



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS SECTION
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS

Application Form

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

**NOTICE
 OF
 EXAMINATION**

**Promotion To Dispatcher (Surface Transportation)
 Exam. No 9531
 New York City Transit Authority**

WHEN TO APPLY: From: July 7, 1999 **APPLICATION FEE: \$45.00**
 To: July 27, 1999 *Payable only by money order D.C.A.S.(EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, October 23, 1999.**

WHAT THE JOB INVOLVES: This class of positions encompasses supervisory work of varying degrees of difficulty and responsibility involving the assignment of Bus Operators and the dispatch and movement of buses. Dispatchers (Surface transportation) at assignment level I, assign Bus Operators to their runs; direct the dispatch and movement of buses within the assigned territory including the handling of unusual occurrences in service, and determine ways to minimize delays; see to 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; keep time records; and prepare reports.

Some of the physical activities performed by Dispatchers (Surface Transportation) and environmental conditions experienced are: making entries into a computer keyboard; standing outdoors for an extended period of time in all kinds of weather; walking between and inspecting parked buses while being alert on 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.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current appointment rate is \$42,246 per year. This rate is subject to change. There are two assignment levels within this class of positions. Assignments will be made to Assignment Level I. Employees may be assigned to the higher level at the discretion of the employer.

HOW TO APPLY: If you believe you meet the requirements in the "Eligibility To Take The Examination" section, refer to the "Required Forms" section for the form(s) that you must fill out. Return all completed forms and the application fee to the above address by mail only. Applications will not be accepted in person.

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

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the title of Bus Operator; and
- (2) is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with your department's personnel office. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before we review your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed three years of service in the eligible title as indicated in the "Eligibility To Take The Examination" section and you must be permanently employed in the eligible title at the time of promotion. If permanent service as a Bus Operator has been interrupted by a break in service of more than one year, then only the time served subsequent to the break in service will be counted for eligibility purposes.

REQUIRED FORM (S):

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70 % to pass the 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 the City of New York 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 off payroll may be deducted from your seniority score.

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; procedures in the event of accidents, crimes, illnesses or other emergencies or unusual occurrences; record-keeping procedures and forms commonly used by Dispatchers; and other related areas.

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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** 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 cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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:

- (a) compulsory attendance before a public body;
- (b) on-the-job injury or illness caused by municipal employment;
- (c) absence for one week following the death of a spouse, parent, sibling, child, domestic partner or child of domestic partner.
- (d) absence due to ordered military duty; or
- (e) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 2 Washington Street, 17th floor, New York, NY 10004 in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, New York, N. Y.

The City of New York is an Equal Opportunity Employer

Title Code No.91898; The Rapid Transit Railroad Service; Group I I - Per Annum Positions

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS

**PROMOTION TO DISPATCHER (SURFACE TRANSPORTATION)
EXAM NO. 9531**

COMMENTS

1. The subject exam is expected to be held on November 13, 1999, filing for it will be July 7, 1999 through July 27, 1999. The previous exam for this title, No. 5521, was held on March 2, 1996, and filing for it was December 6, 1995 through December 26, 1995.
2. The **JOB DESCRIPTION** and **EXAMPLES OF TYPICAL TASKS** paragraphs of the previous NOE were combined and examples of physical activities were added to form the **WHAT THE JOB INVOLVES** section of the NOE.
3. The eligibility requirements are the same. However, candidates must now have 3 years of service in the eligible title in order to be promoted instead of one. The TA has requested this change because they have determined that bus operators do not have sufficient experience after only 1 year to assume supervisory duty. The TA wants bus operators to have a 3 year service record to evaluate before determining if an eligible should be promoted.
4. The exam will be a competitive, written, multiple-choice test, the same as the previous test. The test content is based on the same test plan.
5. This title is unique to New York City Transit.
6. Meetings have taken place and telephone conversations have been held among the following people regarding this Notice of Examination.
 - a) Stanley Milszewski, Superintendent, Subways, New York City Transit Authority.
 - b) Jennifer K. Sinclair, Acting CTO, Buses, New York City Transit Authority.
 - c) Wil Schlesinger, Manager, Exam Construction, Human Resources, New York City Transit Authority.
 - d) Wilfredo Lopez, HR Manager, New York Transit Authority.
 - e) Richard Chazen, Exam Administration Manager, Human Resources, New York Transit Authority.
 - f) Charles Schwarz, Mechanical Engineer, New York City Department of Citywide Administrative Services.

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