



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

**BID SHEETS**

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

**July 5, 2018**

**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 2623	Assistant Warehouse Person West Side Yard Permanent (D. Shaw)	NO BIDS RECEIVED	
P&L 2626	Warehouse Person Various/Various-Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2627	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2628	Warehouse Person Permanent (R. Lipton)	NO BIDS RECEIVED	
P&L 2629	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2630	Warehouse Person Permanent (P. Sciaulino)	NO BIDS RECEIVED	
P&L 2631	Warehouse Person Permanent (M. Boyd-West)	NO BIDS RECEIVED	
P&L 2632	Stores Truck Driver Temporary (P. Bartholomew)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
July 5, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2633**

#### **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 **Saturday, July 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (D. Shaw) – Permanent  
**RE-ADVERTISED (P&L – 2608, 2617, 2623)**  
**LOCATION:** West Side Yard 401 10<sup>th</sup> Ave., NY, NY 10001  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 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  
July 5, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2634**

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 **Saturday 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (M. Boyd-West) – Permanent  
**RE-ADVERTISED (P&L – 2600, 2609, 2618, 2626)**

**LOCATION:** Various

**TOUR OF DUTY:** Various

**REST DAYS:** Various

**RATE OF PAY:** \$35.335 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  
July 5, 2018

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2635**

**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 **Saturday 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver - (H. Cyrus) – Permanent  
RE-ADVERTISED (P&L – 2585, 2592, 2601, 2610, 2620, 2627)  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$ 34.51 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  
July 5, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2636**

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 **Saturday 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (R. Lipton) – Permanent  
RE-ADVERTISED (P&L – 2621, 2628)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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  
July 5, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2637**

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 **Saturday 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (R. Townsend) – Temporary  
RE-ADVERTISED (P&L – 2524, 2527, 2532, 2537, 2540, 2544, 2548,  
2551, 2555, 2559, 2566, 2578, 2587, 2595, 2603, 2612, 2622, 2629)  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 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.

**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  
July 5, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2638**

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 **Saturday 14, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (P. Sciaulino) – Permanent  
**RE-ADVERTISED (P&L – 2615, 2625, 2630)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$35.335 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  
July 5, 2018



**RE-ADVERTISED**  
**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2639**

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 **Saturday, 14 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (M. Boyd-West) – Permanent  
**RE-ADVERTISED (P&L – 2631)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$35.335 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  
July 5, 2018

# LONG ISLAND RAIL ROAD

## Bulletin 8-2018

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 Saturday, July 14, 2018 at 5:00 PM.

**POSITION:** CSR - 905 Appointed  
Customer Service Representative

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

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** 1:00 PM – 9:00 PM

**RELIEF DAYS:** Tuesday and Wednesday

### 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 July 5, 2018

# LONG ISLAND RAIL ROAD

## Bulletin 9-2018

We are accepting resumes for the **TEMPORARY** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Saturday, July 14, 2018 at 5:00 PM.

**POSITION:** CSR - 106 (Temporary)  
Customer Service Representative

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

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Monday and Tuesday

### 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 July 5, 2018

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

**Notice of Awards**

*Bulletin No. 7-2018, CSR 103 Permanent, has been awarded to J. Dwyer, effective 06/29/2018.*

Gabrielle Aulicino, Manager  
Customer Service Center  
HSF - 3140

POSTED: July 5, 2018

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

July 5, 2018

AGENT'S BULLETIN NO. SD-10 2018

This bulletin will close **at 5:00 PM on Saturday, July 14, 2018**. 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 Alicia St. Nicholas, 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	Temporary	Agent (A808)
Location:		Patchogue
Tour of Duty:		Mon: 4:45am-1:00pm Tues/Wed/Fri: 5:00am-1:00pm Thurs: 4:00am-1:00pm
Rate of Pay:		\$41.581
Rest Days:		Saturday/Sunday

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

July 5, 2018

**BULLETIN NO. SD-13-2018**

This bulletin will close **at 5:00 PM on Saturday, July 14, 2018**. 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 Alicia St. Nicholas, 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	Temporary	Ticket Clerk (114)
Location:		Penn Station
Tour of Duty:		2:00pm-10:00pm
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday

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	Temporary	Ticket Clerk (C 700)
Location:		Bethpage Facility
Tour of Duty:		6:00am-2:00 PM
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times. Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook. Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

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Position No.: 3	Temporary	Ticket Clerk (C146)
Location:		Jamaica
Tour of Duty:		3:00pm-11:00pm
Rate of Pay:		\$36.463
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

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Position No.: 4	Temporary	Ticket Clerk (C923)
Location:		Mon/Tues – Jamaica Wed – Hicksville Sat/Sun - Jamaica
Tour of Duty:		Mon/Tues – 6:00am-2:00pm Wed – 6:00am-2:00pm Sat/Sun – 8:00am-4:00pm
Rate of Pay:		Mon/Tues - \$36.463 Wed - \$34.994 Sat/Sun - \$36.463
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 1

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Position No.: 5	Permanent	Ticket Clerk (C126)
Location:		Penn Station/Info Clerk
Tour of Duty:		10:30am-6:30pm
Rate of Pay:		\$33.890
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.: 6	Temporary	Ticket Clerk (C915)
Location:		Wed – Atlantic Terminal Thurs – Atlantic Terminal Fri – Atlantic Terminal Sat/Sun – Penn Station
Tour of Duty:		Wed: 12:00pm-9:00pm Thurs: 1:00pm-9:00pm Fri: 2:30pm-10:30pm Sat/Sun: 3:45-11:45
Rate of Pay:		Wed: \$35.209 Thurs: \$35.209 Fri: \$35.209 Sat/Sun: \$36.463
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

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Position No.: 7	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
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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Position No.: 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7

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Position No.: 9	Temporary	Station Appearance Maintainer (L316)
Location:		Woodside
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$30.220
Rest Days:		Sunday/Monday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

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Position No.: 10	Temporary	Station Appearance Maintainer (H572)
Location:		Hicksville/Babylon/Northport
Tour of Duty:		Mon/Tues/Wed: 6:00am-2:00pm Sat/Sun: 6:00am-2:00pm - Chief
Rate of Pay:		Mon/Tues/Wed: \$31.285 Sat/Sun: \$34.517
Rest Days:		Thursday/Friday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

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Position No.: 11	Temporary	Station Appearance Maintainer (L320)
Location:		Port Washington
Tour of Duty:		5:00am-1:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9

Position No.: 12	Permanent	Station Appearance Maintainer (JAM132)
Location:		Jamaica
Tour of Duty:		6:00am-2:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9

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Position No: 18      Permanent      Station Appearance Maintainer (V903)  
Location:      Ronkonkoma Yard/Garden City  
Tour of Duty:      Mon/Tues: 6:00am-2:00pm – KO Yard  
Fri/Sat: 6:00am-2:00pm – Garden City  
Sun: 6:00am-2:00pm – KO Yard  
Rate of Pay:      Mon/Tues: \$31.148  
Fri/Sat: \$31.148  
Sun: \$31.148  
Rest Days:      Wednesday/Thursday  
Primary Duties:      Same as Position No. 10

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Position No: 19      Temporary      Station Appearance Maintainer (WSY102)  
Location:      West Side Yard  
Tour of Duty:      2:00pm-10:00pm  
Rate of Pay:      \$30.220  
Rest Days:      Monday/Tuesday  
Primary Duties:      Same as Position No. 9

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**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE GENERAL MANAGER - CUSTOMER SERVICES**

Date: July 5, 2018

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the APPOINTED position of Secretary to the Chief Stations Officer - Stations Department. Interested applicants must forward their resumes to Theresa Dorsey, Jamaica, @tdorsey@lirr.org, no later than 5:00pm, July 14, 2018.

Position:	Permanent	Secretary – Exception 4
Location:		Jamaica
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$37.747
Relief Days:		Saturday/Sunday

**Primary Duties:**

- Direct interface with LIRR Senior Staff regarding confidential matters, scheduling meetings, and meeting agendas
  - Perform all administrative duties including typing, filing, maintaining appointments (calendars, phones, etc)
  - Follow-up of time sensitive issues requiring action in the absence of the Chief Stations Officer.
  - Oversee and perform required department input relative to procurements.
  - Handle confidential corporate and departmental information.
  - Maintain safety related records, including station and facility audits.
  - Assist with other projects as assigned.
  - Incumbent must be knowledgeable in Microsoft Word, Excel and Access, Powerpoint, Outlook and Peoplesoft and must be able to produce graphics such as graphs and charts in the required software format.
  - Incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues.
-

AWARDS TO BULLETIN SD-12-2018

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
Position No. 1	(P) C143	M. Ferranola	7-11-18
Position No. 2	(T) C147	A. Bacchus	7-4-18
Position No. 3	(T) C201	L. Trujillo	7-4-18
Position No. 4	(T) CT-707	T. D'Aurizio	Pending
Position No. 5	(T) CT-708	E. Estrada	7-4-18
Position No. 6	(T) CT-971	S. Terito	7-4-18
Position No. 7	(P) C121	C. Ashby	7-4-18
Position No. 8	(T) C145	H. Turner	7-4-18
Position No. 9	(T) HC571	R. Pirrone	7-4-18
Position No. 10	(T) JAM116	Re-Advertise	
Position No. 11	(T) SL-01	J. Bossone	7-4-18
Position No. 12	(T) SL-02	K. Jordan (A)	7-4-18
Position No. 13	(T) L301	R. Rango	7-4-18
Position No. 14	(T) H543	J. Houlihan	7-11-18
Position No. 15	(P) RSC4	Re-Advertise	
Position No. 16	(P) JAM131	L. Ross	7-4-18
Position No. 17	(P) RSC3	M. Scott (A)	7-4-18
Position No. 18	(P) HMC131	C. Bridges	7-4-18
Position No. 19	(P) JAM133	Re-Advertise	
Position No. 20	(T) V471	T. Jackson	7-4-18
Position No. 21	(T) ATL104	Withdrawn	
Position No. 22	(T) WS102	Re-Advertise	

AWARDS TO AGENT'S BULLETIN SD-09-2018

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A603	M. Thomas	7/4/18
POSITION NO. 2	Permanent A101	J. Pitka	7/4/18
POSITION NO. 3	Temporary A982	J. Baldassarre	7/4/18
POSITION NO. 4	Temporary A601	K. Bock	7/11/18

Alicia St. Nicholas, Manager Station Services Support  
Posted: July 5, 2018

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL1-75    **Sequence:** 16

**Description:** USHER BULLETIN 1/75

**Open:** 06/20/2018 00:01

**Close:** 06/29/2018 17:00

**Effective:** 07/04/2018 00:01

**Posted:** 06/20/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Permanent	JAMAICA	54948	D. CIAVOLELLA	
RUH3	USHERS	Temporary	JAMAICA	57485	K. CARTER	
UX0013	USHERS	<del>TEMPORARY</del>	LIRR-Extra List	Readvertis		
UX0014	USHERS	<del>TEMPORARY</del>	LIRR-Extra List	Readvertis		
UX0015	USHERS	<del>TEMPORARY</del>	LIRR-Extra List	Readvertis		

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:** USBUL1-76

**Bulletin Seq:** 16

**Bulletin Description:** USHER BULLETIN 1/76

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/04/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0008	USHERS	<b>PERMANENT</b>	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$37.884 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 SYSTEM

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 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.

07/02/20 7:57

Bulletin ID: USBUL1-76

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/76

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/04/2018 00:01

Asgn Position

Perm Or Temp

Terminal

UX0013 USHERS

TEMPORARY

LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$37.884 BASE RATE

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

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07/02/20 7:57

Bulletin ID: USBUL1-76

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/76

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/04/2018 00:01

Asgn Position

Perm Or Temp

Terminal

UX0014 USHERS

TEMPORARY

LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$37.884 BASE RATE

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07/02/20 7:57

Bulletin ID: USBUL1-76

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/76

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/04/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0015	USHERS	TEMPORARY	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$37.884 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

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07/02/20 7:57



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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-79    **Sequence:** 5

**Description:** TELEGRAPHERS BULLETIN 2-79

**Open:** 06/20/2018 00:01    **Close:** 06/29/2018 17:00    **Effective:** 07/04/2018 00:01    **Posted:** 06/20/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis			
HNA1	ASST. TRAIN DIRECTOR	Permanent	DIVIDE	55166	PEPPLER-LONG, SL	131	BO1050 BO LIRR
WL3	BLOCK OPERATOR	Permanent	LEAD	Readvertis			
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			

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:** TELBUL2-80

**Bulletin Seq:** 6

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-80

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/04/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1058	BLOCK OPERATOR	<i>TEMP</i>	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

WI.3	BLOCK OPERATOR	<i>TEMP</i>	LEAD
	Location LEAD TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 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.

07/02/20 8:47

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW8-57      **Sequence:** 77

**Description:** C/D BULLETIN 8-57

**Open:** 06/20/2018 00:01      **Close:** 06/29/2018 17:00      **Effective:** 07/04/2018 00:01      **Posted:** 06/20/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1A	CREW DISPATCHER	Permanent	JAMAICA	29490	TOURAITTY, T	5 CDIF CD JAM
REL6	CREW DISPATCHER	Temporary	JAMAICA	Readvertis		
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		

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:** CREW8-58

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-57

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4102	CREW DISP. TRNEE	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$30.266/\$36.899 HOURLY

TEMPORARY

\*\*\*FAXED BIDS WILL NOT BE ACCEPTED\*\*\*

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$36,899 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$43.810

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CDIF	CREW DISPATCHER	Permanent	JAMAICA
	Location TRANSPORTATION CREW MANAGEMENT, JAMAICA		
	Report Time 759AM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.810 HOURLY*		

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE 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.

07/03/20 9:27

Bulletin ID: CREW8-58

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-57

Open: 07/05/2018 00:01

Close: 07/14/2018 17:00

Effective: 07/18/2018 00:01

Posted: 07/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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CD2A	CREW DISPATCHER	TEMPORARY	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 359PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$43.810 HOURLY\*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE 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.

CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY\*

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. C/T-88 receipts is honored only if signed by employees working in the transportation crew management services office.

07/03/20 9:27

**Bulletin ID:** CREW8-58

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-57

**Open:** 07/05/2018 00:01

**Close:** 07/14/2018 17:00

**Effective:** 07/18/2018 00:01

**Posted:** 07/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LJRR-Extra List

Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY\*

\*RATE OF JOB COVERED WITH \$26.629 MINIMUM

APPLICATIONS 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

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

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07/03/20 9:27

**Long Island Rail Road  
Office of the Director – Employee Services**

**Bulletin No. #2018-01**

**\*This position has been withdrawn\***

To all employees covered by regulations governing clerical forces on the Long island Rail Road.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Saturday, July 14, 2018**.

Position: Mail Attendant

Location: Jamaica, New York

Tour of Duty: 7:00am – 3:00pm

Rest Days: Saturday and Sunday

Rate of Pay: \$31.014 per hour

Duties: Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.

Requirements: Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.

Contact: Daniel Driscoll  
Director – Employee Services  
Human Resources Department  
Jamaica, NY – Mail Code 1157

Posted: **July 5, 2018**

**\*Safety Sensitive Position\***

**THE LONG ISLAND RAIL ROAD  
HUMAN RESOURCES DEPARTMENT  
BULLETIN NO. 01-2018**

July 5, 2018

Resumes for the following Temporary Appointed position in the Human Resources Office will be received by Rascheda Wallace- HR Business Director, [rwallac@lirr.org](mailto:rwallac@lirr.org), Mail Code 1155 until 5:00 PM on Saturday, July 14, 2018

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

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

**TOUR OF DUTY:** 8:00 A.M. – 4:00 P.M.

**RATE OF PAY:** \$40.161 per hour

**RELIEF DAYS:** Saturday/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 test.
- 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 the 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  
Sr. Director- Human Resources



**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2018-04**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** Two (2) Public Information Officer positions have become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Stanley Davis, Director- PIO, Public Affairs, Mail Code 1131 or to [swdavis@lirr.org](mailto:swdavis@lirr.org). All resumes must be received by **5 PM, July 14, 2018**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

The Public Information Officer is responsible for providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

Responsibilities:

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TIMACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the PIO Director or his designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the LIRR's Customer Service Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LIRR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- Provide a comprehensive AM or PM peak summary report, including major causes for delays at the conclusion of each rush hour; as well as a summary report for overnights and weekend AM and PM shifts.
- Assist in the research and drafting text for use in press releases, customer correspondence and other reports or documents
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- All other duties assigned, and review reports as assigned

Qualifications

- Prior customer service experience in a high pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies
- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer  
Location: Jamaica Station Building – 2nd Floor  
Tour of Duty: various  
Relief Days: various  
Rate of Pay: \$39.80 per hour

Posted: July 5, 2018

**STATIONS DEPARTMENT  
NOTICE NO. 2018-19**

Date: June 26, 2018  
To: Stations Department Employees  
From: James Compton, Chief Stations Officer  
SUBJECT: Stations Department Informational Hotline



A new communication tool has been set up for Stations' employees.

**The purpose of the hotline is:**

- To get information about extra jobs that are listed on the daily boards so you know what the job will entail before you chose to work it.
- To make the calls with crew a bit quicker since you will have the information you need to know about the jobs that are listed for your pick.
- To listen to other important information needed for special events.
- To be informed of which Manager you can contact if you have issues during your tour.
- To gain information during emergencies such as storms and service disruptions.

**Important Tidbits:**

- You will not be able to leave a message on the hotline it is not interactive.
- You will hear the date and time at the beginning of the message so you know if it has been updated since the last time you listened to it.

**The number to call is:**

**718-558-3005**

This number is an external number only, if you are calling from inside the LIRR you must use an outside line and dial the whole number.

Report any issues with this hotline to the cshelp email account: [cshelp@lirr.org](mailto:cshelp@lirr.org)

\*\*\* A well informed employee is our most valuable employee\*\*\*

**STATIONS DEPARTMENT**

**NOTICE NO. 2018-20**

Date: June 22, 2018  
To: All Stations Department Employees  
From: James Compton, General Manager – Chief Stations Officer  
Subject: Two Types of Monthly Stock Utilized in July

Please be advised that there will be two types of monthly stock issued for the month of July.  
The Mail & Ride tickets will be printed on brown stock and have the usual markings on the tickets.

**July Mail & Ride Monthly Ticket Exhibit**



The monthly tickets issued by TOM's and TVM's will be printed on emergency stock.

Please note that the year "18" will **not** be printed on the stock; instead, a preprinted "D" will appear. All rules and conditions pertaining to the sale and refunding of monthly tickets remain in effect.

**July TOM & TVM Issued Monthly Ticket Exhibit**



If you have any questions, please contact your manager.

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**AVOID DISTRACTION – KEEP SAFETY IN ACTION**

**STATIONS DEPARTMENT  
NOTICE NO. 2018-21**

Date: June 29, 2018  
To: All Station Department Employees  
From: James Compton, Chief Stations Department



Subject: **Refund Periods Extended for One-Way, Round-Trip, & Ten-Trip tickets**

Beginning July 1, 2018, the length of time for refunding of tickets have been extended as follows:

**One-Way and Round-Trip**

Valid for travel for 60 days (including date of sale).

Refundable within validity period **plus 2 years** (including date of sale). Total Refundable period is 2 years and 60 days.

**Ten-Trip**

Valid for travel for 6 months (including date of sale).

Refundable within 6 months (including date of sale) **plus 2 years**. Total Refundable period is 2 years and 6 months.

**There are NO changes to the handling of refunds at the ticket windows, just the time frame to which customers can apply for a refund.**

The ticket layout will remain the same with the validity period in the upper righthand corner and the terms and conditions explaining the refund period in the lower right corner (see samples).

Any ticket not valid on 7/1/2018 is not refundable. Tickets purchased prior to July 1, 2018, will be subject to the terms and conditions that were in place at the time of purchase. **No exchanges will be made to increase validity or refund periods.**

235213  
 Long Island Rail Road  
 Ten Trip

E	E	E	E	E	E	E	E	E	E
1	2	3	4	5	6	7	8	9	10
W	W	W	W	W	W	W	W	W	W

Atlantic Term  
 New Hyde Pk

1  
 4 P

Valid Thru: PEAK 01/03/19

Good for ten (10) rides in either direction for 6 months including date of sale. Refundable within validity period plus 2 years. Subject to \$10 fee per refund transaction.

1397  
 07/03/18  
 235213

Credit \$120.00 0035 1293 08-27

New terms and conditions. Ticket now refundable within 2 years and 6 months of sale.

1014572

Long Island Rail Road

1	2	3	4	5	6	7
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Atlantic Term  
 Lindenhurst

1  
 9

R/T Off Peak

Valid Thru: 08/31/18

Good for 2 rides in either direction for 60 days including date of sale. Refundable within validity period plus 2 years. Subject to \$10 fee per refund transaction.

1393  
 07/03/18  
 1014572

Credit \$23.00 0035 08-23 1293

New terms and conditions. Ticket now good for 2 years and 60 days including date of sale.

If you have any questions, please contact any Stations Department manager.

All employees are reminded to be watchful for suspicious activity, behavior and packages."