

# Notice of Examination

## Second Amended Notice – March 28, 2018

### Promotion to Dispatcher (Surface Transportation)

#### Exam # 8702

**Application Deadline:**  
August 22, 2017

**Type of Test:**  
Multiple-Choice

**Application Fee:**  
\$85.00

**Multiple-Choice Test Date:** (subject to change)  
Saturday, March 10, 2018 or  
Sunday, March 11, 2018

**This NOE was amended on March 28, 2018 to change the relative weights for the knowledge and abilities components of the Test Section from 37% for the abilities component and 63% for the knowledge component, to 45% for the abilities component and 55% for the knowledge component. This change is due to the job analysis results which dictated these respective weights. These weights were reflected correctly on the exam.**

#### **JOB DESCRIPTION**

At Assignment Level I, under general supervision, Dispatchers (Surface Transportation) assign Bus Operators to their runs; direct the dispatch and movement of buses within their assigned sector; handle unusual occurrences in service; determine ways to minimize delays; see to the observance of rules and procedures pertaining to bus operations; investigate accidents, unusual occurrences and operational equipment failures; ensure revenue security; keep time records; use computers and handheld electronic devices; prepare reports; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Dispatchers (Surface Transportation) are: using keyboards to make entries into electronic devices; standing outdoors for an extended period of time in all weather conditions; walking between and inspecting parked buses while being alert for the movement of arriving and departing buses; and communicating via radio or telephone with Bus Operators, other Dispatchers and the public during all Dispatcher assignments.

**Special Working Conditions:** Dispatchers (Surface Transportation) 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 for a Dispatcher (Surface Transportation) is \$73,821 per annum for a 40-hour work week. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing opened August 2, 2017

## ELIGIBILITY TO TAKE THE 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 Bus Operator; and
2. 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.)

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

**Service Requirement:** In order to be eligible for promotion, you must have completed (3) three years of permanent service in the eligible title as indicated in the above "ELIGIBILITY TO TAKE THE 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. Time served prior to a break in service of more than one year will not be credited for eligibility purposes.

**Driver License Requirement:** At the time of promotion you must possess a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no restrictions. The Class B CDL with a passenger endorsement must be maintained for the duration of your employment and must not include any restrictions which would preclude the performance of Dispatcher (Surface Transportation) duties. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

**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

If you believe you meet the eligibility requirements, by the last day of the application period submit an application online 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. Applications will **not** be accepted in person.

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## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

### Online Applications:

1. Apply using the "BSC" employee portal at: [www.mymta.info](http://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.
- Save your confirmation numbers for future reference and proof of filing an Application.

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.

**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) General 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 General Exam Regulations.

## 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 New York City Transit Exam Information Center as indicated below and must submit the *Application* and required forms 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 Transit 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-Metro Tech Station, or the 2, 3, or G 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 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 multiple-choice 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

The test will consist of a competitive multiple-choice test with a job knowledge section and a job abilities section. Each section is being weighted based on their importance to the overall job. Your score on the job knowledge section will comprise 55% of your multiple-choice test score and your score on the job abilities section will comprise 45% of your multiple-choice test score. A score of at least 70% is required on each section to receive a passing score on the test. If you receive a passing score on the job knowledge section and on the job abilities section, your percentage score from each section will be added together to determine your multiple-choice test score.

Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test in order to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent titles. Your service will be credited through the date of the 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.

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## THE TEST (Continued)

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit 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 the following knowledge areas and abilities:

### Job Knowledge Section

- Knowledge of the rules, regulations and procedures as they pertain to governing the timely, safe and efficient operation of buses;
- Knowledge of the basic requirements of 19-A Vehicle and Traffic Law as they pertain to Bus Operators maintaining their Driver Licenses; and
- Knowledge of the general MTA New York City Transit rules and regulations.

### Job Abilities Section

- **Decisiveness** - Readiness to make decisions, render judgments, take action, or commit oneself;
- **Initiative** - Active attempts to influence events to achieve goals, self-starting rather than passive acceptance. Taking action to achieve goals beyond those called for, originating action; and
- **Leadership** – The ability to influence, motivate, and inspire employees.

## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. 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.

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 inside 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 identification card when you arrive to take the 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.

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## 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 first date of the multiple-choice test.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled 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 where you are an officer or employee of the City;
3. Absence from the test within one week following 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 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 following termination of your 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 first scheduled test date

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. All changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info](http://www.mymta.info).

Dispatcher (Surface Transportation), Exam No. 8702  
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.

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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 MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.