



Bus Company

Notice of Examination

Promotion to Supervisor, Storeroom Operations, Exam No. 0400

Application Deadline:

August 27, 2019

Type of Test:

Structured Interview

Application Fee:

\$88.00

Test Date: (subject to change)

Expected to begin on
Monday, October 21, 2019

JOB DESCRIPTION

Supervisors, Storeroom Operations are responsible for a broad range of storeroom activities relating to the receipt, checking, classification, storage, distribution and issuance of materials and supplies to support MTA Bus Company operating and capital plans. Their responsibilities also include the overseeing, scheduling and monitoring of all trucking activities and ensuring that all safe work practices are adhered to at all locations assigned. They fill requisitions; supervise inventory accountability; handle and weigh obsolete and scrap material; operate and update the automated inventory management/control system; review the stock availability usage reports and recommend the procurement of material; maintain records; prepare reports; and perform related work.

Special Working Conditions: Supervisors, Storeroom Operations, may be required to work various shifts, including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

SALARY

The current minimum salary for Supervisor, Storeroom Operations, is \$36.44 per hour for a 40-hour work week increasing to \$41.41 in the fourth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the first date of the Structured Interview** is employed in the eligible title of Assistant Stockworker or Stockworker and is not otherwise ineligible.

(Continued)

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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 structured interview 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 New York City Transit or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

REQUIREMENTS TO BE PROMOTED

Driver License Requirement: At the time of appointment, 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.

English Requirement: You must be able to understand and be understood in English.

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

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "Eligibility to Take Examination" section, submit an *Application* online 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. MTA New York City Transit will **not** accept *Applications* in person.

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") General 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

Online Applications:

1. Apply using the "BSC" employee portal at www.mymta.info by the last day of the application period.
Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. You must pay the application fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any test dates and the requirements to compete in this exam.

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.

(Continued)

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

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 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, 3, or G train to the Hoyt Street Station.

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 above and must submit the *Application* and required forms 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 how to request an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the structured interview. If you do not receive an *Admission Letter* at least 4 days before this 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 interview.

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 structured interview. A score of at least 70% is required to pass the competitive structured interview. You will be scheduled to take the test on one of the dates listed in the above “Test Date” box. You will be randomly assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

Your score on the competitive structured interview will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive structured interview to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100% for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time serviced prior to a break in service of more than one year will not be credited.

The competitive structured interview may include questions on the following:

- The ability to exercise effective supervision and to apply supervisory methods and procedures
- Knowledge of general storeroom procedures, including the receiving, storage, issuance and distribution of materials and supplies
- Knowledge of safe work practices

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TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are not permitted. Electronic devices with an alphabetic keyboard, 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 each test.

THE TEST RESULTS

If you pass the competitive structured interview 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

Probationary Period: You will be required to complete a one-year probationary period. Those who do not successfully complete the probationary period may be terminated or returned to their previously held title at the discretion of the MTA Bus Company.

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 structured interview.

Make-Up Test: You may apply for a make-up of the structured interview if you cannot take the structured interview on your scheduled 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 where you are an officer or employee of the City;
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City;
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 structured interview.

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SPECIAL ARRANGEMENTS (Continued)

To request a make-up of the structured interview, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled interview date or make the request 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: You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**.

To update your contact information with the MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

To update your contact information with the MTA Business Service Center (BSC), you must visit www.mymta.info and select the "My Personal Information" tab.

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Supervisor, Storeroom Operations, Exam No. 0400
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.

MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit

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