



THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:

TRANSPORTATION DIRECTOR: EXAM #66390

DATE OF WRITTEN EXAMINATION: August 13, 2022

APPLICATION FILING DEADLINE: Applications must be postmarked or received no later than 4:00 p.m. on July 8, 2022. Applications are available on our website, www.oneonta.ny.us/personnel or may be requested by contacting personnel@oneonta.ny.us. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$15.00 non-refundable application fee, or an application fee waiver, for each examination for which you apply must be submitted with your application. Please send a personal check, certified bank check or money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. *Cash will not be accepted.*

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies which occur within this title in Oneonta Public Transit.

SALARY: \$65,000 - \$75,000 depending on qualifications

RESIDENCE REQUIREMENT: Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test.

NOTE: The use of a calculator is **recommended** for this exam.

GENERAL STATEMENT OF DUTIES: Performs a variety of tasks in connection with the maintenance and management of the Oneonta Public Transit System Greater Oneonta Bus System.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for coordinating the safe and efficient operation and maintenance of the City's bus transportation system.

EXAMPLES OF WORK: (Illustrative only)

- Supervises driving and non-driving employees of the Department, including drivers, clerical, dispatch, and office staff, as well as Laborers assigned to bus cleaning duties;
- Establishes routes to be followed and prepares time schedules for buses;
- Reviews and evaluates policies, procedures, and proposals to ensure conformance with established standards and overall departmental objectives;
- Assists in writing specifications for new vehicles;

- Gives road tests to and trains new Bus Drivers;
- Serves as an advisory to the City for potentially suspending operations due to inclement weather or impassable roads;
- Assists in preparing transportation budget estimates and recommendations;
- Prepares required State and federal reports and responds to requests for information from governing agencies;
- Assists with handling complaints from the public dealing with the bus system;
- Prepares a variety of records and reports relating to the City's bus system;
- Reviews financial records and reports prepared by subordinate employees relating to fares received;
- Meets with City staff as required to discuss issues pertaining to the bus system;
- May cover driving routes as needed due to the absence of Bus Drivers;
- Assists in the development and maintenance of a marketing program;
- Maintains personnel files on all transit personnel as required by Motor Vehicle Article 19A rules;
- Establishes and maintains an accident investigation program for buses;
- Assists in the negotiations for bus services;
- Evaluates bus system statistics, ridership, miles, hours, and income.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of modern transit bus systems, including but not limited to State and federal funding regulations; good knowledge of the principles and practices of supervision; ability to read, comprehend, apply and implement large volumes of State and federal regulations and mandates; ability to analyze and resolve complex problems; effective communication skills as well as people skills; ability to meet the public; initiative and resourcefulness; sound judgment.

MINIMUM QUALIFICATIONS: As of the last date of filing, candidates must possess either:

- a) Graduation from a regionally accredited or New York State registered college or university with a degree in Business Administration, Economics, Planning or a related field and two (2) years of progressively responsible experience at a supervisory level in the transit field; or
- b) Associates degree from a regionally accredited or New York State registered college or university in Business Administration, Economics, Planning or a related field and four (4) years of progressively responsible experience with at least two (2) years at a supervisory level in the transit field or
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience with at least two (2) years at a supervisory level in the transit field.

SPECIAL REQUIREMENTS:

- a) A valid NYS CDL with a P endorsement is required at the time of application, and such license with endorsement must be maintained for the duration of employment.
- b) Candidate will be required to take a physical examination, and drug and alcohol screening in accordance with Federal regulations.
- c) Possession of 19-A certification is preferred. Candidates who do not possess a 19-A certification upon appointment will be required to obtain certification within one year of appointment.

SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

1. Ensuring effective inter/intra agency communications. These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

2. Preparing written material. These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Understanding and interpreting tabular material. These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

4. Principles and practices of transit (buses and paratransit) planning, operations and scheduling. These questions test for knowledge of the concepts, operating procedures and terminology involved in planning and managing passenger transportation systems utilizing various types of transit vehicles, and for the ability to evaluate transit use and needs information, plan and manage vehicle fleets, and organize and schedule transit vehicle routes.

5. Program planning, management and scheduling. These questions test for knowledge of the principles, practices, terminology and computations used in the development, scheduling and oversight of transportation-related programs, projects and contractual agreements.

6. Supervision. These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

PERSONS WITH DISABILITIES: Candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits. **Applications for Veterans' Credits are available at www.oneonta.ny.us/personnel.**

CROSS-FILING FOR CANDIDATES APPLYING TO TAKE MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to *three weeks* before the date of the examination.

APPLICATION FEE: An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at www.oneonta.ny.us/personnel.

ADMISSION NOTICES: Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office. It is the responsibility of the candidate to

notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Oneonta Personnel/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

CITY OF ONEONTA ALTERNATE TEST DATE POLICY

Candidates may be rescheduled for an alternate test date when they are unable to take a scheduled examination for one of the following reasons:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination, including Federal or New York State Civil Service or educational examinations. Examples of professional examinations include the Certified Public

Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.

6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
10. A conflict with a previously established work schedule that cannot be rearranged.
11. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.
12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby making it mandatory that all candidate from the family or household participate in the examination on the alternate date.
13. Any other reason, considered on a case-by-case basis, determined by the Commission to be sufficient justification for granting an alternate date.

Candidates must notify the Civil Service Office as soon as possible before the date of the examination. Candidates who are unable to take the examination due to a medical emergency, accident, or weather emergency, must notify the Civil Service Office no later than the Tuesday following the regular examination date. All requests for alternate test dates must be accompanied by the appropriate documentation verifying the situation. Candidates approved to take an examination on an alternate test date will be required to affirm that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification. Candidates will normally be examined prior to the Saturday following the original exam date.

**THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO
WORKFORCE DIVERSIFICATION.**

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

DATED: June 8, 2022