



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 COLLECTION SUPERVISOR (REVENUE)
Exam. No. 6525
New York City Transit Authority

WHEN TO APPLY: From: February 7, 2007 **APPLICATION FEE: \$60.00**
 To: February 27, 2007 *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, May 12, 2007.**

WHAT THE JOB INVOLVES: Collection Supervisors (Revenue) in the Division of Revenue Control, perform supervisory work of varying levels of difficulty with regard to the secure collection and transport of New York City Transit Authority revenue and fare media. At assignment Level I, under general supervision, they are responsible for an assigned group of armed subordinate employees engaged in the delivery and collection of revenue and fare media. They supervise and assign subordinates; ensure adequate and uninterrupted coverage of all revenue collection services units; are responsible for the smooth and problem-free operation of revenue equipment handled by subordinates; monitor the routes and schedules of revenue collection trains and armored trucks; conduct field inspections; supervise the proper handling of collected revenue and fare media; direct subordinates in the proper procedures to follow in the event of unusual occurrences which may affect revenue collection trains and armored trucks; train subordinates in MetroCard vending machine revenue servicing and audit procedures, or in the collection of subway booth revenue and fare media; are responsible for the timely generation of data equipment reports and other related reports; exercise authority over subordinates, as required, and conduct Step I grievance hearings; conducts filed inspections; may drive a motor vehicle; and perform related work.

Special Working Conditions: Collection Supervisors (Revenue) may be required to work 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 \$53,149 per annum increasing to \$66,225 per annum after three years. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level 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**. 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** is:

1. permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Collecting Agent; and
2. 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 department's Human Resources representative**. 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 an 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, 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.

Pistol Permit Requirement: At the time of promotion, you must possess a pistol permit valid in the City of New York. The pistol permit must be maintained for the duration of employment.

Bonding Requirement: You must be acceptable for bonding at the time of promotion and for the duration of employment.

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 in order 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 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: safety rules applicable to Revenue Collection Services operations; job-related arithmetic; supervision of personnel in accordance with New York City Transit Authority rules and regulations; principles of supervision including assigning and scheduling, planning, organizing and monitoring work; analysis and preparation of narrative and numerical reports; appropriate ethical conduct; 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.

ADDITIONAL INFORMATION:

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. 91900; 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