



**MaBSTOA**

*Manhattan and Bronx Surface Transit Operating Authority*

# Notice of Examination

## Promotion to Dispatcher (OA), Exam # 7200

**Application Deadline:**  
August 23, 2016

**Type of Test:**  
Multiple-Choice

**Application Fee:**  
\$85.00 (Non-Refundable)

**Test Date:** (subject to change)  
Saturday, October 29 or  
Sunday, October 30, 2016

### ELIGIBILITY TO TAKE THE EXAMINATION

You must be employed as a **Bus Operator** in MaBSTOA on the date of the multiple-choice test and not otherwise ineligible.

### YOU ARE NOT ELIGIBLE TO TAKE THIS EXAMINATION IF...

**You are an employee of New York City Transit, MTA Bus Company or any MTA agency other than MaBSTOA.** 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.

### JOB DESCRIPTION

Dispatchers assign Bus Operators to their runs; direct the dispatch and movement of buses within the assigned sector; handle unusual occurrences in service, and determine ways to minimize delays; ensure the observance of rules and procedures pertaining to bus operations; make computations relative to bus schedules, earned pay hours and leave allowances; investigate accidents, unusual occurrences and operational equipment failures; ensure revenue security; keep time records; prepare reports; communicate via radio or telephone with Bus Operators, other Dispatchers, management and the public. They also operate Authority vehicles on the road or in the yards, when required, and perform related work.

Some of the physical activities performed by Dispatchers and environmental conditions experienced are: using a keyboard to make entries into a computer; 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.

**Special Working Conditions:** Dispatchers work various shifts, including nights, Saturdays, Sundays, and holidays.

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

### SALARY

The current salary is \$71,594. This rate is subject to change.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: August 5, 2016

## REQUIREMENTS TO BE PROMOTED

**Service Requirement:** To be promoted from the eligible list resulting from this examination, you must have completed three years in the eligible title as indicated in the “Eligibility to Take Examination” section above. Time served prior to a break 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 that would preclude the performance of Dispatcher (Surface Transportation) duties.

**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.

**Pre-Promotional Evaluation:** All promotions are subject to pre-promotional evaluations.

## 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.

### 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.
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.

## 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 **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 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

You should receive an *Admission Letter* in the mail 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 Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

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## ADMISSION LETTER (continued)

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 on the multiple-choice test. Your score on the multiple-choice test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MaBSTOA up to a maximum total of 100 for 10 years of service. Your service will be credited through the date of the test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

The multiple-choice test may include questions on rules, regulations and procedures governing the timely, safe and efficient operation of buses; supervision of Bus Operators including the assignment of Bus Operators to bus runs; computations related to bus schedules, earned pay hours and leave allowances; the knowledge of procedures related to accidents, crimes and illnesses, or other emergencies or unusual occurrences; recordkeeping procedures and forms commonly used by Dispatchers; and other related areas.

**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.

**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 Identification:

You must present your MaBSTOA 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. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

## ADDITIONAL INFORMATION

You will be required to successfully complete a one-year probationary period. If you do not successfully complete the probationary period, you may be returned to your former title at the discretion of MaBSTOA.

## 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:

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**SPECIAL ARRANGEMENTS (continued)**

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 multiple-choice 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;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit/MaBSTOA 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 and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or within 90 days of the expiration of 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 keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York NYC 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 should be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Promotion to Dispatcher (OA), Exam No. 7200  
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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MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICTLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR SCORES AS DESCRIBED ABOVE.  
NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATIONS UNIT  
Title Code: M2719

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Filing Period Opened: August 5, 2016