

Issued: November 1, 2016 Revised: November 14, 2016

CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021

Announcement of a promotional examination

EXAMINATION # 76-930

ASSISTANT FIRE CHIEF

EXAMINATION DATE: January 7, 2017
LAST FILING DATE: December 10, 2016
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: December 10, 2016

Salary: \$72,098 - \$86,151

MINIMUM QUALIFICATIONS:

Candidates must be permanently employed in the competitive class with the City of Auburn Fire Department serving on a permanent basis as an Auburn Fire Captain or six years as an Auburn Fire Lieutenant as of the day of the written examination.

ANTICIPATED ELIGIBILITY:

If you expect to complete the experience requirement within 6 months from the date of the examination, you can be admitted to this examination on a conditional basis. Your name will not be certified until you obtain the necessary experience.

VACANCY:

At present no vacancies exist in the City of Auburn. The eligible list established as a result of this examination will be used to fill any vacancies as they occur.

APPLICATION FEE:

The fee of \$25.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the City Fire Department and involves administrative and supervisory responsibilities for the work of the fire department within broad limits of departmental rules and policy and instructions from the Fire Chief. An Assistant Fire Chief assists the Fire Chief in department administration and operations and may be assigned to exercise full control of the departmental activities in the absence of the Fire Chief. A high degree of responsibility for the protection of lives and property is involved. Does related work as required.

SUBJECTS OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Fire administration job simulation exercise

This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

4. Fire emergency job simulation exercise

This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

5. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

A Guide for the Written Test for Fire Chief/Assistant Fire Chief is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATORS:

Use of calculators is **PROHIBITED**. **No beepers or cell phones are allowed in the examination room.**

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

Weather emergency Listen to: TV channel 3, 5, Radio: WAUB (1590Am), WGVA (98.5 AM)WMBO/WPCX (1340AM/106.9FM), WNYR (98.5FM), WLLW99.3FM), WSEN, WFBL.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERAN'S CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran credits. The applications for veteran credits are available in the Auburn Civil Service Office. All veteran credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

CROSS FILERS:

If you have applied for other local civil service examinations, held on the same day, you must notify each agency in writing no later than two weeks before the test date so that arrangements can be made for you to take your examinations at one test site. Please indicate on your applications the names of the jurisdictions where other applications have been filed and the location where you wish to sit for the test.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. You may also print an exam application from our website at www.auburnny.gov under departments, Civil Service. To request by mail, send a self-addressed (.92 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall
24 South Street
Auburn, NY 13021

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross Filers)

SENIORITY CREDITS:

Seniority credits will be added according to the schedule attached to this announcement.

SCHEDULE FOR COMPUTING SENIORITY

One point for each creditable five –year period

Less than 1 year	NO points
1 year to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

Up to 5 points max

Auburn Civil Service Commission

**Diane R. Gove
John C. Hardy
Laurie A. Turo**

An equal opportunity employer