Notice of Examination
Promotion to Associate Railroad Signal Specialist
(Operations)
Exam No. 6710

Application Deadline: November 24, 2015

Type of Test: Multiple-Choice

Application Fee: $68.00

Test Date: March 5, 2016

JOB DESCRIPTION
Associate Railroad Signal Specialists (Operations) design railroad signals or inspect the installation of railroad signal systems and related electrical plant, machinery or apparatus, and supervise the preparation of plans and specifications for new signal equipment and for signal systems and equipment being repaired or altered; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Associate Railroad Signal Specialists (Operations) are: working on or near tracks having live 600-volt contact rails; walking along tracks in dimly lit areas; watching and listening for moving trains; climbing and descending ladders; and differentiating colors of flagging signals, signal aspects and coding used on signal equipment.

Special Working Conditions: Associate Railroad Signal Specialists may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

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SALARY
The current minimum salary for Associate Railroad Signal Specialists is $61,237 per annum for a 40-hour work week. This rate is subject to change. There are three assignment levels within this class of positions. Employees may be assigned to a higher level at the discretion of the employer.

ELIGIBILITY TO TAKE EXAMINATION
This examination is open to each employee of MTA New York City Transit 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 Maintenance Supervisor (Signals) or Signal Maintainer; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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ELIGIBILITY TO TAKE EXAMINATION (continued)

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. 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. If you are marked “Not Eligible,” your application fee will not be refunded and you will not receive a score.

This examination is not open to employees of MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above “Eligibility to Take Examination” section, and you must be permanently employed in one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in an eligible title for at least one year.

Driver License Requirement: At the time of promotion, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

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

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

You must apply online for this examination by the last day of the application period unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

Online Filing Instructions

1. Apply using the “BSC” employee portal at: www.mtabsc.info/portal by the last day of the application period.

2. You must pay the application fee via payroll deduction. Applicants who request a fee waiver must apply by mail.

3. You will be sent a confirmation email after you complete your application and pay the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a Fee Waiver must obtain an Application in person at the MTA Exam Information Center as indicated below and must submit the Application by mail to the address in the Correspondence section below by the last day of the application period.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the Application.

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

The MTA New York City Transit Exam Information Center will be closed on Wednesday, November 11, 2015.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: November 4, 2015
ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an Admission Letter at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the Admission Letter is your ticket for admission to the test.

Employees must keep their official mailing address up to date. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the Admission Letter.

THE TEST

You will be given a competitive multiple-choice test. A score of 70% is required to pass the multiple-choice test. Your score on the multiple-choice 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 titles. Your service will be credited through 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.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application, but must be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions on the design, installation, repair and modification of railroad signal systems; MTA New York City Transit Authority rules, regulations and operating procedures; safety on the tracks; and other related areas.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

Proof of Identity: You must present your MTA New York City Transit employee ID when you arrive to take the multiple-choice test.

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 of the following conditions:
1. You are absent from work for at least one-half of the application period and are unable to 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 first date of the multiple-choice test.

Make-Up Test: You may apply for a make-up test if you cannot take the multiple-choice test on the scheduled date for any of the following reasons:
1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by employment as an officer or employee of MTA New York City Transit;
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;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the “Correspondence” section below within 60 days of your scheduled test date or within 60 days of restoration to your position after performing ordered military duty.

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 your Application and mail your request to the address found in the “Correspondence Section” below no later than 30 days prior to the scheduled test date.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York NYC Transit. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. All changes to your employee contact information should be made through the MTA Business Service Center (BSC) via the employee portal at http://www.mtabsc.info.

All other correspondence must be sent to:
Promotion to Associate Railroad Signal Specialist (Operations), Exam # 6710
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the Application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.