

REQUIREMENT(S) TO BE APPOINTED:

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: You are required to undergo a medical examination.

Drug/Alcohol Screening Requirement: You must pass a drug/alcohol-screening test in order to be appointed.

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. 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 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 test, up to a maximum of 15 years. Time off payroll may affect seniority credits. The multiple-choice test may include questions on: the technology of telephone and communication equipment, including maintenance, repair and trouble-shooting; the use of meters, test equipment and tools; reading and interpreting blueprints and schematic diagrams; safe work practices; 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 the 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 **department'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.
- (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, parent, sibling or child;
- (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.

To request a make-up test, contact the Examining Services 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 circumstance.

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 Department of Citywide Administrative Services, 18 Washington Street, New York, N.Y.

The City of New York is an Equal Opportunity Employer
Title Code No. 91745; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Promotion to Telephone Maintainer
Exam No. 9535**

COMMENTS

1. The filing dates for Promotion to Telephone Maintainer, Exam 9535, will be from August 4, 1999 to August 24, 1999. The last notice was for exam. No. 5515 held June 20, 1998, which had filing dates of March 4, 1998 to March 24, 1998.
2. The "WHAT THE JOB INVOLVES" paragraph was changed as per the operating department's request accordingly: In the first sentence of the paragraph the words "maintain" and "service" were replaced by "inspect" and "test." These words are less vague and offer more clarity than the former. Also, "telephone cables" was further defined as copper and fiber optic cable. This reflects the growing technological shift from copper to fiber optic in the field. The words "emergency alarms" and "security alarms" were further defined as "emergency, security, and fire alarms"; hence, clearly defining the three distinct categories of alarm systems that are worked on by the Telephone Maintainers. Telephone Maintainers are not responsible for the repair of all clocks, but just the master clock systems; hence, the word "clocks" was replaced by "master clock systems." In addition to the above, "along the subway, elevated and surface right of way and other railway property" was added to the paragraph to clarify the extent to which Telephone Maintainers perform system-wide work within the Transit Authority.
3. The Telephone Maintainer's Helper and Maintainer's Helper – Group A titles were part of the eight Transit Electrical Helper Series titles that were reclassified into a single Helper title called Transit Electrical Helper. Only Transit Electrical Helpers in the Communications Division of the Electrical Division of Maintenance of Way qualify to take the examination under "1" in the "ELIGIBILITY TO TAKE THE EXAMINATION" paragraph."
4. The examination will consist of a competitive multiple-choice test. This was the same type of test format that was used in the prior examination.
5. An open-competitive examination, Exam No. 9050, will be held in conjunction with the promotional examination. The filing dates for the open-competitive examination are August 4, 1999 to August 24, 1999.
6. This title is unique to the New York City Transit Authority.
7. Meetings have taken place and phone discussions have been held between the following persons regarding this proposed Notice of Examination:
 - (a) Wil Schlesinger, Manager, Exam Construction and Classification, Exams Section, New York City Transit Authority.
 - (b) Michael Fontanez, Associate Staff Analyst, Exams Section, New York City Transit Authority.
 - (c) Sara Giller, Associate City Planner, Exams Section, New York City Transit Authority.
 - (d) Joan Cox, Director of Human Resources, Maintenance of Way, New York City Transit Authority.
 - (e) Edward Rhew, Associate Staff Analyst, Communications Division, New York City Transit Authority.