



Notice of Examination

Promotion to Dispatcher (Rapid Transit Operations)

Exam # 7701

Application Deadline
September 27, 2016

Type of Test:
Multiple-Choice

Application Fee:
\$85

Test Date: (subject to change)
December 10, 2016

JOB DESCRIPTION: Dispatchers, under general supervision, have immediate responsibility for the movement of MTA New York City Transit trains in passenger and work service in an assigned sector of the train way; into, out of, and within terminal stations and yards, through gap stations and within the yard, such as: to and from lay-up tracks, car wash facilities, inspection barns, repair and overhaul shops utilizing manual and computerized systems. They oversee the general train makeup, including the coupling and uncoupling of train cars; ensure that subordinates and other employees are properly equipped and fit for duty; handle emergencies, unusual occurrences and investigate accidents; study traffic conditions along the train-way and within the confines of a yard facility to ensure adequacy of services; make reports and keep manual and computerized records of all train movements; make station announcements and perform related work.

Some of the physical activities performed by Dispatchers (Rapid Transit Operations) and environmental conditions experienced are: descending onto and climbing off tracks; following the movement of color-coded lights; communicating by radio; climbing steep stairways and walking along catwalks or narrow passageways; and hearing train horns and other sound signals.

Special Working Conditions: Dispatchers (Rapid Transit Operations) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This brief description does not include all of the duties of this position.)

SALARY: The current minimum salary is \$73,619 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of MTA New York City Transit who **on the date of the multiple-choice test:**

1. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Assistant Train Dispatcher, Train Operator or Tower Operator; and
2. has been permanently employed in such title or titles in MTA New York City Transit for not less than one year; and
3. is not otherwise ineligible.

(Continued)

ELIGIBILITY (Continued)

(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.)

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.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the *Application*. If you do not know if you are eligible check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of any MTA agency other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in the title or your name must appear on a Preferred List for the title. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

Drug Screening Requirement: You must pass a drug screening in order to be promoted, and if promoted, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be promoted to this safety-sensitive position.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

You must apply online for this examination **by the last day of the application period** unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the "How to Submit an Application When Requesting a Fee Waiver" section below.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

Online Filing Instructions:

1. Apply using the "BSC" employee portal at : www.mymta.info by the last day of the application period.
2. You must pay the application fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
3. You will be sent a confirmation email after you complete your application and pay the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: September 7, 2016

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER:

Applicants who wish to request a Fee Waiver must obtain an *application* in person at the MTA Exam Information Center as indicated below and must submit the *Application* by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

MTA New York City Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-MetroTech Station, or the 2 or the 3 train to the Hoyt Street Station.

ADMISSION LETTER:

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the date of the multiple-choice test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

THE TEST:

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass the multiple-choice test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive class titles. Your service will be credited through the date of the multiple-choice test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions on: rules and regulations that govern train movement throughout the system; interpreting schedules and making job-related arithmetic calculations; railroad equipment such as car and track equipment and tower switching machines; railroad terminology; forms and records commonly used by Dispatchers (Rapid Transit Operations); supervisory rules and regulations; emergency procedures; communication methods; safe practices and procedures; and other related areas.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, 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 in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

TEST ADMINISTRATION GUIDELINES (Continued)

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 the test site while you are taking the test.

Leaving: You must leave the test site once you finish the test. 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.

Proof Of Identity:

You must present your MTA New York City Transit employee ID when you arrive to take the multiple-choice test.

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 with **your department's Human Resources representative** to determine the procedure for filing a late application if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to 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.

Make-Up Test:

You may apply for a make-up test if you cannot take the test for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by employment as an officer or employee of MTA New York City Transit;
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;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit 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, mail your request with your documentation of special circumstances to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or within 60 days of restoration to your position after performing ordered military duty.

Special Test Accommodations:

If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence Section" below no later than 30 days prior to the scheduled test date.

CORRESPONDENCE:

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone, mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA New York City Business Service Center (BSC) via the employee portal at www.mymta.info.**

All correspondence must be sent to the following address:

Promotion to Dispatcher (Rapid Transit Operations), Exam # 7701 ,
MTA New York City Transit,
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 91281; The Rapid Transit Railroad Service; Group II – Per Annum Positions
First Day of Filing September 7, 2016

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: September 7, 2016