



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO TRAIN DISPATCHER Exam. No. 5522 New York City Transit Authority

WHEN TO APPLY: From: September 7, 2005 **APPLICATION FEE: \$60.00**
To: September 27, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 17, 2005.**

The eligible list resulting from this examination may also be used to fill vacancies in the title of Yard Dispatcher. The names of the eligibles accepting or declining appointments either as a Train Dispatcher or Yard Dispatcher will be removed from the eligible list for both titles.

WHAT THE JOB INVOLVES: Train Dispatchers have immediate responsibility for the safe, correct and timely movement of trains into and out of terminal stations, through gap stations, and along the trainway in assigned sectors of responsibility; may supervise train crews, Assistant Train Dispatchers, Tower Operators and other Rapid Transit personnel, seeing that they are properly equipped and fit for duty; handle emergencies and unusual occurrences; study traffic conditions and adequacy of service; investigate accidents; keep records of all train movements and make reports; are responsible for making station announcements; and perform related work.

Yard Dispatchers have immediate responsibility for the safe, correct and timely movement of trains into, out of, and within an assigned yard; are responsible for the movement of trains to and from layup tracks, car wash facilities, inspection barns, repair shops and overhaul shops; oversee car coupling and uncoupling and general train makeup; may supervise train crews, Assistant Train Dispatchers, Tower Operators and other Rapid Transit personnel, seeing that they are properly equipped and fit for duty; handle emergencies and unusual occurrences; study yard traffic and adequacy of service; investigate accidents; keep records of all train movements and make reports; and perform related work.

Some of the physical activities performed by Train Dispatchers and Yard Dispatchers and environmental conditions experienced are: descending onto and climbing off tracks in emergencies; following the movement of color-coded light blips on electronic tower panel boards; conversing with other train movement control personnel on telephone and radio; accessing offices and towers, which may require climbing steep stairways or walking along catwalks or narrow passageways; and hearing train horns and other sound signals.

(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 \$54,583 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" 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**. DCAS will not accept applications in person from candidates.

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 Assistant Train Dispatcher, Train Operator or Tower Operator; and
- (2) has been permanently employed in such title or titles in the New York City Transit Authority for not less than one year; 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.)

If you do not know your if you are eligible, check with **your department's Human Resources representative.**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the 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.

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 ½ 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 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 rules and regulations that govern train movement throughout the system; interpreting schedules and making job-related arithmetic calculations; railroad equipment such as car and track equipment and tower switching machines; railroad terminology; forms and records commonly used by Train Dispatchers; supervisory rules and regulations; emergency procedures; communication methods; safe practices 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your department's Human Resources representative 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 become eligible 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.

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.

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. 91222; 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/dcas**