



**Long Island Rail Road**  
*Going your way*

# **BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION &  
MATERIALS**

**June 7, 2017**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM  
SENIORITY ROSTER OF CLERICAL FORCES:**

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2480	Warehouse Person Permanent (G. Garrick)	Melissa Samuels-Wright	6/7/17
P&L 2481	Warehouse Person Temporary (J. Dwyer)	Felicia Perez	6/7/17
P&L 2482	Warehouse Person Permanent (M. Filetto)	Danielle Chernoff	6/7/17
P&L 2483	Warehouse Person West Side Yard Temporary (D Loyed)	David Mejia	6/7/17

Elvin Vazquez  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
June 7, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2484**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY OF CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, June 16, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (J. Mathiesen) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.846 per hour

**DUTIES:** Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road’s property. New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00AM  
June 7, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2485**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, June 16, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (F. Perez) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$31.406 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
June 7, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L - 2486**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, June 16, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (D. Chernoff) - Permanent  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$33.632 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
June 7, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L - 2487**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, June 16, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (D. Mejia) – Temporary  
**LOCATION:** West Side Yard - 401 10<sup>th</sup> Avenue  
**TOUR OF DUTY:** 12:00 AM – 8:00 AM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$33.632 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
June 7, 2017

# LONG ISLAND RAIL ROAD

## Bulletin 22-2017

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, June 16, 2017 at 5:00 PM.

**POSITION:** CSR - 904 (Permanent)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 33.042

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Wednesday and Thursday

### JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

### WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

**QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted June 7, 2017



**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE VICE PRESIDENT  
MARKET DEVELOPMENT & PUBLIC AFFAIRS**

June 7, 2017

To: All Clerical Employees

From: Gabrielle Aulicino, Manager – Customer Service Center

Subject: **Posting** to Work Overtime in The **Customer Service Center**

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Employees interested in performing overtime service in CSC or satellite offices, are required to complete a CT-88 form, whereon the employee should state that he/she is interested in performing the above referenced **Posting** for overtime work (on the employees own time). Posting will take place at the CSC HSF 4<sup>th</sup> floor.

**Posting Date and times is as follows:**

**Wednesday, July 12, 2017**

**9:30 am – 11:30 am or 3:00 pm – 5:00 pm**

All CT-88's must include a home telephone number, cell phone number (if applicable), current position hours, relief days and TCU seniority date and Posting Date Requesting. Bids will not be accepted without the above information. All CT-88 forms should be submitted by the undersigned at Mail Code #3140 no later than Friday, June 16, 2017 at 5:00 pm.

**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

June 7, 2017

AGENT'S BULLETIN NO. SD-02-2017

This bulletin will close **at 5:00 PM on Friday, June 16, 2017**. It will be open to Agents and Assistant Agents. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to John Dunne, Jamaica, Dept 1106. **If you fax your bid (718 558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by call Crew before the bulletin closes.**

Position No: 1	Permanent	Agent (A710)
Location:		Ronkonkoma
Tour of Duty:		6am-2pm
Rate of Pay:		\$42.507
Rest Days:		Saturday/Sunday

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**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

June 7, 2017

BULLETIN NO. SD-11-2017

This bulletin will close **at 5:00 PM on Friday, June 16, 2017**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to John Dunne, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No: 1	Permanent	Ticket Clerk (C134)
Location:		Atlantic Terminal
Tour of Duty:		1:00pm-9:00pm
Rate of Pay:		\$33.512
Rest Days:		Wednesday/Thursday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

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Position No: 2	Permanent	Ticket Clerk (C911)
Location:		Penn Station
Tour of Duty:		Friday: 5:30pm-1:30am Saturday: 3:00pm-11:00pm Sunday: 2:00pm-10:00pm Mon/Tues: 11:30pm-7:30am
Rate of Pay:		\$34.706
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

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Position No: 3                      Permanent                      Information Clerk (C126)

Location:    Penn Station

Tour of Duty:    10:30 AM – 6:30 PM

Rate of Pay:    \$32.257

Rest Days:    Wednesday/Thursday

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answers customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No: 4                      Permanent                      Ticket Clerk (C153)

Location:    Penn Station-Lost and Found

Tour of Duty:    11:30am-7:30pm

Rate of Pay:    \$33.512

Rest Days:    Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owners items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess and strong customer service skills, to help individuals who may be stressed, anxious and upset about losing their property, to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as Customer Side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports with regard to lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, I-pads, and I-Phones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No: 5	Temporary	Ticket Clerk (C915)
Location:		Wed/Thurs/Fri: Atlantic Terminal Sat/ Sun: Penn Station
Tour of Duty:		Wednesday: 12:00pm-9:00pm Thursday: 1:00pm-9:00pm Friday: 2:30pm-10:30pm Sat/Sun: 3:45pm-11:45pm
Rate of Pay:		Wed/Thurs/Fri: \$33.512 Sat/Sun: 34.706
Rest Days:		Monday/Tuesday
Primary Duties:		Same as position No.1

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Position No: 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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**AWARDS TO AGENT'S BULLETIN SD-01-2017**

	<b><u>JOB#</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Permanent A311</b>	<b>R. Rinfret</b>	<b>6/1/2017</b>

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**AWARDS TO BULLETIN SD-10-2017**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Permanent C136</b>	<b>A .Johnson</b>	<b>5/31/17</b>
<b>POSITION NO. 2</b>	<b>Permanent C909</b>	<b>T Williams</b>	<b>5/31/17</b>
<b>POSITION NO. 3</b>	<b>Permanent C126</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 4</b>	<b>Temporary C116</b>	<b>A. Blanco</b>	<b>5/31/17</b>
<b>POSITION NO. 5</b>	<b>Temporary AMB</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 6</b>	<b>Temporary H562</b>	<b>S. Jainarine</b>	<b>5/31/17</b>
<b>POSITION NO. 7</b>	<b>Permanent ATL104</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 8</b>	<b>Temporary V479</b>	<b>D. Dinapoli</b>	<b>5/31/17</b>
<b>POSITION NO. 9</b>	<b>Temporary ATL105</b>	<b>Re-Advertised</b>	<b>5/31/17</b>
<b>POSITION NO. 10</b>	<b>Temporary V464</b>	<b>J. Kiss</b>	<b>5/31/17</b>
<b>POSITION NO. 11</b>	<b>Temporary SL-01</b>	<b>K .Getavesky</b>	<b>5/31/17</b>
<b>POSITION NO. 12</b>	<b>Temporary SL-02</b>	<b>C. Mulea (A)</b>	<b>5/31/17</b>
<b>POSITION NO. 13</b>	<b>Permanent JAM103</b>	<b>A. Khalil</b>	<b>5/31/17</b>
<b>POSITION NO. 14</b>	<b>Permanent P502</b>	<b>D. Brienza</b>	<b>5/31/17</b>

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John Dunne, Manager  
Station Services Support

Posted: June 7, 2017



**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-53    **Sequence:** 82

**Description:** TELEGRAPHERS BULLETIN 2-53

**Open:** 05/17/2017 00:01    **Close:** 05/26/2017 17:00    **Effective:** 05/31/2017 00:01    **Posted:** 05/17/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
MT1	BLOCK OPERATOR	Permanent	NASSAU TOWER	Readvertis		TR8	TR QNS
WS11	TRAIN DIRECTOR	Temporary	WEST SIDE YARD	51766	GUZZETTA, CJ	73	WS21 TR WSY

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-54

**Bulletin Seq:** 83

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-54

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/07/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$37.569 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$37.569 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

TR8	TRAIN DIRECTOR	Permanent	QUEENS TOWER
	Location QUEENS TOWER		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay VARIOUS		
	SUN/MON QN1 601AM \$47.447 HOURLY*		
	TUES/WED QN2 201PM \$47.447 HOURLY*		
	THURSDAY QN3 1001PM \$45.406 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY		

WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location WEST SIDE YARD		
	Report Time 3PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay *\$45.956 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** USBUL1-51

**Bulletin Seq:** 15

**Bulletin Description:** USHER BULLETIN 1/51

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/07/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
BKU2	USHERS	Temporary	ATLANTIC AVE

Location ATLANTIC AVENUE

Report Time 230PM

Rest Days TUESDAY/WEDNESDAY

Rate Of Pay \*\$36.189 HOURLY

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

06/06/20 9:55

**Bulletin ID:** USBUL1-51

**Bulletin Seq:** 15

**Bulletin Description:** USHER BULLETIN 1/51

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/07/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU8	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 11PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \*\$36.189 HOURLY

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

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Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

06/06/20 9:55

**Bulletin ID:** USBUL1-51

**Bulletin Seq:** 15

**Bulletin Description:** USHER BULLETIN 1/51

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/07/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0006	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$36.058 BASE RATE

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

06/06/20 9:55

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** CREW7-33

**Bulletin Seq:** 77

**Bulletin Description:** C/D BULLETIN 7-33

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/06/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
REL4	CREW DISPATCHER	Permanent	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	1159PM		
Rest Days	MONDAY & TUESDAY		
Rate Of Pay	\$41,699 HOURLY*		
	WED/THUR (CD3D)		
	FRID/SAT (CD3A)		
	SUND (CD3X)		

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

\*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

06/06/20 10:15

Bulletin ID: CREW7-33

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 7-33

Open: 06/07/2017 00:01

Close: 06/16/2017 17:00

Effective: 06/21/2017 00:01

Posted: 06/06/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
REL6	CREW DISPATCHER	Permanent	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 359PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$41.699 HOURLY\*

FRI & SAT. (CD2C),

SUNDAY (CD2A)

MON & TUE (CD2D)

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THEIR WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU, AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

\*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

06/06/20 10:15

**THE LONG ISLAND RAIL ROAD**  
**ENGINEERING DEPARTMENT**

**BULLETIN NO. 454**

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: [smnutzu@lirr.org](mailto:smnutzu@lirr.org) **until 5:00 PM on Friday June 16, 2017.**

**POSITION:** Payroll Information Clerk (Appointed)  
**(PERMANENT)**

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$34.5653

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Christopher Calvagna  
Chief Engineer

**POSTED:** June 7, 2017



**\*\*\*\*\* REPOST \*\*\*\*\***  
**THE LONG ISLAND RAIL ROAD**  
**HUMAN RESOURCES DEPARTMENT**

**BULLETIN NO. HR-001**

Resumes for the following **APPOINTED** Position in the Human Resources Office will be received by Rascheda Wallace– HR Business Director, rwallac@lirr.org, Mail Code 1155 **until 5:00 PM on Friday, June 16, 2017.**

**POSITION:** Human Resources Assistant (**Appointed**)

**LOCATION:** 5<sup>th</sup> Floor, Jamaica Station

**RATE OF PAY:** \$38.226 per hour

**TOUR OF DUTY:** 8:00 a.m. – 4:00 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Provide a wide range of administrative functions and support to the Human Resources Department, including, but not limited to:

- Ensure accuracy and completeness of employment applications and other files.
- Schedule individuals for interviews & aptitude tests.
- Compose and mail letters, including job offer letters; handle/routing of all correspondence; generate, prepare, and maintain reports; maintain various logs and organizational charts.
- Gather and compile bid sheets for vacant positions and compose job openings for intranet & distribution.
- Handle heavy volume of telephone calls and walk-ins, and provide necessary information.
- Maintain records and arrange for storage or destruction.
- Order supplies and materials, create requisitions and process invoices.
- Assist with special projects, Open Houses, New Hire Orientations and/or research as requested.

**QUALIFICATIONS**

- Must possess proficient computer skills with working knowledge of Microsoft suite software (i.e., Word, Excel, PowerPoint, Outlook,), HRIS/databases (i.e., Access, PeopleSoft)
- Must have strong administrative and organization skills with ability to effectively perform various multiple tasks simultaneously in a high volume environment, while maintaining accuracy and meeting deadlines.
- Must possess effective written and oral communication skills with ability to deal professionally with people and to handle difficult situations in a calm and effective manner.
- Must be able to handle heavy volume of telephone calls.
- Must be a qualified typist (45 Net WPM).
- Must be accurate and detailed oriented.
- Must possess the ability to handle confidential information in a professional manner.
- Must be proficient in determining correct routing of all incoming/outgoing correspondence.

Mary L. Centauro  
Acting-Vice President Administration

**POSTED:** June 7, 2017