



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET
 NEW YORK, NY 10007

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CONDUCTOR Exam. No. 8557 New York City Transit Authority

WHEN TO APPLY: From: August 6, 2008 **APPLICATION FEE:** \$40.00
 To: August 26, 2008 Payable by mail 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 6, 2008.

WHAT THE JOB INVOLVES: Conductors, under supervision, are responsible for the safe, timely and proper operation of the Transit Authority's trains in customer, yard and work train service. In customer service, they open and close doors, make proper announcements to customers and set up the automatic announcement system. While in road service they interact with the Train Operator, Supervision and the Control Center when necessary. They provide flagging protection service duties, such as setting up flags and light signals and take other required measures for the protection of workers performing work on or near trainways. They work as platform conductors in the stations; patrol platforms; assist customers in safely entering and exiting trains, and assist in the timely dispatch of trains from key stations. They operate hand-thrown switches in the yards; make reports of unusual occurrences; and perform related work.

Some of the physical activities performed by Conductors and environmental conditions experienced are: walking along subway tracks; stepping over rails (including live third rails); ascending and descending from trains and catwalks to roadbeds; responding to audible signals such as alarm bells, train whistles, horns and radio conversations; responding to visual signals including distinguishing colored lights; using manual equipment related to train operation; remaining in a standing position for extended periods of time; and lifting heavy equipment.

Special Working Conditions: Conductors may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(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 \$17.4975 per hour for a 40-hour week with increments to \$24.9950 after three years. 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:

- Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online application System (OASys) at 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.
- 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 for the title of Railroad Track Cleaner, Cleaner (Transit Authority), Station Agent, Transit Property Protection Agent, or Collecting Agent; or
2. is employed as a Labor Class Transit Cleaner or Transit Track Cleaner; 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.)

For this examination only, admission is extended to employees holding the titles of Labor Class Transit Cleaner or Transit Track Cleaner which have been determined by the Department of Citywide Administrative Services to be in related or collateral lines of promotion.

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

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

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 one year.

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.

REQUIREMENTS TO BE PROMOTED:

Medical Requirement: Medical guidelines have been established for the position of Conductor. You will be examined to determine whether you can perform the essential functions of the position of Conductor. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative services in competitive or labor class titles. Your service will be credited though the date of the multiple-choice 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 understanding and applying written and verbal instructions relative to the safe and efficient duties of a Conductor; using good judgement and taking proper action in emergencies or stressful situations; relating courteously and informatively to the public; being familiar with the locations of major points of interest in New York City; understanding military time; 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, New York, NY, 10007, 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 with 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, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY. 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91207; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

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

