

Notice of Examination

Promotion to Train Service Supervisor, Exam # 8703

Second Amended Notice – May 9, 2018

Application Deadline
October 25-27, 2017

Type of Test:
Multiple-Choice

Application Fee:
\$88.00

Test Date: (subject to change)
June 9 and June 10, 2018

Amended Notice: This Notice of Examination is amended on May 9, 2018 to change the test date to June 9 and June 10, 2018.

JOB DESCRIPTION

Train Service Supervisors, under general supervision, are responsible and accountable for the supervision, instruction, examination and qualification of MTA New York City Transit Train Operators, Conductors, Tower Operators and other operating personnel in the performance of their duties. They supervise the day to day operations of Train Operators and Conductors; evaluate and monitor Train Service personnel for fitness for duty; escort personnel to sites for medical testing; investigate injuries; instruct, reinstruct and provide feedback for Train Operators, Conductors and Tower Operators in the performance of their duties; instruct personnel in flagging and other safety procedures; respond to and investigate operational incidents; take corrective action during train delays; and prepare written reports. They prepare curricula for newly hired Train Operators, Conductors and Tower Operators, as directed, when assigned to Operations Training; conduct classes in the proper performance of train service duties and safety procedures; maintain train operating skills by operating trains on a regular basis; operate trains to expedite train movement during unusual conditions; and perform related work.

Some of the physical activities performed by Train Service Supervisors and environmental conditions experienced are: walking along active tracks in tunnels, at street level and on elevated structures; stepping over rails (including live third rails); descending from trains and catwalks to road beds and ascending from road beds to trains and catwalks; responding to audible signals such as alarm bells, train whistles, horns and radioed conversations; responding to visual signals including distinguishing colored lights; using manual equipment related to train operation; remaining in a standing position for extended periods of time; lifting heavy equipment and working outdoors in all weather conditions.

Special Working Conditions: Train Service Supervisors 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 \$77,876.00 per annum for a 40 hour week. 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 Train Operator, Assistant Train Dispatcher, or Dispatcher (Rapid Transit Operations); **and**
2. has served as a permanent Train Operator in MTA New York City Transit for at least two years, with at least one year in road revenue service (time served prior to a break in service of more than one year will not be credited); **and**
3. 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 New York City Transit.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in an 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:

If you believe you meet the requirements in the "Eligibility to Take Examination" section, submit an application online 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 non-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 the Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

Online Applications:

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 given a confirmation number after you submit 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, Brooklyn Public Library, and Queens Public Library to patrons with a valid library card.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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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 how to request 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 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 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:

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 multiple-choice 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 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: the rules, regulations and operating procedures of the Division of Rapid Transit Operations; train controls and car equipment; flagging, signals, safety and emergency procedures; instructing and supervising train crews, Tower Operators and other MTA New York City Transit employees involved in train movement; and other related areas.

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 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.

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.

Proof of Identity: You must present your MTA New York City Transit Employee ID when you arrive to take the test.

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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.

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 on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness cause by municipal employment where you are 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 where you are an officer or employee of the MTA New York City Transit;
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 make the request within 60 days of restoration to your position after promoting 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 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 should be made through the MTA Business Service Center (BSC) via the employee portal at www.mymta.info.

All other correspondence must be sent to:

Promotion to Train Service Supervisor, Exam # 8703
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. 91231; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

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