



# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-162020 Intermodal Transportation Specialist 2	23	\$84,156	\$0
31-163020 Intermodal Transportation Specialist 2 (Motor Carrier Safety)	23	\$84,156	\$0
31-164020 Intermodal Transportation Specialist 2 (Rail Safety)	23	\$84,156	\$0

**Multiple-Choice Test  
To Be Held:  
JUNE 14, 2025**

**Applications MUST Be Submitted  
Online or Postmarked By:  
APRIL 30, 2025**

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

**ONLINE APPLICATION PROCESS AVAILABLE** at <https://www.cs.ny.gov/jobseeker>

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

**Promotion examination open to all qualified employees of the New York State Department of Transportation.**

**Minimum Qualifications:** On or before June 14, 2025, you must be a qualified employee of the New York State Department of Transportation and have had three months of permanent competitive, non-competitive NY HELPS\*, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally\*\* in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

**For Exam No. 31-162020:** an Intermodal Transportation Specialist 1, Intermodal Transportation Specialist 1 (Bus System Safety), Intermodal Transportation Specialist 1 (Motor Carrier Safety), Intermodal Transportation Specialist 1 (Rail Safety), Transportation Analyst, or Senior Capital Program Analyst.

**For Exam No. 31-163020:**  
**Either A.** an Intermodal Transportation Specialist 1 (Motor Carrier Safety);  
**Or B.** an Intermodal Transportation Specialist 1, Intermodal Transportation Specialist 1 (Bus System Safety), or Intermodal Transportation Specialist 1 (Rail Safety).

**For Exam No. 31-164020:**  
**Either A.** an Intermodal Transportation Specialist 1 (Rail Safety);  
**Or B.** an Intermodal Transportation Specialist 1, Intermodal Transportation Specialist 1 (Bus System Safety), or Intermodal Transportation Specialist 1 (Motor Carrier Safety).

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title on or before March 14, 2025, and have served continuously in this title since that date, you are eligible to file for this examination.*

*\*If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before March 14, 2025, and have served continuously in this title since that date, you may apply for this examination.*

*\*\*If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before March 14, 2025, to qualify for this examination.*

**Qualifying Experience For Appointment From The Eligible List:** After one year of service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

**For Exam Nos. 31-163020 and 31-164020 only:** Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S2/JXD.

**Order of Certification:** For Exam Nos. 31-163020 and 31-164020, the order of certification of this eligible list will be:

1. "A" eligibles
2. "All" eligibles

**Additional Requirements for Appointment:**

- **Physical/Medical: For Exam Nos. 31-163020 Intermodal Transportation Specialist 2 (Motor Carrier Safety) and 31-164020 Intermodal Transportation Specialist 2 (Rail Safety) only.** An evaluation of your physical and medical condition will be done to ensure that you are able to perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to height and weight, speech, vision, hearing, cardiovascular, respiratory system, and neurological health requirements. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination is required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Physical/medical candidate screenings will occur in score order, as needed, to fill current and future vacancies. Appointees to this position may require periodic medical examinations to reassess their ability to perform essential duties.

**The Positions:** These positions exist in the New York State Department of Transportation and are located statewide.

**Duties:** As an **Intermodal Transportation Specialist 2**, you would develop guidelines and application materials for different funding programs; evaluate complaints and service problems to determine and implement remedial action; review and prepare recommendations regarding specific projects for Department funding; develop, implement, and revise evaluation techniques for modal programs; manage projects, including developing study guidelines, determining the scope of projects and analytical methods to be used, and conducting the more difficult analysis; evaluate and prepare draft recommendations for aspects of modal policies; evaluate and make recommendations on regulatory applications and supervise motor carrier compliance activities; meet with affected federal and local government agencies about specific projects; negotiate with project sponsors regarding funding and services provided; and supervise professional staff assigned to unit or specific projects.

As an **Intermodal Transportation Specialist 2 (Motor Carrier Safety)**, you would manage a unit by supervising the collection, analysis, and interpretation of safety related data, establishing annual work plans, assigning staff to projects, and reviewing and approving staff work; develop and conduct training programs for departmental inspectors and investigators and motor carrier operations staff; develop and revise program guidelines, forms, and manuals for motor carrier safety investigation, oversight, and inspection programs; supervise major accident investigations, including coordinating investigation activities with other investigative authorities; lead teams conducting safety compliance reviews, accident investigations, and operator audits; provide technical oversight and assistance to regional program staff; review and approve reports and analysis prepared by staff and prepare written reports and supporting documentation for use by the Department of Transportation and presentation to the New York State Public Transportation Safety Board (NYSPTS), the National Transportation Safety Board (NTSB), and other federal, State, and local agencies.

**Duties (Continued):**

As an **Intermodal Transportation Specialist 2 (Rail Safety)**, you would manage a unit by supervising the collection, analysis, and interpretation of safety related data, establishing annual work plans, assigning staff to projects, and reviewing and approving staff work; develop and conduct training programs for departmental inspectors and investigators and rail operations staff; develop and revise program guidelines, forms, and manuals for rail safety investigation, oversight, and inspection programs; supervise major accident investigations, including coordinating investigation activities with other investigative authorities; lead teams conducting safety compliance reviews, accident investigations, and operator audits; provide technical oversight and assistance to regional program staff; review and approve reports and analysis prepared by staff; and prepare written reports and supporting documentation for use by the Department of Transportation and presentation to the New York State Public Transportation Safety Board (NYSPTS), the National Transportation Safety Board (NTSB), and other federal, State, and local agencies.

Subject of Examination: To be considered for appointment to this title, you must pass the multiple-choice test. The multiple-choice test evaluates your knowledge, skills, and/or abilities in the following areas:	For Examination Nos.		
	31-162020	31-163020	31-164020
1. <b>Evaluating conclusions based on factual information</b> - These questions test your ability to evaluate and draw conclusions from factual information presented. Each question consists of a set of factual statements and a conclusion. You will be asked to determine whether the conclusion can be proven to be true by the facts, proven to be false by the facts, or if the facts are inadequate to prove the conclusion.	X	X	X
2. <b>Preparing written material</b> - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.	X	X	X
3. <b>Understanding and interpreting tabular material</b> - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. <b>You should bring with you a hand-held battery- or solar-powered calculator for use on this test.</b> You will <b>not</b> be permitted to use the <b>calculator</b> function of your <b>cell phone</b> .	X	X	X
4. <b>Administrative supervision</b> - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.	X	X	X
5. <b>Methods of conducting research and analysis of modal transportation projects and services</b> - These questions test for knowledge of the principles and practices involved in researching and analyzing transportation modal project systems and services, including calculations involved in analyzing data gathered on these projects, systems, and services.	X	X	X
6. <b>Modal transportation project and policy planning, development, operations, management and regulation</b> - These questions test for knowledge involved in the planning and policies for a variety of transportation modes and systems related to transit and transport (e.g., bus and truck transport, airport, water/port, rail, bicycle, and pedestrian), including federal and New York State rules and regulations; funding programs, sources, and processes; and economic impact evaluation techniques.	X		

Subject of Examination (continued):	For Examination Nos.		
	31-162020	31-163020	31-164020
7. <b>Commercial truck and bus accident investigative procedures, safe driving practices, and motor carrier safety laws, rules and regulations</b> - These questions test for knowledge of safety inspections and safe operating procedures for large commercial vehicles; the principles and practices involved in the investigation of accidents of trucks and/or buses; and federal and New York State laws, regulations, policies, and procedures governing the motor carrier industry, and whom and what they carry.		X	
8. <b>Railroad and rail transit accident investigation procedures, safety oversight, and related laws, rules, regulations and industry standards</b> - These questions test for knowledge of the operation, characteristics, and safety issues for railway-related rolling stock, tracks, switches, warning systems, and signs on track crossings, overpasses, and other structures; proper accident investigative techniques and processes; and related federal and New York State laws and policies, including employee safety, compliance standards, the NYS Public Transportation Safety Board, and the NYS Railroad Law.			X

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' credits.

**Credit For Seniority:** Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

**Admission To The Test:** If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. **You cannot request to change your scheduled day or request a specific type of test administration.**

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**How To Apply:** You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

*The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.*

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### ADDITIONAL INFORMATION

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

**RELIGIOUS ACCOMMODATION:** Most multiple-choice tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at [Testaccommodation@cs.ny.gov](mailto:Testaccommodation@cs.ny.gov).

**ADMISSION TO EXAMINATION:** Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the multiple-choice test three days before the date of the test, email us at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov). Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

**TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

**ELIGIBILITY FOR EXAMINATION:** To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.