



THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:

TRANSIT WORKING SUPERVISOR #65440

DATE OF WRITTEN EXAMINATION: July 17, 2021

APPLICATION FILING DEADLINE: Applications must be postmarked or received no later than 4:00 p.m. on June 11, 2021. 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.

SPECIAL COVID-19 INSTRUCTIONS: Due to the COVID-19 pandemic, public access to City Hall is currently restricted. As such, applications will be accepted only via mail (mailed to: Oneonta Municipal Civil Service Commission, 258 Main St., Oneonta, NY 13820). Questions with regard to the exam or application process must be emailed to personnel@oneonta.ny.us. Please note that the exam date of July 17, 2021, may be subject to change based on any state or local orders affecting public gatherings on the date of the exam. Sufficient notice will be given to approved applicants of any change in date or exam administration. Candidates will be required to adhere to any instructions regarding physical distancing or the wearing of face coverings while participating in the testing process. This includes instructions provided in written correspondence or verbal instructions from staff during the administration of written or physical agility tests. Failure to comply may result in disqualification.

ALTERNATE TEST DATE POLICY: See below.

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 any Transit Working Supervisor vacancies as they occur in Oneonta Public Transit for the duration of this established eligible list.

SALARY: \$40,762 (2021 Base)

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 **allowed** for this exam.

GENERAL STATEMENT OF DUTIES: This position assists the Transit Director with the coordination of bus drivers, laborers and other related Oneonta Public Transit (OPT) staff.

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for day-to-day oversight of OPT staff. Work is performed under the supervision of the Transit Director with leeway to exercise independent judgement. Supervision is exercised over subordinate personnel. Due to the sensitive nature of some work functions, a high level of confidentiality must be maintained. Performs related work as required. An incumbent in this position will be required to fill in to drive fixed bus routes or special assignments as needed.

MINIMUM QUALIFICATIONS: As of the date of the written examination, candidates must possess either: (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Office Administration or a related field with two (2) years of experience in transit operations; or (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in transit operations; or (c) Any equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession at appointment and maintenance through employment of a New York State CDL with the proper endorsements to operate a passenger bus; Possession at appointment and maintenance throughout employment of a New York State Department of Motor Vehicles 19-A examiner certificate; Must satisfactorily pass physical examinations and drug/alcohol screenings per federal and state regulations for safety sensitive employees.

ADDITIONAL REQUIREMENTS:

1. **MEDICAL REQUIREMENTS:** Candidates must meet the medical standards to possess and maintain the required CDL and endorsement(s).
2. **DRUG AND ALCOHOL TESTING:** Candidates selected for appointment will be required to participate in an FTA-compliant drug and alcohol testing program, including a pre-employment screening, participation in an ongoing random testing pool, and other situation-specific testing (i.e. reasonable cause; post-accident).
3. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a comprehensive background investigation, which may include a fingerprint check and review of criminal history, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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

Following directions (maps). These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

Bus driving practices, techniques and traffic laws. These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.

Bus driver recordkeeping and scheduling. A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must: (a) Follow written directions to understand the purpose and use of the record, and to understand the question; (b) Make correct entries in appropriate sections of the record; (c) Identify which entries are required to answer the question. Note: A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

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>. Candidates not having access to a computer or the internet may request copy of the test guide by emailing personnel@oneonta.ny.us.

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.

DISABLED PERSONS: Disabled candidates 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; in emergency situations (i.e. medical, weather) candidates 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 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: May 18, 2021