



Bus Company

Notice of Examination

Promotion to Dispatcher, Exam No. 9405

Application Deadline:

October 23, 2018

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date: (subject to change)

Saturday, January 12, 2019 or
Sunday, January 13, 2019

JOB DESCRIPTION

Dispatchers assign bus operators to their runs; direct the dispatch and movement of buses within an assigned territory; handle unusual occurrences in service; determine ways to minimize delays incidental to bus operations; make computations relative to bus schedules; investigate accidents, unusual occurrences and equipment failures; keep time records; prepare reports; and communicate via radio. When required, Dispatchers operate MTA Bus Company vehicles on the road or in the yards; and perform related work.

Special Working Conditions: Dispatchers 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 salary for newly promoted Dispatchers ranges from \$33.504570 to \$36.350875 per hour, depending on work location. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the date of the Multiple-Choice test** is employed in the eligible title of Bus Operator and is not otherwise ineligible.

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 New York City Transit or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

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REQUIREMENTS TO BE PROMOTED

Service Requirement: You must be an active Bus Operator at MTA Bus Company at the time of promotion. In addition, you must have served a minimum of 3 years as a Bus Operator at MTA Bus Company or one of the private bus companies consolidated under the MTA Bus Company to be eligible for promotion.

Character Requirement: Proof of good character and satisfactory background are absolute prerequisites to promotion. The following are some of the factors considered as grounds for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions where such convictions indicate a disrespect for the law; (c) discharge from employment where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with the Metropolitan Transportation Authority (MTA), or another public employer; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; and (g) previous misrepresentation of authority to work in the United States.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

PROMOTIONS: Successful completion of this examination does not guarantee promotion. Eligible candidates will be considered for selection in order of list standing. Two separate promotional eligible lists shall be established for this exam as follows:

- 1) List 9406 – Promotion to Dispatcher (JFK and Far Rockaway Depots): This list encompasses positions associated with these depots including, crew, yard, road operations, command center and other associated functions. The Dispatcher position is represented by the Amalgamated Transit Union, Local 1179 at these depots. Only Bus Operators from JFK and Far Rockaway Depots will be eligible for placement on this list.
- 2) List 9407 – Promotion to Dispatcher: This list encompasses all positions in this title other than the positions referenced in Paragraph 1 above this section. These positions are represented by the Transit Supervisors Organization, Local 106. Only Bus Operators from College Point, Baisley Park, LaGuardia, Eastchester, Yonkers and Spring Creek Depots will be eligible for placement on this list.

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 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General 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 sent a confirmation email after you complete your *Application* and pay the *Application* fee.

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

Save your confirmation numbers for future references 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.

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 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 first 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.

If your official mailing address is **not** up to date, please refer to the Correspondence section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

THE TEST

You will be given a multiple-choice test. A score of at least 70 is required to pass this 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. Seniority will be calculated as follows; a base rating of 70% for all candidates who meet the eligibility requirements, plus 3% for each year of service in MTA Bus Company or one of the private bus companies consolidated under the MTA Bus Company to a maximum of 100% for 10 or more years of eligible service. Partial seniority credit will be given for each day served as an MTA Bus employee. Time served prior to a break in service of more than one year will not be credited.

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 and related personnel, including the assignment of bus operators to bus runs; computations related to bus schedules; procedures in the event of accidents, crimes, illnesses or other unusual occurrences; record-keeping procedures and forms commonly used by dispatchers; 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, word processing, or data recording capabilities, such as planners, organizers, etc., are prohibited.

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TEST ADMINISTRATION GUIDELINES (Continued)

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.

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 employee ID 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. It may take up to nine months to receive 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. All promotions are subject to pre-promotion evaluations.

Vacancies at the Far Rockaway and John F. Kennedy depots will be filled through the canvassing of eligible candidates employed at either depot in list order. Vacancies at the Baisley Park, College Point, Eastchester, LaGuardia, Yonkers and Spring Creek depots will be filled through the canvassing of eligible candidates employed at any one of those locations in list order.

All promotions are subject to pre-promotion evaluations. Eligibility will be verified before the eligible lists are established. The names of applicants who do not meet eligibility requirements will not be placed on the eligible lists regardless of their written test scores. The eligible lists resulting from this exam will remain active for a maximum of 4 years from the date it is established. MTA Bus Company reserves the right to terminate the lists after one year.

When an eligible list to fill a particular vacancy is exhausted, the MTA Bus Company reserves the right to canvass employees on the remaining eligible lists to fill that vacancy. Employees who accept a position to fill that vacancy will be removed from their respective 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 first day 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;
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;

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SPECIAL ARRANGEMENTS (Continued)

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 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 keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit **and** the MTA Business Service Center (BSC). 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.

To update your contact information with MTA New York City Transit, you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

To update your contact information with the MTA Business Service Center (BSC), you may:

1. Visit the employee portal at www.mymta.info; and
2. Update your information by selecting the "My Personal Information" tab.

All other correspondence must be sent to the following address:

Promotion to Dispatcher (MTA Bus), Exam No. 9405
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.

MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list(s) resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

Title Code: MTA02

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