



*Manhattan and Bronx Surface Transit Operating Authority*

# Notice of Examination

## Promotion to Storeroom Supervisor

### Exam # 7202

**Application Deadline:**

August 23, 2016

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$85.00

**Test Date:** (subject to change)

Saturday, October 29 or  
Sunday, October 30, 2016

**This is not a New York City Transit position. This is NOT a Civil Service position.**

### JOB DESCRIPTION

Storeroom Supervisors perform supervisory work at varying degrees of difficulty and responsibility involving the receipt, checking, classification, storage, distribution, and issuance of materials and supplies at the storerooms of MTA New York City Transit. They supervise employees engaged in the loading and unloading of trucks, unpacking, counting, sorting, marking, verifying, and placing of materials and supplies received on pallets, shelves, and in bins, filling of requisitions, and in taking inventory. They identify and handle obsolete materials, weigh scrap, make payments of freight charges, conduct research and provide data associated with the processing of disbursements; prepare reports and keep records; operate computers and perform functions related to updating the inventory management systems; drive motor vehicles; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Storeroom Supervisors include working in and around a warehouse with moving machinery and equipment, such as automated storage systems, carousels, conveyors, hi-los, lift trucks, and all other types of material handling equipment.

**Special Working Conditions:** Storeroom Supervisors 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: August 3, 2016

## SALARY

The current minimum salary for a Storeroom Supervisor is \$73,575 per annum for a 40-hour work week. This rate is subject to change.

## ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of **MaBSTOA** who on the **date of the multiple-choice test**:

1. Is employed in the title of Stock Worker; and
2. Is not otherwise ineligible.

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 New York City Transit, MTA Bus or to employees of other MTA agencies.**

## REQUIREMENTS TO BE PROMOTED

**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.

To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in the eligible title as indicated in the "Eligibility to Take Examination" section above.

## 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 MTA New York City Transit/MaBSTOA Exam Regulations to determine if you are entitled to a refund prior to requesting a refund.

### Online Applications:

1. Apply using the "BSC" employee portal at: [www.mymta.info](http://www.mymta.info) 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 New York City Transit Exam Information Center as indicated below and must submit the *Application* by mail **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*.

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Filing Opened: August 3, 2016

## HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER (Continued)

**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.

### 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 multiple-choice test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the multiple-choice 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 multiple-choice test. You must achieve a score of at least 70% to pass the multiple-choice test. Your score on the multiple-choice test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the multiple-choice test to have your seniority credited.

Seniority will be calculated as follows: a base rate of 70% for all candidates who meet the eligibility requirements, plus 3% for each year of service in MaBSTOA, to a maximum total of 100% for ten or more years of service. Partial credit for seniority is given for each day as a MaBSTOA employee

The multiple-choice test may include questions on:

1. Knowledge of the procedures related to the receipt, storage, issuance and transporting of stock; record-keeping and inventory-control techniques; including the use of computer systems such as for the updating, storage, and retrieval of information
2. Supervisory methods and techniques
3. Safe work practices and procedures
4. Job-related mathematical computations

### 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 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 Identification Card when you arrive to take the multiple-choice test

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## 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 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 MaBSTOA;
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 MaBSTOA 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 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:** It is critical that you keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York City 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.mymta.info/>.

All correspondence, including the submission of your *Application*, must be sent to:

Promotion to Storeroom Supervisor (OA), Exam No. 7202  
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.