



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 520 (REPOST)

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) until 5:00 PM on Friday, January 14, 2022. **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: \$35.455

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: January 5, 2022

LONG ISLAND RAILROAD

Bulletin 1-2022

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 7, 2022 at 5:00 PM.

POSITION: CSR - 101
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY: 11:00 AM – 7:00 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 Railroad 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.

Posted January 5, 2022

LONG ISLAND RAILROAD

Bulletin 2-2022

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 7, 2022 at 5:00 PM.

POSITION: CSR - 106
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY:
Sat / Sun / Wed 2:00 PM – 10:00 PM
Thur / Fri 12 PM – 8 PM

RELIEF DAYS: Monday / Tuesday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Railroad 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.

Posted January 5, 2022

JOB NO. 10

POSITION PERMANENT
LOCATION *Kowalsky, J.*
TOUR OF DUTY

CLERK RELIEF – CENTRAL CONTROL
MU CENTRAL CONTROL CENTER (Jamaica)
Fri-Sat 7:30 a.m. to 3:30 p.m.
Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.
WEDNESDAY & THURSDAY
SAME AS JOB NO. 13
SAME AS JOB NO. 13

RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

GROUP A

POSITION **TEMPORARY**
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL CONTROL TRAINEE (S)
M of E CENTRAL CONTROL CENTER (Jamaica)

VARIOUS

VARIOUS

\$36.332 PER HOUR

TO TRAIN IN COVERING ALL PHASES OF CENTRAL CONTROL CLERICAL DUTIES. TRAINEES MUST HAVE THE ABILITY TO THINK AND REASON IN A PRESSURE-FILLED ATMOSPHERE, MUST HAVE GOOD DECISION-MAKING SKILLS, MUST HAVE GOOD PHONE ETIQUETTE, MUST BE A COMPETENT TYPIST, MUST BE RELIABLE AND RESPONSIBLE AND MUST BE ABLE TO WORK ANY AND ALL HOLIDAYS.

TRAINEES WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF MAINTENANCE OF EQUIPMENT DEPARTMENT POLICIES. WILL BE REQUIRED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. WILL BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. WILL ACQUIRE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. WILL BE REQUIRED TO UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE EQUIPMENT WITH DEFECTS TO THE APPROPRIATE LOCATION. WILL BE REQUIRED TO PREPARE AND DISTRIBUTE VARIOUS REPORTS INCLUDING BUT NOT LIMITED TO OUT OF SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. WILL HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. WILL PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. WILL LEARN ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

1. Training Positions will be bulletined and awarded in accordance with the Agreement.
2. Employees awarded training positions will post on all three shifts for a period not to exceed four weeks. Trainees will be required to become fully qualified during the four-week period. As part of determining the qualifications, the trainee will be required to work "alone" during the fourth week. If the department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employees awarded a training position, who fail to qualify, will be removed from the training position and shall return to their former position, unless it has been abolished or filled by a senior employee in the exercise of seniority.

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3. During the training, trainees are prohibited from bidding any other position. Trainees will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. If no Central Control vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Clerk – Central Control vacancy is advertised, only bids from applicants qualified through the training program will be entertained. If no qualified bid is received, the Central Control trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For one year following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Control Staff, if available to cover same.
7. A qualified employee awarded a position who has not covered a position within 6 months of the training program will be provided a five-day refresher course upon being awarded a Clerk – Central Control position, if required.

JOB NO. 32

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
2:30 PM to 10:30 PM
SUNDAY & MONDAY
\$39.229 PER HOUR
MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES
MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 8

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK RELIEF – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
Sun-Mon 6:30 a.m. to 2:30 p.m.
Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
FRIDAY & SATURDAY
SAME AS JOB NO. 32
SAME AS JOB NO. 32

JOB NO. 28

POSITION PERMANENT
LOCATION *Mahr, C.*
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 32
SAME AS JOB NO. 32

JOB NO. 34

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 32
SAME AS JOB NO. 32

K. WIEBER
OFFICE OF M/E MANPOWER, HMC 3011

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

DATE: January 5, 2022

BULLETIN NO. SD-02-2022

This bulletin will close **at 5:00 PM on Friday, January 5, 2022**. 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.

Position No. 1	Permanent	Agent (A961)
Location:		Broadway/Bethpage Facility/Port Jefferson
Tour of Duty:		Monday/Tuesday – Broadway - 6:00am – 2:00pm Wednesday – Bethpage Facility - 8:30am – 4:30pm Saturday/Sunday – Port Jefferson – 6:00am – 2:00pm
Rate of Pay:		Monday/Tuesday – Broadway - \$45.347 Wednesday – Bethpage Facility - \$47.708 Saturday/Sunday – Port Jefferson – \$42.823
Rest Days:		Thursday/Friday

AWARD TO AGENT'S BULLETIN SD-21-2021

<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A961	Re-Advertised

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

DATE: January 5, 2022

BULLETIN NO. SD- 01-2022

This bulletin will close **at 5:00 PM on Friday, January 14, 2022**. 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.

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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.

Position No. 1	Permanent	Ticket Clerk (C109)
Location:		Penn Station - TR
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$38.029
Rest Days:		Sunday/Monday

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.

Position No. 2	Permanent	Ticket Clerk (C116)
Location:		Penn Station – Train Hall Clerk
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$38.029
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 1

Position No. 3	Temporary	Crew Dispatcher (CD107)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$47.175
Rest Days:		Tuesday/Wednesday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments daily. Must be able to prepare and post weekly timecards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must be able to navigate crew dispatching system. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

Position No. 4	Permanent	Station Appearance Maintainer (HC571)
Location:		Babylon/Hicksville/Northport - Chief
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$36.000
Rest Days:		Saturday/Sunday

Primary Duties: Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised.

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/laborer duties as directed by the 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.

Position No. 5	Permanent	Station Appearance Maintainer (JAM116)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$31.518
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.

Position No. 6	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$31.518
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 5

AWARDS TO BULLETIN SD-21-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C108	Jeffrey Carter	12/29/21
POSITION NO. 2	Permanent C311	M. Aherns	1/5/22
POSITION NO. 3	Permanent C814	A. Johnson	12/29/21
POSITION NO. 4	Permanent C907	A. Imbriano	1/12/22
POSITION NO. 5	Temporary Crew Disp. Trainee	Withdrawn	
POSITION NO. 6	Temporary CDT500	C. Velez	12/29/21
POSITION NO. 7	Temporary H553	J. Ciappa	12/29/21
POSITION NO. 8	Temporary VT915	Withdrawn	
POSITION NO. 9	Permanent L317	A. Frias	12/29/21
POSITION NO. 10	Permanent SSM3	J. Urban	12/29/21
POSITION NO. 11	Permanent V463	J. Larkin	12/29/21
POSITION NO. 12	Permanent V467	T. Morrow	12/29/21
POSITION NO. 13	Permanent V482	I. Kidd	12/29/21
POSITION NO. 14	Permanent V492	D. Agugliaro	12/29/21
POSITION NO. 15	Permanent V493	F. Montalvo	12/29/21
POSITION NO. 16	Permanent V490	Re-Advertised	
POSITION NO. 17	Permanent VF101	Withdrawn	
POSITION NO. 18	Permanent VF102	Withdrawn	
POSITION NO. 19	Permanent VF201	Withdrawn	
POSITION NO. 20	Permanent VF202	Withdrawn	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-36

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/36

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0003	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE

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.

Bulletin ID: USBUL2-36

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/36

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0011	USHERS	Permanent	LIRR-Extra List

Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 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.

Bulletin ID: USBUL2-36

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/36

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0012	USHERS	Permanent	LIRR-Extra List
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Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 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.

Bulletin ID: USBUL2-36

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/36

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0013	USHERS	Permanent	LIRR-Extra List
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Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 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.

01/04/20 9:18

Bulletin ID: USBUL2-36

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/36

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn Position

Perm Or Temp

Terminal

UX0016 USHERS

Permanent

LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE

MUST COplete 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.

01/04/20 9:18

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-73

Bulletin Seq: 73

Bulletin Description: TELEGRAPHERS BULLETIN 2-73

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		

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.

Bulletin ID: TELBUL2-73

Bulletin Seq: 73

Bulletin Description: TELEGRAPHERS BULLETIN 2-73

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/05/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		

FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

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: TELBUL2-72 **Sequence:** 72

Description: TELEGRAPHERS BULLETIN 2-72

Open: 12/15/2021 00:01

Close: 12/24/2021 17:00

Effective: 01/05/2022 00:01

Posted: 12/13/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BJ1	TRAIN DIRECTOR	Temporary	BABYLON			
FT2	BLOCK OPERATOR	Permanent	BROOK		<i>W. THORNTON</i>	
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis	
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-13

Bulletin Seq: 13

Bulletin Description: C/D BULLETIN 9-13

Open: 01/05/2022 00:01

Close: 01/14/2022 17:00

Effective: 01/19/2022 00:01

Posted: 01/04/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$45.691 HOURLY & \$1.896 DIFFERENTIAL

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.

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.

01/04/20 10:46

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

January 4, 2022

**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 3142	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	NO BIDS RECEIVED	
P&L 3143	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3144	Assistant Warehouse Person Permanent (T. Kennelly)	NO BIDS RECEIVED	
P&L 3145	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3146	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (J. Macedonia)	NO BIDS RECEIVED	
P&L 3147	Warehouse Person Hillside Temporary (A. Tart)	NO BIDS RECEIVED	
P&L 3148	Warehouse Person Hillside Permanent (C. Shepherd)	J. Hausle	12/29/21

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

POSTED: 9:00 AM
January 4, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3149

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, January 14, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – (D. Mendez) – Temporary
RE-ADVERTISED (P&L – 3130, 3136 & 3142)

LOCATION: Morris Park / Richmond Hill

TOUR OF DUTY: Various

REST DAYS: Various

RATE OF PAY: \$36.853 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
January 4, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3150

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, January 14, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Hausle) – Permanent
RE-ADVERTISED (P&L – 3092, 3096, 3102, 3107, 3111, 3116, 3120,
3125, 3131, 3137 & 3143)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$34.413 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
January 4, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3151

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, January 14, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (T. Kennelly) – Permanent
RE-ADVERTISED (P&L – 3121, 3126, 3132, 3138, 3144)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
January 4, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3152**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, January 14, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (K. Boykin) – Permanent
RE-ADVERTISED (P&L – 3128, 3134, 3140 & 3145)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
January 4, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3153**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, January 14, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Macedonia) – Temporary
RE-ADVERTISED (P&L – 3141 & 3146)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 7:00 am – 4:00 pm
REST DAYS: Friday & Saturday
RATE OF PAY: \$34.413 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
January 4, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3154**

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, January 14, 2022** Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – (A. Tart) – Temporary
RE-ADVERTISED (P&L – 3147)

LOCATION: Hillside

TOUR OF DUTY: 7:30 am – 3:30 pm

REST DAYS: Saturday & Sunday

RATE OF PAY: \$36.853 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
January 4, 2022



Long Island Rail Road



**STATIONS DEPARTMENT
NOTICE NO. 2021-60**

Date: December 15, 2021
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer *TD*
Subject: Holiday – New Year’s Day – Saturday, January 1, 2022

The following positions **will be working** on Saturday, January 1, 2022:

AGENT

TICKET CLERK

A102 HSF TVM	A708 Ronkonkoma AM	C101 Penn	C125 PTH Inf	C331 Beth TVM	C916 Penn Info
A105 Penn TVM	A709 Ronkonkoma PM	C102 Penn	C132 Atlantic	C411 Port Wash	C918 PTH Info
A111 Penn	A900 Jam Theater	C104 Penn	C136 Atlantic	C706 Hicksville	C922 Jam Chf
A250 Jam Theater	A901 Atlantic	C106 Penn TR	C139 Jam Chf	C813 Babylon	C923 Jam
A252 Jam Theater	A403 Broadway	C109 Penn TR	C141 Jam	C814 Babylon	C926 Atlantic
A312 Beth TVM	A971 Huntington AM	C116 PTH	C145 Jam	C822 HSF TVM	C952 Beth TVM
A505 Atlantic	A974 Beth TVM	C118 Penn	C146 Jam	C904 Penn	C960 Woodside
A603 Huntington PM	A982 Beth TVM	C119 Penn	C152 Penn TVM	C906 Penn	C963 Hicksville
A703 Hicksville	A988 Penn TVM	C121 Penn Inf	C171 Jam STIMS	C911 Penn	C980 Jam STIMS
		C124 Penn		C912 PTH	C994 Beth TVM
					C997 Beth Cshr

STATION APPEARANCE MAINTAINER

AMBASSADOR

ATL101	HC561 Jam/ATL	V452 Morris Pk
ATL102	HMC118	V455 Garden City
ATL104	JCR2	V459 Valley Strm
WSY900	JAM103	V462 Baby Yd
ATL105	JAM104	V463 Ronk Yd/Bab Yd/Bab Sta.
ATL107	JAM112	V464 Ronk Yd
ATL108	JAM121	V493 Queens Vlg.
H552 Pt. Wash	JAM122	V901 VS Yd
H553 Pt. Wash	L316 Woodside	V902 Morris Park
H562 Jam/ATL	L317 Great Neck	V903 Garden City
H572 Northpt	L911 Ronkonkoma	V904 Babylon Yd
H573 Northpt	RSC1 Jamaica	V920 Qns Vlg./Cold Sp. Har
	RSC4 Atlantic	Arch 900 Northpt
		WSY900

AMB02 Penn
AMB03 Penn
AMB90 Penn
AMB99 Penn
AMB07 Jamaica
AMB91 Jamaica
AMB14 Atlantic
AMB92 Atlantic

LEAD FOREMAN/FOREMAN:	Managers to determine per area
OFFICES CLOSED:	Corp., Medical, Lost & Found, Mail & Ride
MESSENGER SERVICE:	WILL NOT operate.
TICKET SALES:	Off Peak tickets good on all trains.
TICKET OFFICE HOURS:	Open locations will follow weekend hours as shown on the Ticket Sales hours card
TRAIN SERVICE:	Will operate on a Holiday schedule.

If you have any questions, please contact your manager.



STATIONS DEPARTMENT
NOTICE NO. 2021-61

Date: December 15, 2021
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer *[Signature]*
Subject: Holiday – Observed, New Year’s Day – Monday, January 3, 2022

The following positions will be working on Monday, January 3, 2022:

AGENT

A101 HSF Parts
A102 HSF TVM
A103 Penn TVM
A105 Penn TVM
A106 TVM
A110 Penn
A120 PTH
A121 PTH
A200 Woodside
A250 Jam Theater
A251 Jam Theater
A301 Valley Stream
A303 Long Beach
A310 Hempstead
A311 Beth TVM
A312 Beth TVM
A505 Atlantic
A506 Atlantic
A602 Huntington
A603 Huntington
A608 Port Jefferson
A701 Mineola
A702 TVM
A703 Hicksville
A709 Ronkonkoma PM
A710 Ronkonkoma
A805 Mass Park
A806 Babylon
A808 Patchogue
A900 Jam Theater
A941 Mineola
A961 Broadway
A971 Ronkonkoma
A972 Ronkonkoma AM
A984 Beth TVM
A982 Beth TVM
A984 Beth TVM
A986 Penn TVM
A988 Penn

TICKET CLERK

C102 Penn
C103 PTH
C104 Penn
C106 Penn TR
C108 Penn
C114 Penn
C115 PTH
C116 PTH
C118 Penn
C121 Penn Info
C126 PTH Info
C127 Penn Info
C132 Atlantic
C134 Atlantic
C136 Atlantic
C139 Jam Chf
C140 Jam Chf
C145 Jam
C143 Jam
C151 Penn TVM
C152 Penn TVM
C161 Jam STIMS
C170 Jam STIMS
C201 Woodside
C307 Hempstead
C310 Valley Stream
C313 Long Beach
C331 Beth TVM
C333 Beth Cashier
C403 Bayside
C406 Great Neck
C411 Port Wash
C412 Port Wash
C602 Huntington
C702 Beth TVM
C704 Hicksville
C706 Hicksville
C721 Hicksville
C804 Merrick
C802 Freeport
C813 Babylon
C814 Babylon
CT815 Babylon
C821 TVM
C822 HSF TVM
C823 HSF Cashier
C830 Wyandanch
C906 Atlantic
C910 Penn
C901 Penn
C904 Penn TR
C911 Penn
C912 PTH Info
C913 Penn
C917 Penn Info
C922 Jam Chf
C924 Jam
C952 Beth TVM
C953 Beth TVM
C961 Port Wash
C963 Hicksville
C980 Hicksville
C997 Beth Cashier
Supv. Ticket Stk - HSF

STATION APPEARANCE MAINTAINER

ATL102
ATL103
ATL105
ATL106
ATL107
ATL 109
ATL 110
H552 Pt. Wash
HC501
H502
H503
HC561
HD562
HC551 Pt. Wash
HC571 Northpt
HC572 Northpt
HC508 Beth Fac
HC581 Beth Fac
HMC101
HMC103
HMC106
HMC109
HMC111
HMC112
HMC113
HMC116
HMC122
HMC123
HMC124
HMC125
HMC130
HMC131
JAM102
JAM104
JAM108
JAM109
JAM112
JAM113
JAM118
JAM119
JAM120
JAM124
JAM130
JAM131
JAM132
L301 Mass Pk
L302 Mineola
L303 Lindenhurst
L304 Freeport
L305 Wantagh
L307 Babylon
L308 Babylon Yd PM
L309 Hicksville
L309P Hicksville PM
L311 Huntington
L312 Ronkonkoma
L313 Farmingdale
L315 Bayside
LT600 Great Neck
L317 Great Neok
L319 Hempstead
L320 Pt Wash
L321 Lynbrook
L322 Ronkonkoma Yd
RSC1 JAM
RSC2 ATL
RSC3 ATL
RSC4 ATL
V453 Pt Wash
V454 Pt Wash
V455 Garden City
V456 Garden City
V457 Garden City
V459 Valley Stream Yd
V460 Baby Yd PM
V461 Baby Yd PM
V462 Babylon Yd
V463 Ronk Yd/Bab Yd/Bab Sta
V466 Northport
V467 Cold Spr. Har.
V471 Garden City
V474 Valley Strm Yd
V477 Long Bch
V479 Ronk Yd PM
V480 Ronk Yd PM
V483 Pt Wash
V484 Northpt PM
V485 Northpt PM
V486 Garden City Fac
V488 Ronkonkoma Yd
V489 Woodside
V490 VS Yd PM
V491 VS Yd PM
V492 Queens Village
VT510 Garden City Fac
VT511 Garden City Fac
VT600 Long Beach
VT915 Ronk. Yd /Westhampton
V902 Morris Park
V903 Ronkonkoma Yd
V904 Ronkonkoma Yd
V920 Qns Vg/Cold Spr. Har.
WSY101
WSY900
ARCH900

Pg. 2 - Notice No. 2021-61 – Holiday – Observed – New Year’s Day, Monday January 3, 2022

The following positions will be working on Monday, January 3, 2022

AMBASSADOR

AMB01 Penn
AMB03 Penn
AMB50 Penn
AMB90 Penn
AMB06 Jamaica
AMB91 Jamaica
AMB11 Atlantic
AMB14 Atlantic


LEAD FOREMAN/FOREMAN:	Managers to determine per area
OFFICES CLOSED:	Corp., Medical, Lost & Found, Mail & Ride
MESSENGER SERVICE:	WLL NOT operate.
TICKET SALES:	Off Peak tickets good on all trains.
TICKET OFFICE HOURS:	Open locations will follow weekday hours as shown on the Ticket Sales hours card
TRAIN SERVICE:	Will operate on a regular Weekday schedule.

If you have any questions, please contact your manager.

**STATIONS DEPARTMENT
NOTICE NO. 2021- 62**

Date: December 16, 2021

To: All Stations Department Employees

From: Theresa Dorsey, Acting Chief Stations Officer 

Subject: Department Updates – Payroll, Swiping at Kronos Clocks, Weekly COVID Testing

Payroll - as many of you have heard our payroll system is currently inaccessible. The crew dispatchers along with our payroll support staff and payroll management team is working diligently to ensure you are paid as accurately and as timely as possible. There will be a slight delay on time slip payments since we are focusing our main efforts on paying everyone their full tours (whether straight time or overtime). In the upcoming weeks please be sure to check your paystubs, if you see any inaccuracies please send an email with the details to LIRRSTATIONSDEPTFORMS@LIRR.ORG be sure to include your name and employee number so we know who is reporting a problem. In the subject line add your last name. As the system comes back up we will be reconciling all timecards to fix any errors so your information will be helpful.

Swiping at Kronos Clocks- Continue to use your white access pass to swipe at Kronos clocks, the clocks are capturing the information and IT is downloading it for reference as needed. Once all systems are working fully all swipes will be reconciled and any punch discrepancies will be addressed.

Weekly Covid Testing Requirements- All employees who are not vaccinated are required to test weekly. The LIRR has been busy installing boxes at various locations to assist in this process so we capture all employees. If there has been a white box and a red box installed at your work location begin using them to drop your test sample, **these boxes are available 24/7**. The white box has the supplies (the combo code is 123) and the red box is for the drop off AFTER you scan the drop box and the sample bag you are submitting (follow directions on the Verbosity application). See attached listing of all locations testing can be done 24/7. Call 800-808-0038 for help with the website or to advise that supplies need to be replenished at a certain location. Ask your manager for assistance with access to the trainmen's room at your location if needed.

See Notice No. 2021-58 for more details on how to register on the Verbosity website.

See Notice No. 2021-59 for more details regarding the drop boxes.

Notice No. 2021-62 Department Updates-Payroll, Swiping at Kronos Clocks. Weekly COVID Testing con't...

Locations for Test Drop Boxes Eff 12/16/21		
Location Name	Address	Installation Status
Atlantic Avenue *	139 Flatbush Ave Brooklyn, NY	Completed
Babylon State	770 Albin Ave. West Babylon, NY 11704	Completed
Babylon Station	Railroad Ave & Deer Park Ave, Babylon, NY	Completed
Babylon Yard *	70 Foxglove Rd West Islip, NY	Completed
Bayside	217th St. & 40th Ave. Bayside, NY 11362	Completed
Bethpage Yard *	610 Hicksville Rd, Bethpage, NY	Completed
Deer Park	Grant & Long Isl. Ave Deer Park, NY 11729	Completed
Divide/Hicksville	5 Broadway & Herzog Pl Hicksville, NY 11801	Completed
Far Rockaway	1414 B 121th Street, Far Rockaway, NY 11691	Completed
Garden City Station	7th Street & Cathedral Ave, Garden City, NY 11530	Completed
Garden City Engineering *	760 Stewart Ave Garden City, NY 11530	Completed
Harold/LIC	39 Skillman Ave Long Island City, NY 11101	Completed
Hempstead	Morell Street & Webb Ave, Hempstead, NY	Completed
Hillside Facility Lobby *	93-59 183rd Street, Hollis, NY 11423	Completed
Hillside Facility Central Manpr	93-59 183rd Street, Hollis, NY 11423	Completed
Huntington Engineering	Railroad St. Huntington Station, NY 11746	Completed
Huntington Station/Yard	New York Ave (TR 110) & Broadway, Huntington Station, NY 11757	Completed
Jamaica Main JCC *	144-41 94th Ave, Jamaica, NY 11435	Completed
Johnson Ave Yard	137-07 94th Ave, Jamaica, NY 11435	Completed
Long Beach	1 West Chester Street, Long Beach, NY 11561	Completed
Long Island City	10-2 48th Ave., Long Island City, NY 11101	Completed
LIC-Transportation Trailer	11-02 Borden Ave, LIC, NY, 11101	Completed
Mineola	74 Willis Ave Mineola, NY 11501	Completed
Morris Park *	12 1st & Atlantic Ave Richmond Hill, NY 11412	Completed
Northport Station	120 Bellerose Avenue, East Northport, NY 11731 (2nd Floor)	Completed
Oakdale	Main St. & Oakdale Bohemia Rd Oakdale, NY 11769	Completed
Oceanside	Lawson Blvd & Weidner Ave Oceanside, NY 11572	Completed
Oyster Bay Yard (halfway)	5 Railroad Plaza, Oyster Bay, NY 11771	Completed
Penn Station *	1 Penn Plaza, New York, NY	Completed
Pineale	145 Pine Alre Drive Bayshore, NY 11706	Completed
Port Jefferson Station	101 Main St, Port Jefferson, NY, 11777	Completed
Port Washington Station *	66 Main Street, Port Washington, NY 11050	Completed
Queens Freight	218th & 97th Ave Queens Village NY 10928	Completed
JSY-Richmond Hill McGuirl Bldg	125-02 89th Ave, Richmond Hill, NY 11418	Completed
Richmond Hill Sheridan Shop *	125-02 89th Ave, Richmond Hill, NY 11418	Completed
Richmond Hill Engineering	132nd St and 92nd St Richmond Hill, NY 11418	Completed
Ronkonkoma Yard *	1100 Railroad Avenue Ronkonkoma, NY 11779	Completed
Speonk *	N. Phillips Rd Speonk, NY 11972	Completed
Valley Stream Station	Sunrise Hwy & Rockaway Blvd Valley Stream, NY 11580	Completed
West Hempstead Station	120 Hempstead ave, West Hempstead NY	Completed
West Yard, Bldg #2 *	300 West 12th Street, New York, NY	Completed
Hicksville Trainmens Room	Newbridge Road and W. Barclay Street 11801, Platform B	Completed
Port Jeff Yard Trainmens Room	Fulton St. & Hallock Ave. Port Jefferson Station New York	Completed
Patchogue Trainmens Room	Division & West Ave. Patchogue, NY 11772	Completed
Hillside YM Office	93-59 183rd Street, Hollis, NY 11432	Completed
New Hyde Park	New Hyde Park Road and 2nd Avenue, just South of Jericho Turnpike (Route 25).	Completed
Floral Park	Union and Post Avenues, 1/4 mile North of Old Country Road	Completed
Westbury	Tulip and Atlantic Avenue, 1/4 mile South of Jericho Turnpike.	Completed
Nassau Boulevard	Nassau Boulevard and South Avenue, 4 blocks South of Stewart Avenue	Completed

* Includes a staffed testing site



Long Island Rail Road



**STATIONS DEPARTMENT
NOTICE NO. 2021- 63**

Date: December 22, 2021
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer *Theresa Dorsey*
Subject: Payroll Timesheet – Agents, Clerks, SAMs, Ambassadors

As you may have heard our payroll system is currently inaccessible. We were notified that, effective Wednesday, 12/22/2021, and until further notice, ALL employees must submit a daily timesheet to capture hours worked for each tour worked.

Timesheets for Agents, Clerks, SAMs, and Ambassadors are available from your Manager and/or Foreman. Please print a copy for your use immediately. The sheets require:

- Date
- Location
- Employee Number
- BSC ID
- First Name (Printed)
- Last Name (Printed)
- Job Number (of the job currently being worked)
- Time In
- Time Out
- Signature

Once complete, the form is to be emailed to LIRRSTATIONSDEPTFORMS@LIRR.ORG each day. All sheets will be saved with our payroll file for future audits.

Please reach out to your Manager and/or Foreman for any assistance with this process.

NOTE: All employees must STILL swipe in and out of the Kronos clocks, so the electronic information is available when the system returns to service.

**STATIONS DEPARTMENT
NOTICE NO. 2021-64**

Date: December 24, 2021
To: All TCU Employees
From: Theresa Dorsey, Acting Chief Stations Officer *T. Dorsey*
Subject: New COVID Exposure, Symptoms or Positive Test Guidance

Effective Thursday 12/23/21, the MTA changed their guidance in handling employees when you call the hotline due to COVID-19 related health issues. **ALWAYS** call the crew office (718-558-7374) if you are leaving or not coming into work.

(Hotline number is: 646-252-1010 (this is also referred to as OHS))

As always if you are feeling ill (COVID related symptoms) you are to call the hotline for direction. The LIRR has instructed everyone to stay home and get tested for COVID-19 before coming into work and possibly making others sick if you have COVID-19 symptoms. While you await your test results you should quarantine so you don't spread anything to your family or friends.

New Guidance Summary:

- All work related and personal close contacts will be handled the same (the hotline was differentiating between the two but there is no difference any longer).
- There is no longer any instance in which a close contact is required to quarantine for more than ten (10) days.
- There is no more provision for essential employees who are deemed close contacts. Therefore, any unvaccinated close contact must remain out of work for the full quarantine period.
- It is recommended that symptomatic employees and close contacts get tested (Day 5 for vaccinated close contacts who remain working).
- Employees who are recently recovered and are asymptomatic who test positive a second (or subsequent) time **are not required to call the Hotline**; you are to continue working.

RETURNING TO WORK: Employees who are positive and/or symptomatic still need to submit a doctor's note and be cleared by OHS before returning to work (you are **not** required to show a negative test result, the doctor's note will indicate to OHS that you have been deemed free from sickness). This doctor's note must indicate the diagnosis and the date on which you are cleared to return to work.

Email to: LIRRCOVID19RTD@mtahq.org (you must include your LIRR EE# AND BSC# in the email)

Attached is a flow chart to assist you in determining the path you should take.

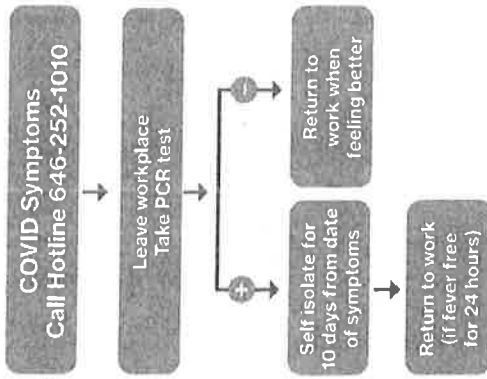
Access the MTA COVID-19 Employee Resource Center at <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

Attachment: Flow Chart

Employee COVID Exposure, Symptoms, or Positive Test Guidance



Symptomatic

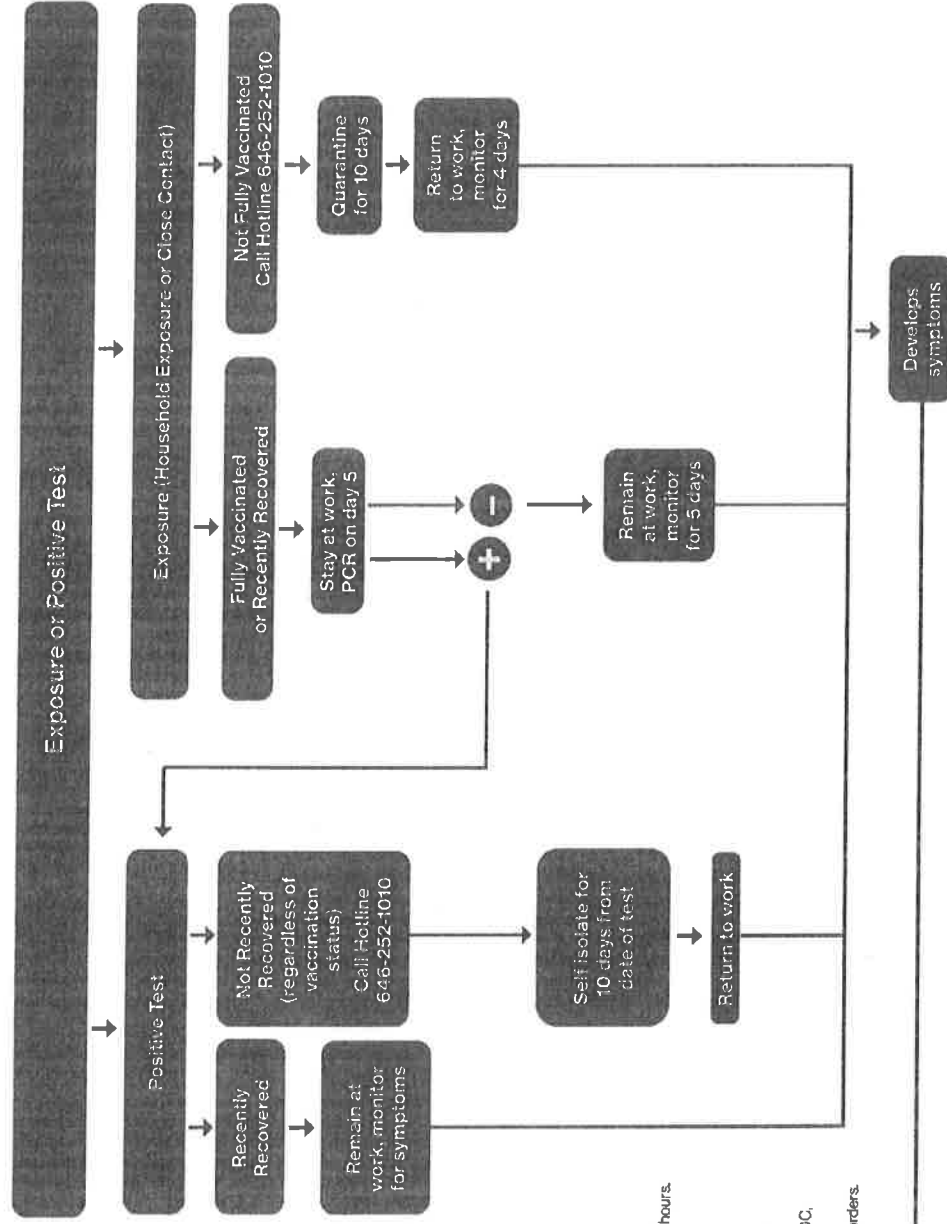


Notes:

- **Fully Vaccinated:** 2 weeks following final dose (2nd dose of Pfizer & Moderna or 1st dose of J&J).
- **Recently Recovered:** Positive test within past 90 days and recovered.
- **Close Contact:** Within 6 feet for at least 10 minutes.
- **Household Exposure:** Sharing a residence or sleeping area for more than 24 hours.
- **Monitor:** Check temperature every 12 hours, mask at all times.
- **Quarantine:** Used for exposure. Stay home, monitor for symptoms. Avoid interaction with people at high risk.
- **Isolate:** Used for positive test. Stay home, stay in a separate room from others. Use a separate bathroom if possible.
- **Travel:** restrictions and requirements change frequently. Please check NYS, CDC, and airline guidance for the most current information.
- This guidance is subject to change based on OHS assessment or quarantine orders.

This guidance does not alter the MTA VAX or Test requirements.

Asymptomatic



**STATIONS DEPARTMENT
NOTICE NO. 2021-65**

Date: December 28, 2021
To: All TCU Employees
From: Theresa Dorsey, Acting Chief Stations Officer *T. Dorsey*
Subject: UPDATE to Notice 2021-64 (New COVID Exposure, Symptoms, or Positive Test Guidance)

On December 24, 2021 Department Notice No. 2021-64 was sent out with updated COVID -19 information related to Exposure, Symptoms or Positive Test Results, a helpful flow chart was attached. Since then, the flow chart has been adjusted based on CDC guidelines.

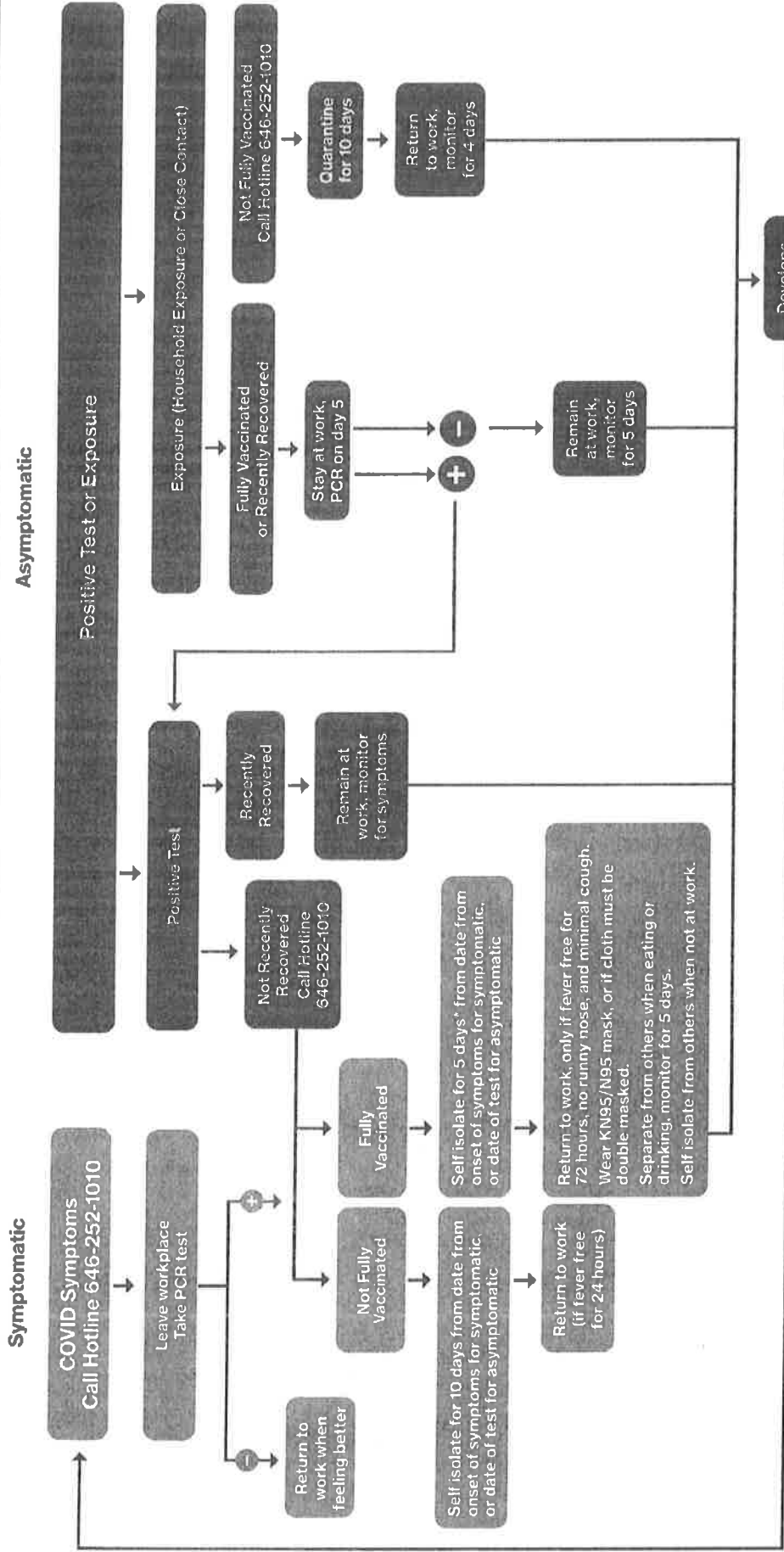
Please see the attached newly adjusted flow chart.

Access the MTA COVID-19 Employee Resource Center at <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

Attachment: Flow Chart

****Continue to social distance and get tested weekly to stop the spread*****

Employee COVID Exposure, Symptoms, or Positive Test Guidance



- Notes:**
- Fully Vaccinated: 2 weeks following final dose (2nd dose of Pfizer & Moderna or 1st dose of J&J).
 - Recently Recovered: Positive test, within past 90 days and recovered.
 - Household Exposure: Sharing a residence or sleeping area for more than 24 hours.
 - Monitor: Check temperature every 12 hours, mask at all times.
 - Quarantine: Used for exposures. Stay home, monitor for symptoms. Avoid interaction with people at high risk.
 - Isolate: Used for positive test. Stay home, stay in a separate room from others. Use a separate bathroom if possible.
 - Double Mask: Using cloth mask, one mask must be tight fitting disposable.

- Travel restrictions and requirements change frequently. Please check NYS, CDC, and airline guidance for the most current information.
- This guidance is subject to change based on OHS assessment or quarantine orders.
- If fully vaccinated and able to telework can isolate for 10 days.
- This guidance does not alter the MTA VAX or Test requirements.