



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

**REQUIRED FORM**

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO SUPERVISOR (STATIONS)

Exam. No. 2520

New York City Transit Authority

**WHEN TO APPLY:** From: February 5, 2003 APPLICATION FEE: \$50.00  
To: February 25, 2003 Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** Multiple-choice test expected to be held on Saturday, May 31, 2003.

### AMENDED NOTICE - APRIL 2, 2003

This amendment changes the application fee from \$60.00 to \$50.00.

**WHAT THE JOB INVOLVES:** Supervisors (Stations) supervise employees engaged in work of varying degrees of difficulty and responsibility including the receipt and remittance of revenue; customer service; the operation of station controls; the manual, mechanical and specialized cleaning of stations and environs; track tile cleaning and refuse collection; and all other related work. At Assignment Level I, Supervisors (Stations) supervise and assign station personnel; conduct booth audits to ensure revenue accountability; provide customer service; conduct inspections and recommend appropriate action to improve the condition of stations and station equipment; prepare and analyze reports; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Supervisors (Stations) and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks; stepping over rails (including live third rails); climbing and descending ladders and stairs; distinguishing colors of lights; and working with chemicals such as acid, ammonia and bleach.

(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 minimum salary is \$45,525 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher level are made at the discretion of the Agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**ELIGIBILITY TO TAKE 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 (see Note, below) for the title of Station Agent, or Cleaner (Transit Authority) in the Division of Stations; or
2. is employed as a labor class Transit Cleaner in the Division of Stations; 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.)

Pursuant to Rule 5.3.3 (b) of the Personnel Rules and Regulations of the City of New York, for the purposes of this examination only, admission is extended on a collateral basis to employees in the Division of Stations who are in the title of Cleaner (Transit Authority) or who are labor class Transit Cleaners.

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible," your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIREMENT TO BE APPOINTED:**

**Driver License Requirement:** At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

Additionally, employees serving in the eligible title of Cleaner (Transit Authority) or labor class Transit Cleaner in the Division of Stations must have completed two years of permanent service beyond the end of the probationary period in that title prior to promotion to Supervisor (Stations).

**REQUIRED FORM:**

**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.

**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. Your seniority score will be 70 plus 1/2 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 and labor class 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.

The multiple-choice test may include questions on safe and efficient work procedures; proper use of materials and supplies; station inspection procedures; departmental nomenclature; job-related arithmetic; supervision of personnel in accordance with New York City Transit Authority rules, regulations, policies and procedures; and other related areas.

**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, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**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.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more 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 above 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 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:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
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 the Department of Citywide Administrative Services or the examining agency is responsible.

---

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91899; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

**For information about other exams and your exam or list status, call (212) 669-1357.  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)**

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.