Teresa Wojnas, Chairperson
Craig B. Minor, Commissioner
David H. Williams, Commissioner

THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR

FIREFIGHTER-EMT 68-455

EXAM DATE: March 19, 2022

LAST FILING DATE: Applications must be received by or postmarked by the close of business on February 9, 2022.

APPLICATION FEE: \$50.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION.

The required fee must accompany your application(s). Please make your check or money order payable to Utica Municipal Civil Service Commission. Please write your name and examination number(s) on the check or money order. Applicants who do not submit the required fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$25.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of New York State at the time of application. Preference may be given to legal residents of the City of Utica. When preference in certification is given to residents of the

City of Utica pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of the City of Utica for at least one month prior to the date of certification in order to be included in a certification as a resident of the City of Utica and must be a resident of the City of Utica at the time of appointment.

LOCATION OF POSITION/VACANCY: The eligible list resulting from this examination will be used to fill any vacancies as they occur for the City of Utica Department of Public Safety, Bureau of Fire.

SALARY: \$43,243

DUTIES: This position exists in the Department of Public Safety, Bureau of Fire and involves the responsibility of performing functions of firefighting and fire prevention, as well as providing emergency medical services. A firefighter-EMT takes prompt action in order to protect life and property. Duties may involve entering burning buildings to evacuate occupants and suppress fire by any means available. The work is performed under the direct supervision of a higher ranking officer in conformance with departmental rules and regulations. Routine maintenance and custodial work on the station and equipment is also performed when not engaged in either firefighting, inspections, or training. Supervision of others is not a responsibility of an employee in this class. Does related work as required.

MINIMUM QUALIFICATIONS, INCLUDING SPECIAL REQUIREMENTS:

Graduation from High School or possession of a High School Equivalency Diploma at the time of application. Possession of valid, current certification as EMT is required for appointment. A valid NYS Drivers License is required at the time of appointment and must be maintained throughout employment.

Eligibility for certification as an Emergency Medical Technician (EMT-1) issued by the New York State Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Service code at the time of application. Possession of a valid current certificate is required for appointment. **IT IS YOUR RESPONSIBILITY TO PROVIDE A COPY OF YOUR EMT CERTIFICATION. You will not be**

certified for appointment until you have submitted a copy of your EMT Certification.

SPECIAL REQUIREMENTS:

Candidates selected will be required to pass a physical agility test administered by the Department of Public Safety, Bureau of Fire as well as a comprehensive physical examination and background investigation.

Age: Candidates must be at least nineteen (19) years of age on or before March 19, 2022 to be admitted to the written test. Eligibility for appointment as a Firefighter-EMT begins when the candidate reaches age twenty (20).

- Candidates must successfully complete the Utica Fire Academy Training within six (6) months of appointment.
- Candidates must pass a medical examination that will cover areas such as, but not limited to vision, drug test, hearing and blood pressure.
- Candidates must pass a psychological evaluation.

THIS EXAMINATION WILL CONSIST OF FOUR PARTS:

Part 1. Written Exam

Part 2. Candidate Physical Ability Test (CPAT)

Part 3. Medical Exam

Part 4. Psychological Evaluation.

SUBJECTS OF WRITTEN EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas.

Part 1.

1. Ability to learn and apply information

These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.

2. Basic arithmetic

This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighter or any other job is required. **Candidates should bring a hand-held battery – or solar-powered calculator for use on this test.** Candidates will **not** be permitted to use the **calculator** function on their **cell phone**.

3. Reading comprehension

These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.

4. Situational judgment

This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

A Guide for the Written Test for Firefighter is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

The use of calculators is RECOMMENDED.

The use of solar or battery operated calculators are recommended. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

The written exam is both qualifying and ranking. The scores on the written test will be the final scores, and will be used to rank candidates on the eligible list. Parts 2, 3 and 4 are qualifying only and will be rated pass/fail. Candidates who fail any one part of the examination will not be tested further. The Commission reserves the right to process candidates on qualifying portions of the examination only in such numbers as is necessary to produce enough eligibles to meet departmental needs through the lifetime of the list.

Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Utica Fire Department. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

FAILURE TO APPEAR AT ANY SCHEDULED PORTION OF THIS EXAMINATION WILL RESULT IN YOUR REMOVAL FROM FURTHER CONSIDERATION IN THE EXAMINATION PROCESS AND REMOVAL FROM THE ELIGIBLE LIST.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE UTICA CIVIL SERVICE COMMISSION IN WRITING OF ANY CHANGES IN ADDRESS OR TELEPHONE NUMBER AS SOON AS POSSIBLE. NOTIFYING THE POST OFFICE TO FORWARD MAIL IS NOT EFFECTIVE TO ENSURE THAT NOTICES FOR EXAMINATIONS OR APPOINTMENTS WILL REACH YOU.

Part 2. Candidate Physical Ability Test (CPAT)

The Candidate Physical Ability Test (CPAT) consists of a sequence of eight separate events, requiring you to progress along a predetermined path from event to event in a continuous manner. The eight events are: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue, Ceiling Breach and Pull. Detailed information about the Candidate Physical Ability Test (CPAT) will be provided to candidates prior to the ability test date.

The CPAT shall be good for one (1) year. Candidates not appointed within one (1) year will be asked to participate in additional CPATs.

The Commission reserves the right to process candidates on qualifying portions of the examination only in such numbers as is necessary to produce enough eligibles to meet departmental needs through the lifetime of the list. There are three elements also measured in the qualifying ability test that are for phobia identification, muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description:

Phobia Test: Testing designed to identify potential phobias that might endanger a firefighter. Candidates will don a blacked out SCBA face piece and simulate searching a room. Candidates will climb a 100 foot aerial device. Tests are designed to identify fear of closed in or dark spaces and fear of heights.

Room Search: Wearing a blackened SCBA face piece, the candidate will crawl (counterclockwise) around the perimeter of a room, returning to the starting position. The examiner will record the elapsed time. This exercise will be completed within 1 minute and 30 seconds.

Ladder Climb: The candidate will climb (in a controlled manner without skipping any rungs) an aerial ladder to a height of approximately 100' at a 70 degree angle, touch the top rung and then descend the ladder. The examiner will record the elapsed time. This exercise will be completed within 3 minutes. Candidates will wear an SCBA harness with a belay line attached.

Part 3. Medical Exam

It shall be a condition of employment that candidates successfully pass a medical examination. It shall be a condition of continued employment in the Utica Fire Department that employees submit to and successfully pass these examinations throughout their career. Candidates for a Firefighter-EMT position will be responsible for the cost of the medical exam.

Part 4. Psychological Evaluation

It shall be a condition of employment that candidates successfully pass a psychological evaluation.

Candidates for a Firefighter-EMT position will be responsible for the cost of the medical exam.

Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver's License: Candidates must possess a valid New York State Drivers License at the time of appointment and maintain a valid New York State Drivers License throughout employment.

NOTE: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

CROSS FILER STATEMENT: If you have applied for any other civil service examination to be given on the

same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center. Please notify this office by calling (315) 792-0225 no later than two weeks before the test date.

You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

PLEASE BE ADVISED THAT in accordance with the current contract for the Utica Professional Firefighters Local 32 (1) Firefighter-EMTs will be required to obtain paramedic certification within three (3) years of their date of hire provided that the City is able to enroll (actual attendance at a program) them in a certified paramedic program within one (1) year of their date of hire. If the City is unable to enroll them in such a program within one (1) year of their date of hire, then the three (3) years will be extended to four (4) years. If the City is unable to enroll the newly hired Firefighter-EMT in a program within two (2) years of their initial appointment, then the four (4) years will be extended to five (5) years. Firefighter-EMTs will not move past Firefighter Step 1 salary level if they are enrolled in a paramedic program prior to their first anniversary date. Step movement in that case will occur only after paramedic certification is achieved and movement will be to the appropriate salary step based upon their total service with no retroactivity. If the City is unable to secure a paramedic program for a firefighter within one (1) year of the date of his appointment, he shall move to Step 2 and will remain at that step until paramedic certification is achieved, at which point he shall move to the appropriate salary step based upon his total service without retroactivity. Step movement will occur each year so long as the City is unable to enroll a newly hired Firefighter-EMT in a paramedic program. The Firefighter-EMT will remain at whatever step they are in at the time of enrollment and will not move to the next step until having successfully completed paramedic certification. (2) A Firefighter-EMT who fails to obtain paramedic certification as a result of going through a certified paramedic program and allowing for a retest in the event that the initial certification test is failed shall be terminated by the Department without recourse to the disciplinary procedure. The termination may occur when it is impossible as a matter of practicality and timing for the individual to complete this requirement.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Utica Municipal Civil Service Commission as soon as possible before the test date.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Utica Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:

Application forms may be obtained from the City of Utica Website: www.cityofutica.com

OR: From the office of: **THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION, 1 KENNEDY PLAZA, UTICA, NY 13502**

During: *Any weekday from the posting date through the last filing deadline (except holidays).*

Between the hours of: 9:00 a.m. to 4:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed legal sized envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Utica Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than noon on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Civil Service Commission at (315) 792-0225. Do not interpret a notice to appear for the examination to mean that you have been found to meet the announced requirements. Applicants are admitted to the exam on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the exam has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Utica Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Issued: December 11, 2021