



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2480

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, May 26, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (G. Garrick) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
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
May 17, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2481

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, May 26, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (J. Dwyer) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
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
May 17, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2482

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, May 26, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (M. Filetto) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
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
May 17, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2483

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, May 26, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (D. Loyed) – Temporary
LOCATION: West Side Yard
TOUR OF DUTY: 8:00 AM – 4:00 PM
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
May 17, 2017

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

May 17, 2017

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2479	Warehouse Person – ESA Permanent (T. Broughton)	Marco Filetto	5/17/17

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

POSTED: 9:00 AM
May 17, 2017

LONG ISLAND RAIL ROAD

Bulletin 21-2017

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, March 26, 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 May 17, 2017

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

Notice of Awards

Bulletin No. 17-2017, CSR 106 (Appointed), has been awarded to G. Gomez, effective 05/10/2017.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: May 17, 2017

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

Notice of Awards

Bulletin No. 18-2017, CSR 107 (Appointed), has been awarded to J. Walters effective 03/29/2017.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: May 17, 2017

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

Notice of Awards

Bulletin No. 20-2017, CSR 905 (Appointed), has been awarded to N. Appel effective 04/19/2017.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: May 17, 2017

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

May 17, 2017

AGENT'S BULLETIN NO. SD-01-2017

This bulletin will close **at 5:00 PM on Friday, May 26, 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 (A311)
Location:		Bethpage Facility
Tour of Duty:		Monday: 4:00 AM – 1:00 PM Tues/Wed/Thurs/Fri: 5:00 AM – 1:00 PM
Rate of Pay:		\$45.640
Rest Days:		Saturday/Sunday

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

May 17, 2017

BULLETIN NO. SD-10-2017

This bulletin will close **at 5:00 PM on Friday, May 26, 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 (C136)
Location:		Atlantic Terminal
Tour of Duty:		2:30 PM – 10:30 PM
Rate of Pay:		\$33.512
Rest Days:		Thursday/Friday

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.

Position No: 2	Permanent	Ticket Clerk (C909)
Location:		Fri/Sat/Sun/Tues: Penn Station Monday: Atlantic Terminal
Tour of Duty:		Friday: 11:00 AM – 7:00 PM Saturday: 9:30 AM – 5:30 PM Sunday: 8:00 AM – 4:00 PM Monday: 2:30 PM – 10:30 PM Tuesday: 1:15 PM – 9:15 PM
Rate of Pay:		Fri/Sat/Sun/Tues: \$34.706 Monday: \$33.512
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

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.

Position No: 4	Temporary	Ticket Clerk (C116)
Location:		Penn Station
Tour of Duty:		3:15 PM – 11:15 PM
Rate of Pay:		\$34.706
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No: 5	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.

Position No: 6	Temporary	Station Appearance Maintainer (H562)
Location:		Jamaica/Atlantic/Nostrand Avenue
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$29.908
Rest Days:		Saturday/Sunday

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.

Position No. 14	Permanent	Disbursements Clerk (P502)
Location:		Mon/Wed/Fri: Mineola Tues/Thurs: Penn Station
Tour of Duty:		Mon/Wed/Fri: 8:00 AM – 4:00 PM Tues/Thurs: 9:00 AM – 5:00 PM
Rate of Pay:		\$35.315
Rest Dates:		Saturday/Sunday

Primary Duties: Process invoices and receipts in accordance with Accounts Payable procedures. Must be proficient in developing, processing and input of requisitions, purchase orders, receipts and inquiries using LIRR's Procurement Logistics System (PLS). Must have knowledge of basic Accounting procedures, including Chart of Accounts. Handle and maintain expense accounts, requisitions for special material, purchase orders and invoices. Must have a functional knowledge of Stores administrative forms and documents for ordering stock items. Maintain control of special material requisitions, purchase orders, receiving documents, alarm reports, escalator and elevator reports, third party contractor reports, invoices and daily vehicle reports. Must be a PC typist, experienced in Microsoft Word, Windows and Outlook and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments, lists and reports. Must perform typing assignments consisting of miscellaneous forms and letters. Must be proficient in the use of Excel with ability to develop new applications, maintain/improve existing applications and produce graphics such as graphs and charts in the required software format. Must possess a valid driver's license. Position requires periodic meeting of deliveries and inventory control activities at Queens Village warehouse. Additional clerical duties include but are not limited to mail distribution, answering phones, customer inquiries, managing calendars of the staff and other general duties required within the office environment. In addition, incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues. Monitor, verify, prepare and distribute budgetary, inventory, usage and sales reports, and operational data/reports regarding receiving and dispensing of cleaning supplies and equipment, station ticket sales and other stations operations activities. Coordinate the receipt and distribution of operating information to appropriate Customer Services employees. Receive and courteously handle customer telephone calls to Branch Line/Terminal Managers and assist in expediting resolution. Incumbent will be responsible for performance of work generated by both reporting locations irrespective of the incumbents specific daily work locations. In addition, the incumbent may have his/her reporting location changed on a weekly basis. This position will be required to cover for the Customer Services Division Ops Support Clerk as requested. Must track, investigate and process all Lost and Found Customer claims for lost cash. No later than the close of business on Friday, incumbent will be informed if there is a change in reporting locations for the following week. The days worked at either Mineola or Penn Station may be changed. Must be willing to assume responsibility and work with minimum supervision as part of a unit.

AWARDS TO BULLETIN SD-09-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C923	D. Brown	5/17/17
POSITION NO. 2	Temporary C915	L. Batres-Toc (A)	5/17/17
POSITION NO. 3	Permanent C909	Re-Advertised	
POSITION NO. 4	Temporary TS-1	R. Dilone	5/22/17
POSITION NO. 5	Temporary TS-2	K. Carter	Pending
POSITION NO. 6	Temporary C151	W. Gaponoff	5/17/17
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Permanent RSC2	T. Forbes	5/17/17
POSITION NO. 9	Permanent JAM122	J. Leis (A)	5/17/17
POSITION NO. 10	Temporary RSC4	J. Vancol	5/17/17
POSITION NO. 11	Temporary L302	M. Reynolds	5/17/17
POSITION NO. 12	Temporary ATL104	Withdrawn	
POSITION NO. 13	Temporary V479	Re-Advertised	
POSITION NO. 14	Permanent ARCH900	T. Jackson	5/17/17
POSITION NO. 15	Temporary HMC113	C. Elliot	5/17/17
POSITION NO. 16	Temporary SV-01	A. Gilmour	5/17/17
POSITION NO. 17	Temporary SL-01	Re-Advertised	
POSITION NO. 18	Temporary SL-02	Re-Advertised	
POSITION NO. 19	Permanent HMC122	B. Moise	5/17/17

John Dunne, Manager
Station Services Support

Posted: May 17, 2017

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW7-32 **Sequence:** 76

Description: C/D BULLETIN 7-32

Open: 04/19/2017 00:01 **Close:** 04/28/2017 17:00 **Effective:** 05/03/2017 00:01 **Posted:** 04/19/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Temporary	LIRR-Extra List	51512	MUSSO, M	20
DT4102	CREW DISP. TRNEE	Temporary	LIRR-Extra List	55468	MEDFORD, J.	29

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 Awards - Non-Ops

Bulletin ID: TELBUL2-52 **Sequence:** 82

Description: TELEGRAPHERS BULLETIN 2-52

Open: 05/03/2017 00:01 **Close:** 05/12/2017 17:00 **Effective:** 05/17/2017 00:01 **Posted:** 05/03/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
VA1	ASST. TRAIN DIRECTOR	Permanent	VALLEY TOWER	54212	GAJITOS, DV	121 MT1 BO NAS

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 Awards - Non-Ops

Bulletin ID: USBUL1-49 **Sequence:** 15

Description: USHER BULLETIN 1/49

Open: 05/03/2017 00:01 **Close:** 05/12/2017 17:00 **Effective:** 05/17/2017 00:01 **Posted:** 05/03/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0001	USHERS	Permanent	LIRR-Extra List	55958	CARTER, J.	

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: TELBUL2-53

Bulletin Seq: 82

Bulletin 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
MT1	BLOCK OPERATOR	Permanent	NASSAU TOWER
	Location NASSAU TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$37.569 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

WS11	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location WEST SIDE YARD		
	Report Time 7AM		
	Rest Days SATURDAY & SUNDAY		
	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: USBUL1-50

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/50

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
JAU6	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SUNDAY & MONDAY

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.

05/15/20 10:15

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

May 17, 2017

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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AWARD BULLETIN NO. 1675

POSITION AWARDED TO THE FOLLOWING:

Job No. 4 B. Ganley (effective 5/17/2017)
Job No. 5 No Qualified Bids Received

*_**

BULLETIN NO. 1676

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM
- MAY 26, 2017

JOB NO. 5

POSITION PERMANENT
LOCATION *New Position*
TOUR OF DUTY *NBR 1675*

CLERK- RSMS RELIEF
HILLSIDE MAINTENANCE COMPLEX
Thu-Fri 12:30 a.m. to 8:30 a.m.
Sat-Sun-Mon 4:30 p.m. to 12:30 a.m.

RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

TUESDAY & WEDNESDAY
\$33.157 PER HOUR
MUST HAVE THE ABILITY TO PREPARE AND CODE DATA FOR INPUT INTO THE DEPARTMENT'S COMPUTERIZED INFORMATION SYSTEM. MUST BE QUALIFIED TO ENTER AND RETRIEVE DATA FROM THE VARIOUS SYSTEMS AND BE PROFICIENT IN EDITING AND VALIDATING ALL INFORMATION THAT IS INPUT AND EXTRACTED FROM THE SYSTEMS. MUST BE COMPETENT TYPIST AND PERFORM ALL OTHER CLERICAL DUTIES AS ASSIGNED.

JOB NO. 6

POSITION TEMPORARY
LOCATION *Ganley, B.*
TOUR OF DUTY *Award 1675*

CLERK- RSMS
HILLSIDE MAINTENANCE COMPLEX
12:30 AM to 8:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 5
SAME AS JOB NO. 5

RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

A. M. MICHELETTI
OFFICE OF M/E MANPOWER, HMC 3012

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
May 17, 2017

CHIEF TRANSPORTATION OFFICE BULLETIN NO. 3-17

TO ALL CLERICAL EMPLOYEES:

Bids for the following **TEMPORARY** position in the office of the Chief Transportation Officer will be received by Melissa Newell, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 5:00 PM on Friday, May 26, 2017.

POSITION: Denial Clerk (TEMPORARY)

LOCATION: Transportation Crew Management Services Office
Jamaica Station Building

RATE OF PAY: \$32.095

TOUR OF DUTY: 8:00 AM – 4:00 PM

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Responsible for the handling of claim denials for passenger, yard and road service, and non-operating personnel. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individual must be a competent typist and proficient with Microsoft Word, Outlook and Excel. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED: May 17, 2017

CLOSES: May 26, 2017



Long Island Rail Road

STATIONS DEPARTMENT

NOTICE NO. 2017-11

Date: May 3, 2017
To: All Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer
Subject: New Safes Repair / Service – Contract No. 04...1433 Highway Locksmiths Inc. Contract – January 1, 2017 through December 31, 2019

As information, the new safes repair /service contract was awarded to Highway Locksmith Inc. If you require service, please contact the Mineola Station Office at 718-558-8169 or your Terminal / Branch Line Manager.

Highway Locksmith has normal hours and after-hours/weekend/holiday service. Their hours of service information is provided below.

Normal Working Hours

Between the hours of 7 a.m. to 3 p.m., Monday through Friday, if safe repair or service is required, please contact the Mineola Terminal / Branch Line Manager's office. Provide the station, type of problem with the safe, your name, and employee number.

After-Hours / Weekends / Holidays

Should an emergency arise and you are unable to speak with your manager, send an email to Cindy Corona and your manager regarding the service and contact **Elliott Leibowitz** at Highway Locksmith, Inc. at 917-693-7373.

- Kindly request a callback from Highway Locksmith Inc. as to the approximate time and day service will be provided.
- If you are unable to meet the Highway Locksmith Inc. representative for the service-call, immediately contact your manager or the manager on duty.

Once service is completed, please request a receipt from the technician (which is usually their work order receipt). Sign your name, date and the in/out time of service. Keep a copy of the receipt and forward to Mineola PJ05. These signed receipts will confirm that service was provided and verify invoices submitted.

NOTE: Safe combination changes contact Chris Smith at (Office) 516-576-1074 or (Cell) 646-299-2625.

If you have any questions, please contact your manager.

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



**STATIONS DEPARTMENT
NOTICE NO. 2017-12**

J. Compton

Date: May 15, 2017
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: HOLIDAY – Memorial Day, Monday, May 29, 2017

On Monday, May 29, 2017, the following will be in effect:

TICKET AGENTS - The following positions WILL work:

A102 Hillside TVM	A312 Bethpage TVM	A806 Babylon	SA3 Southhampton
A103 Penn TVM	A602 Huntington	A808 Patchogue	SA2 Easthampton
A105 Penn TVM	A603 Huntington	A961 Broadway	SA1 West Hampton
A106 Hillside TVM	A608 Port Jefferson	A971 Ronkonkoma	(Traveling)
A110 Penn Spvr	A701 Mineola	A972 Ronkonkoma	SA4 Montauk
A200 Woodside	A702 Bethpage TVM	A982 Bethpage TVM	
A303 Long Beach	A703 Hicksville	A984 Bethpage TVM	
A311 Bethpage TVM	A709 Ronkonkoma	A988 Penn Supervisor	

TICKET CLERKS - The following positions WILL work:

C102 Penn	C130 Atlantic	C307 Hempstead	C901 Penn
C104 Penn	C132 Atlantic	C313 Long Beach	C904 Penn
C106 Penn	C134 Atlantic	C331 Bethpage TVM	C905 Atlantic
C107 Penn	C136 Atlantic	C333 Bethpage Cashier	C911 Penn
C108 Penn	C139 Jamaica	C411 Port Wash	C913 Penn
C110 Penn	C140 Jamaica	C412 Port Wash	C917 Penn
C112 Penn	C142 Jamaica	C602 Huntington	C923 Jamaica
C113 Penn	C143 Jamaica	C702 Bethpage TVM	C924 Jamaica
C114 Penn	C144 Info Clerk (AM)	C704 Hicksville	C952 Bethpage TVM
C116 Penn	C145 Jamaica	C706 Hicksville	C953 Bethpage TVM
C117 Penn	C147 Info Clerk (PM)	C813 Babylon	C997 Bethpage Rel Cshr
C118 Penn	C149 Jamaica	C814 Babylon	TS01 Hicksville
C121 Penn Info	C151 Penn TVM	C821 Hillside TVM	
C126 Penn	C152 Penn TVM	C822 Hillside TVM	
C127 Penn	C201 Woodside	C823 Hillside Cashier	

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

ATL102	HMC125	L302 Mineola	SL-02 Woodside
ATL103	JAC1 Jamaica	L303 Lindenhurst	V489 Woodside
ATL105	JAM102	L304 Freeport	V456 Garden City PM
ATL106	JAM103	L307 Babylon	V457 Garden City PM
ATL107	JAM104	L309 Hicksville	V462 Babylon Yard
ATL109	JAM108	L311 Huntington	V488 KO Yard (MTK Van)
ATL110	JAM112	L312 Ronkonkoma	V903 Ronkonkoma Yd
H552 Port Wash	JAM113	L313 Farmingdale	V477 Long Beach
H572 Northport	JAM119	L315 Bayside	V479 Ronkonkoma
HC551 Port Wash	JAM120	L320 Port Washington	V480 Ronkonkoma
HC571 Northport	JAM124	L911 Ronkonkoma	V484 Northport
HMC109	JAM130	RSC2 Atlantic	V485 Northport
HMC112	JAM131	RSC3 Atlantic	
HMC123	JAM132	SV-01 KO Yard (MTK Van)	
HMC124	JAM133	SL-01 Long Beach	

- AMBASSADORS:** WILL NOT work
- MESSENGER SERVICE:** WILL NOT operate.
- OFFICES CLOSED:** Commissary, General Offices, Lost and Found, Medical Facility, Mail and Ride
- SPEC SERVICES ATT:** WILL NOT work
- TICKET OFFICE HOURS:** HOLIDAY hours as shown on the Ticket Sales Hours Card.
- TICKET SALES:** Senior Citizens/People with Disabilities/Medicare card tickets and Off Peak tickets will be valid on all trains.
- TRAIN SERVICE:** Will operate on a HOLIDAY schedule.



Long Island Rail Road

STATIONS DEPARTMENT

NOTICE NO. 2017-13

Date: May 15, 2017
To: All Ticket Agents and Ticket Clerks
From: J. Compton, Chief Stations Officer
Subject: NY Merchants/Unlimited Technology

As information, NY Merchants alarms was sold to Unlimited Technology.

If your stations still utilize NY Merchant equipment and you need to place a service call, please use the new number listed below.

Unlimited Technology 1-610-458-8901 (press 3 at prompt)

If you have any questions, please contact your Branch Line / Terminal Manager.

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