

# **\*INTERNAL JOB ANNOUNCEMENT\***

**THIS POSTING IS TO ESTABLISH AN ELIGIBILITY LIST TO SELECT CANDIDATES FROM WHEN THE NEED ARISES**

## **Dispatcher 577**

**DUTIES:** Works under the general supervision of the District Director and/or the Transportation Manager. Dispatches Operators to appropriate runs or routes. Posts and distributes route assignments. Adjusts Operator schedules as necessary. Updates appropriate lists to ensure that next shift's supervisor can successfully operate run pull-out. Compiles and verifies all assigned district payroll information via computerized dispatch system. Completes daily, weekly, and monthly reports. Provides customer service to the public in person as well as via telephone. Performs duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a high school diploma or equivalent education. Applicants must have a minimum of three (3) years work experience in a transportation organization performing duties related to customer service, scheduling, information verification, and administration. Applicants must have good communication and information verification skills. In addition the position will require organization skills and the ability to perform multiple tasks within a limited timeframe. Applicants with basic computer skills and the ability to learn computer programs are preferred. Successful applicants will be required to satisfactorily complete the prescribed training program before receiving an appointment.

**ADDITIONAL INFORMATION:** The performance of these duties may be required at any time, day or night, any day of the week. The position is a bargaining unit position. The position is also safety sensitive and subject to random drug and alcohol testing.

**INTERNAL WAGE RATE:** \$15.80 to \$26.34 per hour.

**Examination Information:** Eligible candidates will be notified of the exact time and place of the examination. The examination process will consist of three parts to include a written examination, performance assessment and/or interview, and record evaluation for internal candidates. **The record evaluation will be weighted as 15% of the overall examination score for candidates who have passed the written and performance assessment/interview.** Record evaluation information will be obtained from the candidate's supervisor. Candidates must meet all record evaluation criteria in order to gain the full 15% weighting. Candidates must pass the written examination to be eligible to proceed to additional parts of the examination process required to establish the eligibility for the position. Candidates will become eligible based on the composite scores from each part of the examination process. In accordance with the Merit Systems Rules, internal candidates who become eligible will be given preference over external candidates. Record evaluation criteria may include, but not limited to, an employee's attendance and discipline record for one rolling year back at the time of review. Records evaluation information includes a review of the following:

- 5 or more absence occurrences
- 2 or more AWOL or absence control suspensions
- 3 or more active written reminders (regardless of the level)
- 5 or more misses (regardless of whether they are active or not active)
- 4 or more active tardies
- Drug or alcohol suspension
- Commercial Drivers License (CDL) suspension
- Active Decision Making Leave (DML)

**Internal Applicants: How to Apply:** An internal employment application may be completed and submitted on the RTA Intranet, select the Forms tab and then select the Human Resources tab. Internal employment applications can also be emailed to [jobs@gcrta.org](mailto:jobs@gcrta.org), faxed to (216) 781-4483 or (216) 781-4669, or interoffice mailed to Human Resources, 1240 W. 6 St., Cleveland, OH 44113.

**Employment Applications will be accepted until Saturday, July 30, 2011.**

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Class: 577  
Date: July 21, 2011  
Job Announcement No.: 2011-84

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)  
Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

**RTA**