



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

**BID SHEETS**

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## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3062**

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, March 12, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (B. Hagemann) – Permanent  
**RE-ADVERTISED (P&L – 2991, 2995, 3000, 3006, 3012, 3017, 3023, 3029, 3034, 3039, 3044, 3048, 3053, & 3057)**

**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  
March 3, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3065**

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, March 12, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (A. Lal) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 11:30 AM – 7:30 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  
March 3, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3064**

**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, March 12, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

<b>POSITION:</b>	<b>Warehouse Person - (M. Figueroa) – Permanent</b>
<b>LOCATION:</b>	<b>Hillside</b>
<b>TOUR OF DUTY:</b>	<b>7:30 AM – 3:30 PM</b>
<b>REST DAYS:</b>	<b>Saturday &amp; Sunday</b>
<b>RATE OF PAY:</b>	<b>\$35.335 per hour</b>

**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  
March 3, 2021

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

**March 3, 2021**

**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 3055	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3056	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3057	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3058	Stockman – Permanent (A. Okolo)	Mario Figueroa	3/3/21
P&L 3059	Assistant Warehouse Person Temporary (C. Jahkhah)	NO BIDS	

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

POSTED: 9:00 AM  
March 3, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3061**

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, March 12, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person – (J. Macedonia) – Permanent  
RE-ADVERTISED (P&L – 2979, 2984, 2989, 2993, 2998, 3004, 3010, 3015, 3021, 3027, 3032, 3037, 3042, 3046, 3051 & 3056)

**LOCATION:** Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)

**TOUR OF DUTY:** 7:30 am – 3:30 pm

**REST DAYS:** Thursday & Friday

**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  
March 3, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3060**

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, March 12, 2021. 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 – 2858, 2865, 2871, 2877, 2885, 2893, 2900,  
2906, 2915, 2922, 2929, 2937, 2945, 2952, 2959, 2966, 2972, 2978, 2983,  
2988, 2992, 2997, 3003, 3009, 3014, 3020, 3026, 3031, 3036, 3041, 3045,  
3050 & 3055)  
**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  
March 3, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L –3063**

**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, March 12, 2021. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (C. Jahkhah) – Temporary  
**RE-ADVERTISED (P&L – 3059)**  
**LOCATION:** Hillside  
**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  
March 3, 2021**



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

DATE: March 3, 2021

BULLETIN NO. SD- 05-2021

This bulletin will close **at 5:00 PM on Friday, March 12, 2021**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to Rosina Morales, Jamaica Mail Code 1106 via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours please call the crew dispatcher's office to inquire.

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Position No. 1	Temporary	Ticket Clerk (C720)
Location:		Hicksville TSM/Info Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday

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**Primary Duties:** Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned 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 answer 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 timetable racks 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 be able to use an iPad/STIMS ticket selling unit to assist customers as needed with tickets and information from various applications. 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. 2	Permanent	Ticket Clerk (C924)
Location:		Jamaica
Tour of Duty:		Monday/Tuesday/Wednesday – 2:00pm – 10:00pm Saturday/Sunday – 7:00am – 3:00pm
Rate of Pay:		\$36.463
Rest Days:		Thursday/Friday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

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Position No. 3	Permanent	Ticket Clerk (C721)
Location:		Hicksville TSM/Info Clerk
Tour of Duty:		1:15pm – 9:15pm
Rate of Pay:		\$36.618
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 1

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Position No. 4	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

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. 5	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4

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Position No. 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4

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Position No. 7	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4
Position No. 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4
Position No. 9	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4
Position No. 10	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 4

Position No. 11	Temporary	Station Appearance Maintainer (RSC2)
Location:		Atlantic Terminal
Tour of Duty:		Monday/Tuesday – 5:00am – 1:00pm Wednesday/Thursday/Friday – 6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

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Position No. 12	Temporary	Station Appearance Maintainer (H543)
Location:		Babylon YD/Divide/KO Yard
Tour of Duty:		12/1 – 3/31 → 6:00am – 2:00pm 4/1 – 11/30 → 7:30am – 3:00pm
Rate of Pay:		\$31.285
Rest Days:		Saturday/Sunday

Primary Duties for Heavy Duty: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

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Position No. 13	Permanent	Station Appearance Maintainer (H502)
Location:		JAM/ATL/NOST
Tour of Duty:		12/1 – 3/31 → Heavy Duty – 4:00pm – 12:00am 4/1 – 11/30 → Spray Wash – 10:00pm – 6:00am
Rate of Pay:		12/1 – 3/31 → Heavy Duty – \$31.423 4/1 – 11/30 → Spray Wash – \$31.560
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 12

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Position No. 14	Permanent	Station Appearance Maintainer (HS62)
Location:		Jamaica/FBA/NOST
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$31.423
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 12

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Position No. 15	Permanent	Station Appearance Maintainer (HMC101)
Location:		Hillside
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 11

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AWARDS TO BULLETIN SD-04-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C960	Withdrawn	
POSITION NO. 2	Temporary Crew Dispt. Trainee	S. Ruiz	3/10/21
POSITION NO. 3	Temporary AMB	Re-Advertised	
POSITION NO. 4	Temporary AMB	Re-Advertised	
POSITION NO. 5	Temporary AMB	Re-Advertised	
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Permanent AMB	A Lal	3/3/21
POSITION NO. 8	Permanent AMB	Re-Advertised	
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Temporary HMC113	M. Reilly	3/3/21
POSITION NO. 12	Temporary V902	Withdrawn	
POSITION NO. 13	Temporary ATL103	Withdrawn	
POSITION NO. 14	Temporary JAM102	J. Medford	3/3/21
POSITION NO. 15	Permanent ARCH900	M. Dienstag	3/3/21
POSITION NO. 16	Permanent H502	Re-Advertised	
POSITION NO. 17	Permanent HC561	T. Lynch	3/3/21

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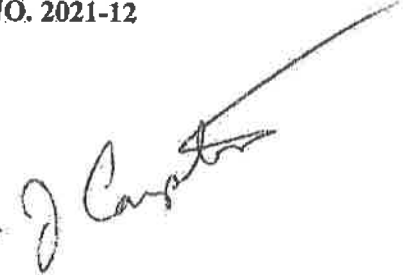
Rosina Morales – Manager Stations Services Support  
Posted: March 3, 2021

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**STATIONS DEPARTMENT**

**NOTICE NO. 2021-12**

Date: February 19, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer   
Subject: **NEW COVID-19 Leave Time Rules - MTA Guidance**

1. New York State COVID-19 Paid Sick Leave ("NYSCPSL") – applies when a federal, state, or local entity gives a quarantine order; a positive COVID-19 test may be deemed to qualify for a quarantine order. See attachment for details on how to obtain an order.
2. When you are positive for COVID-19 you do not need a quarantine order to qualify for NYSCPSL leave- you **MUST** call the **hotline at 646-252-1010** and open a case. Be sure to follow all return to work protocols you are given. NYSCPSL is not available if an employee is eligible to return to work after an initial positive test, in connection with MTA's return to work practice.
3. NYSCPSL may be used for up to three qualifying periods of quarantine and/or isolation, running from the date of the law's passage on March 18, 2020.
  - a. The first usage is for 14 calendar days of leave- see attachment for details.
  - b. An employee may take a 2<sup>nd</sup> and/or 3<sup>rd</sup> NYSCPSL leave only if they test positive for COVID-19 and provide documentation from their medical provider.
4. For all travel quarantine time employees must use their own sick time.
5. If an employee has exhausted all their COVID-19 related leave time they should immediately forward their information including dates of leave and reasons for the leave to the MTAHQ Vice President Human Resources, Patrick Smith. A committee of People and Labor Relations members will determine next steps regarding these individual employees.
6. MTA Administrative Leave provided in 2020 expired on February 18, 2021. The leave time does not carry over beyond 2/18/21.
7. From 2/18/21 until 6/30/21 MTA employees may use up to eight (8) calendar days of administrative leave for the limited situation of MTA sending an employee home from work due to an exposure at work. Employees must follow the testing protocol – test on day 4, self-isolate while awaiting results of the test. If all eight days are not used, they may be banked; however, in no event can Administrative Leave be used after 6/30/21 unless the MTA updates the policy in writing.
8. If available, employees must use NYSCPSL first BEFORE using any MTA Administrative Leave – be sure to get a quarantine order and submit all documents to [FMLA@LIRR.org](mailto:FMLA@LIRR.org).



## Long Island Rail Road

9. For all employees who are on a COVID-19 Administrative Leave that began before February 18, 2021 and ends after February 18, 2021- all days including and after 2/18/21 will count towards the (8) eight calendar day allotment as described in this memo and its attachments.

### Use of Leave Balances:

If an employee exhausts all NYSCPSL leave and Administrative Leave, they must use their available leave balances. Until June 30, 2021, employees may use any type of leave (EX: sick, vacation, personal) if sent home by MTA due to an exposure at work. After June 30, 2021, employees must follow LIRR leave policies with respect to use of sick, personal, vacation or other type of leave.

If you have gotten a vaccination and are ill due to it and can't work, you must use your own sick time to cover the absence.

(Refer to Notice No. 2021-07 For Acceptable COVID Test Types to Return to Work)

All employees can access more detailed information regarding leave programs related to Covid19 on the MTA Employee Coronavirus Resource Center via the BSC Portal.

Director Stations Support Theresa Dorsey can assist in your return to work clearance procedure. You can email her at [tdorsey@lirr.org](mailto:tdorsey@lirr.org) or call her cell at 516-315-0812 (leave a msg); she has been designated as our liaison with the Human Resources dept for COVID-19 related employee issues.

# Memorandum



**Metropolitan Transportation Authority**  
State of New York

**Date** February 4, 2021  
**To** All Employees  
**From** Paul Fama, Chief People Officer

**Re** MTA All Agency Updated 2021 COVID-19 Leave Guidance

Effective immediately, this memo sets forth the policy applicable to all agencies' represented and non-represented employees unless otherwise noted herein. Please note that EPSLA leave expired December 31, 2020.

The following are leaves available to employees in connection with COVID-19 scenarios:

**A. New York State COVID-19 Paid Sick Leave ("NYSCPSL")**

NYSCPSL applies when there is a federal, state or local quarantine order; a positive COVID-19 test may be deemed to qualify for a quarantine order.

MTA employees who have been asked to self-isolate may obtain an order from New York City or other localities by contacting 311 (for NYC; dial (212) NEW-YORK if outside NYC) if they live OR work in NYC. Employees should ask for a quarantine order to give to their employer for purposes of New York state leave. We understand that MTA and its agencies are considered a "NYC employer" for purposes of the NYC quarantine orders. Currently, the NYC quarantine orders cover a variety of scenarios including, but not limited to, being ill with COVID and being exposed to a COVID-positive person at work or elsewhere. Employees should contact their Human Resources lead for guidance.

Employees outside of NYC may also be able to obtain similar quarantine orders by contacting their counties.

Employees who receive a positive test result will automatically be deemed subject to a quarantine order and do not need to contact NYC to request an order. They must submit a positive test result by calling the COVID Hotline. Employees must follow all return to work protocols. NYSCPL is not available if an employee is eligible to return to work after an initial positive test, in connection with MTA's return to work practice.

Employees should contact their Human Resources Lead for guidance on applying for NYSCPSL leave, including any required forms. At all times, employees must follow their agency absence procedure and report any COVID positive results to the COVID-19 Hotline.

NYSCPSL, if applicable, should be the first option to use going forward before the employee takes any administrative leave.

NYSCPSL may be used for up to three qualifying periods of quarantine and/or isolation, running from the date of the law's passage on March 18, 2020. The first usage provides up to 14 calendar days of leave based on receipt of a quarantine order, which covers a variety of scenarios including, but not limited to, being ill with COVID and being exposed to a COVID-positive person at work or elsewhere.

An employee may take a second and/or third NYSCPSL leave only if they test positive for COVID-19 and provide documentation from their medical provider confirming the positive test result.

NYSCPSL is not available if the employee is quarantined due to non-business travel to states non-contiguous to New York or a level 2 or higher country. Employees must use their available leave balances.

Any employee who exhausts their administrative and accrued leave balances should immediately forward their information including dates of leave and reasons for the leave to the MTAHQ Vice President Human Resources, Patrick Smith. A committee of People and Labor Relations members will determine next steps with regard to these individual employees.

**B. MTA Administrative Leave**

**A. Expiration of Prior Administrative Leave**

All MTA Administrative Leave provided in 2020 (14 calendar days + 7 calendar days) expires as of February 18, 2021. This leave does NOT carry over beyond February 18, 2021.

**B. 2021 Allotment of Administrative Leave For Limited Use**

From February 18, 2021 until June 30, 2021, MTA employees may use up to eight (8) calendar days of administrative leave for the limited situation of MTA sending an employee home from work due to an exposure at work. Employees must follow the testing protocol as set forth in the November 5, 2020 memo (revised December 4, 2020) (test on day 4, self isolate while awaiting results of the test). If all eight days are not used for one event, the remaining days of Administrative Leave may be banked; however, in no event can Administrative Leave be used after June 30, 2021, unless this policy is updated in writing.

If it is available to them, employees must use NYSCPSL leave first before using any MTA Administrative Leave. They should get a quarantine order from NYC or another locality as described above.

Administrative leave cannot be used for quarantining as a result of non-business travel to a state or country subject to quarantine by New York or their state of residence, even if an employee obtains a quarantine order to that effect. Employees must use their available leave balances. Exceptional circumstances will be considered on a case-by-case basis.

For employees who are on a COVID-19 Administrative Leave that begins before February 18, 2021 and ends after February 18, 2021, all days including and after February 18, 2021 will count towards the 8 calendar day allotment set forth in this memo.

**C. Use of Leave Balances**

If an employee exhausts all NYSCPSL leave and Administrative Leave, they must use their available leave balances. Until June 30, 2021, employees may use any type of leave (sick, vacation, personal – for example) if sent home by MTA due to an exposure at work. After June 30, 2021, employees must follow their agency leave policies with respect to use of sick, personal, vacation or other types of leave.

If employees need time off due to illness from receiving a COVID-19 vaccine and are unable to work as a result, they must use their sick time to cover their absence.

This memo updates the following MTA documents:

- (1) The March 6, 2020 memo from the Chief People Officer, "COVID-19 Leave & Exposure Protocol";
- (2) The April 1, 2020 memo from the Chief People Officer, "New Federal and State COVID-19 Related Leave Laws";
- (3) The April 22, 2020 memo from the Chief People Officer, "New COVID-19 Related Federal and State Leave Laws";
- (4) The April 24, 2020 memo from the Chief People Officer, "COVID-19 Related Administrative Leave Guidance";
- (5) The June 26, 2020 Memo from the Chief People Officer, "New York/New Jersey/Connecticut Travel Advisory Order – Leave Usage";
- (6) The August 17, 2020 memo from the Chief People Officer, "Additional COVID-19 Related HR Guidance"; and
- (7) The November 5, 2020 memo (Revised December 4, 2020) from the Chief People Officer and Chief Safety Officer, "MTA All-Agency Updated Return to Duty Process & Travel/Leave Guidance Due to COVID-19 Precautions."

This memo supersedes any prior memo to the extent that there is a conflict.



**Long Island Rail Road**

**STATIONS DEPARTMENT**

**NOTICE NO. 2021-13**



Date: February 19, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **UPDATE on COVID-19 Vaccine Information (original notice #2021-06)**

The MTA has arranged for vaccines to be offered to LIRR employees at the Jacob Javits Center in Manhattan, this has been going on for over a month now. We have contacted all our employees in the Stations department and scheduled anyone who was interested in receiving the vaccination shots. Many have gone for their second vaccination shot already.

Another location has opened up for us to schedule vaccinations for LIRR employees at 130 Livingston Plaza in Brooklyn (a short walk or subway ride from Atlantic Terminal).

We were all hoping something closer for long islanders was going to open but at this time nothing has been set up. The JCC site is still pending with no definite date to open.

We don't want anyone who was looking to get the vaccination to miss out because they thought (like we did) that something closer to LI was going to be an option.

We are encouraging anyone who is interested in receiving the vaccination to reach out and make an appointment. Don't risk missing out if you want it.

**Appointment process:**

If you are interested in receiving the vaccination send an email to Dee Hutchinson at [dhutchi@lirr.org](mailto:dhutchi@lirr.org) or Tom Foulkes at [tfoulke@lirr.org](mailto:tfoulke@lirr.org). Include your name and a contact number for them to call you in the email. Tom can also be reached via phone 718-558-7623.

Once they have an appointment scheduled for you, they will give you all the details.

We are scheduling employees during work hours and on relief days- we get you in to any "open slot" that we can.

All employees receive a two-hour straight time payment when they go for the vaccine. Once you receive the vaccination card you must send a copy of it to Dee Hutchinson/Tom Foulkes (along with the time slip for the 2 hour pay) at mail code 2907. You can email a copy of the vaccination card to Dee or Tom and just mail in the time slip if you would prefer.

**YOU MUST REACH OUT TO DEE AND/OR TOM IN ORDER TO BE SCHEDULED FOR A VACCINATION.**

**EVEN IF YOU ORIGINALLY SAID YOU WERE NOT INTERESTED AND CHANGED YOUR MIND PLEASE CONTACT THEM.**

We know it is very difficult to schedule the vaccination at other locations, we are here to help.

**Stay Safe and Healthy!**



**Long Island Rail Road**



**STATIONS DEPARTMENT**

**NOTICE NO. 2021-14**

Date: February 24, 2021  
To: All Agents and Ticket Clerks  
From: James Compton, Chief Stations Officer  
Subject: Daylight Saving Time begins – Sunday, March 14, 2021 at 2:00 AM

With the change from Eastern Standard Time to Daylight Saving Time, all clocks must be advanced one hour effective 2 A.M., on Sunday, March 14, 2021.

Ticket agents and chief ticket clerks should inspect all clocks at stations/terminals under their jurisdiction and ensure that they are changed accordingly. This would be a great opportunity to replace battery-operated clocks.

Any TDI clocks not advanced after the time change should be covered if possible. If you are aware of any clocks in your station that are not changed, please call your supervisor.

\*\*\*

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

STATIONS DEPARTMENT

NOTICE NO. 2021-15

Date: February 24, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: Clarification of Holiday Application During a Vacation Week

In 2019 we advised on the change in how holidays would be treated during vacation weeks. The change went into effect January 1, 2020. This change would be applied to an employee who was on a vacation week when there was a holiday in that week; it was explained on notice 2019-30.

This notice is a follow up to that notice with a little more clarification on the process:

**Example 1:**

When a regularly assigned vacationing employee's position is working on the holiday, he/she will be allowed the same compensation that he/she would have received had he/she worked, i.e., a day's pay for the holiday plus a day's pay at time and one-half for a total of two and one-half's day's pay.

**Explanation-** If your job is noted on the holiday notice as a job that must work and you are on vacation the week the holiday falls into you will be paid (8) eight straight time vacation hours PLUS (8) eight overtime holiday hours on the actual holiday. This applies for holidays that are moved due to your relief days. Your job MUST have been noted to work in order for you to get paid overtime on the holiday.

**Example 2:**

When a regularly assigned vacationing employee's position is not working on the holiday. He/she will be paid one day for the holiday and be granted an additional vacation day or be paid a day's pay in lieu thereof."

**Explanation -** If your job is not working as noted on the holiday notice and you are on vacation the week the holiday falls into you will be paid (8) eight straight time holiday hours on the actual holiday which then pushes your vacation out one day. This means the last vacation day which you would normally return to work on, you would have to make a CHOICE: Do you want to return to work and receive 16 hours of straight time pay (8 hours vacation pay plus 8 hours regular pay) OR do you want to take the day off as a vacation day and stay home while receiving 8 hours of vacation pay?

**THE EMPLOYEE'S RESPONSIBILITY WHEN VERIFYING THEIR VACATION WITH CREW:**

If your job is not working on the holiday as per the vacation notice you MUST indicate to crew if you want to work on the last vacation day and receive 16 hours of straight time pay (8 hours vacation and 8 hours straight time) OR if you will be staying home and receiving 8 hours of vacation pay for the day. If you do not make a choice before you go on vacation crew will be calling you while on vacation so be sure you call crew before you go - a week in advance is a great time to call them (after the daily boards are completed). If no contact is made to crew to verify your vacation they will try to call as well.

**Extra List employees must always choose whether they are returning on the last vacation day OR are taking off if there is a holiday during the week of their vacation. Since they don't own a job, they don't fall into Example #1.**

\*\*\*

A well-informed employee is the best employee!



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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-15      **Sequence:** 20

**Description:** USHER BULLETIN 2/15

**Open:** 02/17/2021 00:01      **Close:** 02/26/2021 17:00      **Effective:** 03/03/2021 00:01      **Posted:** 02/17/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH4	USHERS	Temporary	RELIEF CREW	53860	PETERSON, J	19 UX0008 US LIRR

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.

03/02/20 9:52

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

**Bulletin ID:** USBUL2-16

**Bulletin Seq:** 20

**Bulletin Description:** USHER BULLETIN 2/16

**Open:** 03/03/2021 00:01

**Close:** 03/12/2021 17:00

**Effective:** 03/17/2021 00:01

**Posted:** 03/03/2021 00:01

**Asgn Position**

**Perm Or Temp**

**Terminal**

UX0008 USHERS

Temporary

LIRR-Extra List

**Location** VARIOUS

**Report Time** VARIOUS

**Reg 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.

03/02/20 9:50

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# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-48 Sequence: 56

Description: TELEGRAPHERS BULLETIN 2-48

Open: 02/17/2021 00:01 Close: 02/26/2021 17:00 Effective: 03/03/2021 00:01 Posted: 02/17/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Temporary	BROOK	59066	BALLI, D	177 BO1056 BO LIRR
JATD2	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER	52731	ARDITO, TP	79 2-2 PG PSCC

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.

03/02/20 9:51

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

**Bulletin ID:** TELBUL2-49

**Bulletin Seq:** 56

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-49

**Open:** 03/03/2021 00:01

**Close:** 03/12/2021 17:00

**Effective:** 03/17/2021 00:01

**Posted:** 03/03/2021 00:01

**Asgn**      **Position**

**Perm Or Temp**

**Terminal**

HO1056    BLOCK OPERATOR

Temporary

LIRR-Extra List

**Location**    TELEGRAPHER EXTRA LIST

**Report Time**    VARIOUS

**Rest Days**    WEDNESDAY & THURSDAY

**Rate Of Pay**    \$39.471 HOURLY\* (MINIMUM)

                    \*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.

03/02/20    9:48

1

Bulletin ID: TELBUL2-49

Bulletin Seq: 56

## Bulletin Description: TELEGRAPHERS BULLETIN 2-49

Open: 03/03/2021 00:01

Close: 03/12/2021 17:00

Effective: 03/17/2021 00:01

Posted: 03/03/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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MT3013 MVB TRAINEE

Temporary

LIRR-Extra List

Location Movement Bureau

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.471 HOURLY\* (MINIMUM)

\*\*\*Please note this position is in accordance with the TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Tra in Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

MT3014 MVB TRAINEE

Temporary

LIRR-Extra List

Location Movement Bureau

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.471 HOURLY\* (MINIMUM)

\*\*\*Please note this position is in accordance with the TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Tra in Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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.

3/02/2021 9:48

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

**Bulletin ID: CREW8-92**

**Bulletin Seq: 92**

**Bulletin Description: C/D BULLETIN 8-92**

**Open: 03/03/2021 00:01**

**Close: 03/12/2021 17:00**

**Effective: 03/17/2021 00:01**

**Posted: 03/03/2021 00:01**

Asgn	Position	Perm Or Temp	Terminal
CX4003	CREW DISPATCHER	Temporary	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (SC1)		
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 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.

03/02/20 9:46

**\*\*\*REVISED\*\*\***

THE LONG ISLAND RAILROAD  
OFFICE OF SECURITY  
BULLETIN No. OOS-01-21

Resumes will be accepted for the “**TEMPORARY**” APPOINTED position of **Pass Office Clerk (Exception 4)** in the Office of Security-Pass Office. Interested applicants must forward their resumes to, Terilyn Brennan, Pass Office, Mail code #3142A, by Friday, March 12, 2021 at 3:00 PM. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Temporary: Pass Office Clerk

Duration: March 24, 2021 – June 1, 2021

Location: Hillside Support Facility

Tour of Duty: 8:00 a.m. – 4:00 p.m.

Rest Days: Saturday/Sunday

**Rate of Pay: \$38.13**

Primary Duties include, but are not limited to:

- Serve as front-desk representative to receive/respond to customers; provide polite, courteous service, accurate information, appropriate/applicable forms to enable expedient/efficient and successful completion of requests
- Review and verify information on all pass applications & obtain required documentation
- Produce and arrange for processing, verification and distribution of passes on pass requests
- Track/Maintain LIRR pass stock log utilizing Crystal Reports and MS Excel
- Handle heavy volume of customer inquiries (telephone and email) and willingness to work under pressure and time constraints
- Responsible for collecting and safeguarding replacement pass fees.
- Perform general administrative duties and other duties as assigned

Requirements:

- Must possess excellent organizational skills and ability to effectively coordinate and prioritize work assignments and to operate successfully as a member in a team environment
- Must be a qualified clerk-typist (45 wpm) and proficient in use of PC's including LIRR Intranet, Outlook, Access, Excel, PowerPoint, and Word. Proficiency in Core PeopleSoft applications, and Crystal Reports preferred.
- Must be knowledgeable of and familiar with Corporate Policy and Procedures related to transportation privileges, internal controls and limitations on eligibility
- Knowledge and understanding of stationary and mobile photographic equipment & lighting is preferred

POSTED: March 03, 2021

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 512**

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager –Resource, Development & Operational Support (email to [smnutzu@lirr.org](mailto:smnutzu@lirr.org)) until 5:00 PM on Friday, March 12, 2021. Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.

**POSITION:** Clerk-Typist (Temporary)

**LOCATION:** Office of the Chief Engineer  
(Various)

**RATE OF PAY:** \$33.995

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday and Sunday

**PRIMARY DUTIES:** Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg, P.E.  
Chief Engineer

**POSTED:** March 3, 2021