



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO BRIDGE AND TUNNEL SERGEANT**

**Exam. No. 7524**

**WHEN TO APPLY:** From: September 5, 2007 To: September 25, 2007

**APPLICATION FEE: \$60.00**  
*Payable by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card or debit card.*

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, December 1, 2007.**

**WHAT THE JOB INVOLVES:** Bridge and Tunnel Sergeants, under general supervision, are responsible for supervision of Bridge and Tunnel Officers, delivery of high quality customer service, expeditious movement of traffic, efficient collection of tolls, protection of life and property, and emergency response and incident management. They supervise arrests; discipline the force; enforce rules, regulations and orders of the Triborough Bridge and Tunnel Authority, traffic regulations and other laws; train staff; operate motor-driven equipment and vehicles; supervise and perform facility security inspections, patrols and related functions; coordinate enforcement, traffic management and other actions between facilities and Central Command and with outside agencies; may temporarily assume the duties of the Lieutenant in the Lieutenant's absence; and perform related work.

(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 \$64,898 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

- (1) **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- (2) **By mail:** 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.

DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Triborough Bridge and Tunnel 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 Bridge and Tunnel Officer; and
- (2) has served permanently in such title for a period of not less than six months immediately preceding that date (or preceding the placement of one's name on a Preferred List); 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 if you are eligible, check with **your agency's personnel office**. 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 the 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 the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least six months after successfully completing your probationary period.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

**REQUIRED FORM:**

**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.

## **REQUIREMENTS TO BE PROMOTED:**

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

**Drug Screening Requirement:** You must pass a drug screening prior to promotion as part of the pre-promotion screening process. You may again be drug tested on a random basis as a Bridge and Tunnel Sergeant. Any Bridge and Tunnel Sergeant found in possession of, or using, illegal drugs will be subject to disciplinary charges which may result in termination.

**Peace Officer Certification Requirement:** Employees promoted to the title of Bridge and Tunnel Sergeant will be required to maintain New York State Peace Officer status and firearms qualification and authorization for the duration of their employment.

**Probationary Period:** The probationary period for this position is one year. As part of the probationary period, you will be required to successfully complete a prescribed training course.

**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.

The multiple-choice test is designed to assess the extent to which you have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Bridge and Tunnel Sergeant. Task and knowledge categories which may be tested are as follows: Procedures for Overseeing the Facility; Securing/Safeguarding Funds and Tokens; Desk Administrative Procedures; Deployment of Personnel and Physical Resources; Investigations, Forms, Reports and Paperwork; Personnel-Related Paperwork; Personnel Training and Development; Law Enforcement; Emergency Response (Non-Law Enforcement); Dispute Resolution; Customer Service/Assistance; and Personal Development and Certification.

The test will include questions which may require mastery of technical knowledge based on such materials as: the Manual of Procedure; Rules and Regulations Governing Bridge and Tunnel Operating Forces (black book); Rules and Regulations governing the use of TBTA Facilities; New York State Penal Law; Criminal Procedure Laws; Vehicle and Traffic Laws; New York City Traffic Regulations; Accident Investigation Manual; First Aid and Cardiopulmonary Resuscitation (CPR); Toll Procedure Manual; Right to Know Training Manual (2005); Hazardous Material Response Guide; Material Safety Data Sheets; reference numbered memoranda (memos) and policies directed to the operation of the facilities and personnel.

The test may also include questions which require the use of the following abilities:

1. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
2. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
3. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
5. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
6. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
7. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
8. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
9. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
10. **Organizational Sensitivity:** Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization.
11. **Technical Translation:** Demonstrating knowledge of the meaning of technical and/or professional terminology used on the job.
12. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Certain questions may need to be answered on the basis of documents or other information supplied to you on the date of the test.

**SENIORITY:**

**Method of computing seniority:** Use the following chart to determine the score for Seniority for permanent service in the eligible title, subject to the conditions below:

<b><u>If Your Date of Permanent Appointment to Bridge and Tunnel Officer is:</u></b>	<b><u>You Will Receive:</u></b>	<b><u>If Your Date of Permanent Appointment to Bridge and Tunnel Officer is:</u></b>	<b><u>You Will Receive:</u></b>
06/02/07 or after	not eligible	06/02/02 - 09/01/02	85.750%
03/02/07 - 06/01/07	71.500%	03/02/02 - 06/01/02	86.500%
12/02/06 - 03/01/07	72.250%	12/02/01 - 03/01/02	87.250%
09/02/06 - 12/01/06	73.000%	09/02/01 - 12/01/01	88.000%
06/02/06 - 09/01/06	73.750%	06/02/01 - 09/01/01	88.750%
03/02/06 - 06/01/06	74.500%	03/02/01 - 06/01/01	89.500%
12/02/05 - 03/01/06	75.250%	12/02/00 - 03/01/01	90.250%
09/02/05 - 12/01/05	76.000%	09/02/00 - 12/01/00	91.000%
06/02/05 - 09/01/05	76.750%	06/02/00 - 09/01/00	91.750%
03/02/05 - 06/01/05	77.500%	03/02/00 - 06/01/00	92.500%
12/02/04 - 03/01/05	78.250%	12/02/99 - 03/01/00	93.250%
09/02/04 - 12/01/04	79.000%	09/02/99 - 12/01/99	94.000%
06/02/04 - 09/01/04	79.750%	06/02/99 - 09/01/99	94.750%
03/02/04 - 06/01/04	80.500%	03/02/99 - 06/01/99	95.500%
12/02/03 - 03/01/04	81.250%	12/02/98 - 03/01/99	96.250%
09/02/03 - 12/01/03	82.000%	09/02/98 - 12/01/98	97.000%
06/02/03 - 09/01/03	82.750%	06/02/98 - 09/01/98	97.750%
03/02/03 - 06/01/03	83.500%	03/02/98 - 06/01/98	98.500%
12/02/02 - 03/01/03	84.250%	12/02/97 - 03/01/98	99.250%
09/02/02 - 12/01/02	85.000%	12/01/97 or earlier	100.000%

**Conditions:**

Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Bridge and Tunnel Officer shall be given appropriate credit.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to take the examination, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

**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 agency's personnel office** to determine the procedure for filing a late application if you meet 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, and are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, 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. 70735; The Bridge and Tunnel Service

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