Duffy, Daniel FOI #14512

From:
Sent: Tuesday, January 07, 2014 2:35 PM
To: Duffy, Daniel
Subject: FOIA Request

January 7, 2014

Mr. Daniel Duffy
FOI Administrator
The Port Authority of New York and New Jersey
225 Park Avenue South
New York, New York 10003

BY EMAIL AND CERTIFIED MAIL

Dear Mr. Duffy:

The following request is made under the federal Freedom of Information Act (5 U.S.C. § 552) and is in two parts.

First, on January 30, 2012, Mr. Shawn Boburg of The Record newspaper (Woodland Park, NJ 07424) made a FOIA request (No. 12968) of your office. Mr. Boburg's request asked for the "job descriptions" and "tasks and standards" for a number of job titles. Among these was the title "Interstate Capital Projects Director", a position then held by Mr. David Wildstein (aka Wally Edge).

Could you please send to me a copy of the documents that you provided to Mr. Boburg (job description and "tasks and standards") for this job title?

Second, I would like the following documents related to the hiring and tenure of Mr. David Wildstein (Mr. Wildstein is the subject of a great deal of ongoing government scrutiny and public comment):

(1) The record of Mr. Wildstein's employment with the Port Authority of New York and New Jersey. This includes his date of hire, job titles held, promotions/demotions/changes of designation, salary and benefits, raises, and date of departure.

(2) A copy of the resume Mr. Wildstein submitted to the PANYNJ for employment.

(3) A copy of Mr. Wildstein's official PANYNJ biography.

Thank you for your assistance with this request. Please let me know of any costs involved in obtaining these documents and I will be more than happy to reimburse your office.

Thank you and best wishes,

Bill Winkler

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

March 31, 2014

Mr. Bill Winkler

Re: Freedom of Information Reference No. 14512

Dear Mr. Winkler:

This is in response to your January 7, 2014 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for a copy of records provided to Shawn Boburg under FOI Request No. 12968 and records showing the date of hire, job titles held, promotions, demotions, changes of designation, salary, benefits, raises, date of departure, resume and official PA biography for David Wildstein.

Material responsive to your request and available under the Code can be found on the Port Authority's website at http://www.panynj.gov/corporate-information/foi/14512-O.pdf. Paper copies of the available records are available upon request.

Certain material responsive to your request is exempt from disclosure pursuant to exemption (1) of the Code.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,

Daniel D. Duffy
FOI Administrator

Atatchment

225 Park Avenue South, 17th Floor
New York, NY 10003
T: 212 435 3642
F: 212 435 7555

New Window | Help |

Job Summary

David M. Wildstein EMP ID: 45891

Job Information

Customize | Find | First 1-5 of 5 Last

Eff Date	Seq	Action	Action Reason	Job Code	Jobcode Desc	Sal Plan	Grade	Annual Rate	Dept ID	Dept Desc	Position	Posn Desc	Prov Ind	Empl Stat	Std Hrs	Change Pct	Action Date
12/14/2013	0	TER	Resignation	4238	DirlCapPrt	NRY	06	$150,020.00	007	EXD/DED				T	36.25	0.000	12/18/2013
07/21/2013	0	DTA	Salary Plan Change	4238	DirlCapPrt	NRY	06	$150,020.00	007	EXD/DED				A	36.25	0.000	07/25/2013
05/25/2011	0	PRC	Completion of Probation	4238	DirlCapPrt	B	EM3	$150,020.00	007	EXD/DED				A	36.25	0.000	09/27/2011
05/30/2010	0	PAY	Salary Change	4238	DirlCapPrt	B	EM3	$150,020.00	007	EXD/DED				A	36.25	-30.230	06/14/2010
05/25/2010	0	HIR	Probationary	4238	DirlCapPrt	B	EM3	$215,020.00	007	EXD/DED				A	36.25	0.000	05/19/2010

Job Data

Return to Search | Notify

Duffy, Daniel

FOI #12968

From: Boburg, Shawn [Boburg@northjersey.com]
Sent: Monday, January 30, 2012 1:30 PM
To: Duffy, Daniel
Subject: Records request

Hello:

I am requesting job descriptions, as well as "tasks and standards," for the following job titles. (For purposes of clarity, I m including the name of current or previous job holder for each position):
Special assistant to DED (Gretchen DiMarco)
Federal Affairs Dir. (Laurie Michel)
External Relations Client Rep. (Ann Mary Di Paola O'Rourke)
Interstate Capital Projects Director (David Wildstein)
Publications Editor (Damon DiMarco)
Mgr., Emergency Readiness (Jay Alpert)
Associate Information Officer (Sara Beth Joren)
Dep. Director, Public Safety (Jerry Speziale)
Principal Business Manager (Steven Cohen)
Asst. Dir., Real Esate (Edward Nathan)
Mgr., Port Jersey Marine Terminal (Matthew Sprung)
Mgr., EZPass Customer Service Call Center Performance (David Haytaian)
Assitant Director, Planning and Project (Terriann Moore-Abrams)
Senior Project Mgr., Enterprise Risk Management (Stanley Dornalewski)
Asst. Director, New Port Initiatives (Dominick Fiorilli)
Sr. Financial Analyst (Raymond Viggiano)
Mgr, Contract Administration, Teterboro (Rick Vander Wende)
Sr. Financial Analyst (Francis Hannan)
Asst. Director, Customer, Concessions & Airport Services (Ronald DeRose)
Associate HR Rep (Rosalind Best)
Staff Auditor (Allan Focarino)
Sr. Project Mgr., Capital Programs (Robert Cressen)
Director, Marketing (Andrew Hawthorne)
Chief, Public & Government Affairs (Jamie Loftus)
Senior Marine Terminal Operations Representative (NJMT) (Anthony Gwiazdowski)
Facility Maintenance Specialist (EWR) (Edward Ramirez)
Public Information Officer (J. Hunter Pendarvis)
Attorney (Jonathan Meinen)
Attorney (Barbara Hutcheon)
Attorney (Thomas Segreto)
Staff External Relations Representative (Richard Rebisz)
Senior Financial Analyst (Arthur Ramee)
Toll Collector (Dominick Malanga)
Temporary Passenger Information Agent (Rebecca Galik)
Senior Advisor to the Chairman (Patrick O'Reilly)
Principal Financial Analyst (Gregory Perrone)
Trackman (Dean Bozza)
Mgr., Media Planning (Anthony Hayes)
Please also include the date each position was created, if it was created or assigned a new job title from Jan. 1, 2010 to the present.
Thank you,
Shawn Boburg

From: Duffy, Daniel [mailto:dduffy@panynj.gov]
Sent: Monday, January 30, 2012 1:09 PM

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

May 14, 2012

Mr. Shawn Boburg
The Record
1 Garret Mountain Plaza
Woodland Park, NJ 07424

Re: Freedom of Information Reference No. 12968

Dear Mr. Boburg:

This is a response to your January 30, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for the job descriptions, as well as tasks and standards for various job titles.

Material responsive to your request and available under the Code can be found on the Port Authority's website at http://www.panynj.gov/corporate-information/foi/12968-O.pdf. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,

Daniel D. Duffy
FOI Administrator

225 Park Avenue South
New York, , NY 10003
T: 212 435 3642 F: 212 435 7555

THE PORT AUTHORITY OF NY & NJ

Position Description

Position Title: Federal Affairs Director

Department: GOCOR

Office Location: Will be required to go back and forth frequently between New York City and Washington, DC. Open to basing the office in either location.

Responsibilities:

- Work with all Port Authority Line and Staff Departments to develop and implement a strategy to advance Port Authority priorities in Congress, the White House and various federal agencies.
- Work closely with the Port Authority's Line Departments and relevant external stakeholders on federal stimulus applications, as well as Transportation and FAA reauthorizations and other key legislation.
- Identify and obtain new sources of funding and grants for Port Authority capital projects.
- Maintain close relationships with the New Jersey and New York Congressional delegations, as well as key officials in the White House and relevant federal agencies.
- Brief key members of Congress and federal agencies on new or advancing projects.
- Serve as the Port Authority liaison to the Washington, D.C. offices of the governors of New York and New Jersey.
- Serve as the Port Authority liaison to national groups with an interest in the Port Authority's portfolio of issues.

Requirements:

- At least five years of Capitol Hill and/or Executive Branch experience.
- Intimate familiarity with the Legislative and Executive branches of the federal government (specific experience working with the Department of Transportation and its relevant agencies – FTA, FAA, FRA, FHWA – a plus)
- Strong verbal, written and research skills.
- Ability to absorb complex policy issues.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced environment, both independently and as part of a team.
- Understanding of New Jersey and New York state and local issues a plus.

External Relations Client Manager, GOCOR

Coordinates and manages public outreach strategies and initiatives with the political, social, and business communities in New York and New Jersey to improve relationships and advocate for PATH issues and programs. Specific responsibilities include:

- Manage, advise and coordinte with senior/executive/departmental/agency staff on issues that pertain to PATH facilities.

- Work closely with elected officials in host municipalities to ensure clear communication and understanding of PATH projects and issues, and operational goals. Projects include: Christopher/9th Street station improvements, Christopher Street substation upgrade, rail car replacement, Harrison station upgrade and PATH station at WTC operations.

- Meet with community board leaders and gain an understanding of their concerns as they related to the facility inside their neighborhood. Maintain ongoing strong communication with community leaders on all PATH facility projects and issues.

- Advises the Director, GOCOR, on approaches to addressing PATH-related issues.

Title:	**Senior Manager, Emergency Readiness**
Department:	Office of Emergency Management (Office of the Chief Operating Officer)
Responsibilities:	This position ensures the highest possible state of emergency response, recovery and business continuity readiness in anticipation of a possible disaster impacting Port Authority facilities and/or surrounding jurisdictions. Develops agency-wide response, recovery, and business continuity plans, training programs and exercises. Serves as the trainer to agency senior level staff. Provides technical support and guidance to departmental and facility staff developing emergency response, recovery and business continuity plans, training programs, and exercises. Represents the Port Authority in similar efforts at state, regional, and national levels.
Requirements:	Bachelor's degree from a recognized college or university. Possess extensive experience in emergency operations and disaster recovery. Familiarity with FEMA reimbursement procedures and the technology employed and training programs designed to support emergency management initiatives. Possess excellent interpersonal skills including the ability to interact with and provide guidance to senior-level management.
Salary:	Salary from $ - $. Salary offers are based on work/salary history of the successful candidate.
Work Location:	Alternates as Operations Duty Officer to ensure that proper notifications are made to senior staff, state and local response and recovery organizations. Assesses the need for additional response by the other members of the OEM team. The function of the Operations Duty Officer requires the individual to be on call for a one-week period, rotating with three other duty officers, including weekends and holidays. During on-call periods, the employee must be capable of immediately responding to the Emergency Operations Center, located in Jersey City, New Jersey.

THE PORT AUTHORITY OF NY & NJ

TITLE: **Deputy Director, Public Safety/ Deputy SOP**

POSITION DESCRIPTION: This is an executive level position. Under the direction of the Director, Public Safety, develops, implements and administers policies and programs that provide for an effective police force, and directly manages the administrative functions that support the police and Public Safety Department.

MAJOR RESPONSIBILITIES: The Deputy Director Public Safety:

- Manages department support staff and oversees the administration of senior police personnel.
- Working closely with the Human Resources and Labor Relations Departments oversees/reviews all Public Safety human resources related issues.
- Prepares the departmental budget and oversees department expenditures and finances. Manages all Board Items for review.
- Oversees and manages department contract administration, records management, inventory management and procurement functions.
- Oversees and manages the department information technology function and liaisons closely with Technology Services to ensure optimum and up to date systems.
- Assists the Director in strategic business planning and in facilitating planning and project development aimed at improving preparedness and response.
- Assist the Director in improving productivity of police resources through proven technology and best practices.

POSITION REQUIREMENTS: Bachelor's Degree from an accredited college or university in Administration of Justice or related field. Demonstrated experience managing a diverse operational workforce including overseeing complex administrative and technical work. Strong interpersonal and leadership skills and an ability to work in a team environment. Superior communications skills. Demonstrated success interacting with the highest levels of management a must.

POSITION SUMMARY

Business Manager
Covering levels B92, B93 and B94

A. SUMMARY OF RESPONSIBILITIES:

This class is responsible for the efficient management of a large division or small department's internal resources through optimal use of support systems, staffing, and other resources to ensure that performance objectives are met. Manages financial, personnel, information systems, material, and procurement systems. May perform short and long-range business planning for the unit. Leads change efforts in support of position objectives. Is responsible for overall program and project results. May assign and check the work of lower level staff in performing complex and variable tasks requiring detailed knowledge of specialized or varied operations.

B. TYPICAL DUTIES

1. Leads staff, or may assist in the analysis of business support processes, systems, and operations to improve overall coordination, communication, cost effectiveness, and efficiency. Anticipates and leads, or may assist with, associated change management efforts in tandem with agency leaders.

2. Advise departmental management on all business support activities including the development and measurement of business performance indicators for business support activities.

3. Coordinates the administration, and participates in, diversified and complex technical projects specific to the individual department. Provides the lead on administrative and office support functions in terms of overall coordination and underlying support systems for these activities, which may include the Board process.

4. Analyzes financial activities and leads or participates in planning and analyzing budget, controlling expenses and meeting budget targets.

5. Analyzes and plans for human resources related needs such as succession planning, training and development activities, and staffing activities.

6. Is lead liaison between professional and technical staff on matters of business processes and systems, conveying best practices to ensure uniform application.

Manager, E-ZPass Customer Service Center Performance and Contract Administration

JOB DESCRIPTION: Under the direction of the E-ZPass Policy Manager, the candidate will be responsible for managing performance standards and monthly financial reviews associated with the Port Authority's contract for customer services at the E-ZPass New York Customer Service Center (CSC). The E-ZPass CSC is the single largest operating contract service in the Tunnels, Bridges & Terminals Department and the contractor represents the first point of contact that many Port Authority customers about their service quality at the Port Authority bridges and tunnels. The current contract is a unit-based contract with contractual performance standards that are designed to ensure service quality backed with and contractor financial incentives. This position is responsible for tracking all authorized spending associated with the E-ZPass Customer Service Center contract and for assuring adequate controls. This position will be responsible for detailed monthly reviews of service standards and financial expenses, as well as management of the change order process for contract changes and special work requests. In addition, the successful candidate will develop a call monitoring program for the E-ZPass call center to assess and improve customer interactions and ensure that the CSC's review process is adequate in monitoring and improving customer interactions. The successful candidate will have experience in customer relations, contract management, performance standards, and financial management.

Specific responsibilities iinclude, but are not limited to:

- Monthly invoice reviews of expenses and contractual adjustments
- Monthly review of service performance standards and exception reporting
- Monitor contract provisions for extra work and related spending
- Advance CSC contract CSC change orders through agency approval and monitor contract changes to ensure the Port Authority's needs are met
- Provide support for interagency CSC business and policy matters
- Develop remote call center monitoring program to ensure customer service needs are met
- Develop a customer issue database to assess customer feedback, identify issues and recommend appropriate courses of action

THE PORT AUTHORITY OF NY & NJ

TITLE:	**Assistant Director, Aviation Customer, Concessions, Cargo and Air Services**
DEPARTMENT:	**Aviation**
POSITION DESCRIPTION:	Reporting to the Director and Deputy Director, the Assistant Director of Aviation Customer, Concessions and Air Services (CCAS) is responsible for developing, promoting, managing and overseeing customer and cargo services programs and initiatives for customers and businesses at the four major Port Authority airports. The Assistant Director, CCAS develops a strategic plan for customer and cargo services, then manages a myriad of programs such as concessions and retail sales, air service development, customer service standards and measurement, customer service improvement, airport access, communications and market research, and cargo and terminal services.
MAJOR RESPONSIBILITIES:	Develops and implements a customer service strategy to provide for highest level of service to all patrons of the Agency's airports. Maintains intelligence of latest industry customer service standards and measures and ensures the ability to meet or exceed industry standards. Oversees development, implementation and management of robust retail concession programs including an optimal mix of the types and locations of retail outlets for airport customers that will generate revenue for the Agency. Develops and oversees an effective airport cargo service program, working closely with airline partners to set standards of quality and service and with the goal of increasing air cargo business. Manages airport parking, airport access, and air services development. Develops and oversees programs to provide information on customer preference and feedback including market research and customer marketing and communication programs.
POSITION REQUIREMENTS:	Bachelor's Degree from an accredited college or university. Approximately 10 years of work history in increasingly responsible operational management positions. Demonstrated experience successfully managing a unit or division. Excellent problem solving, interpersonal and conflict resolution skills. Demonstrated ability to develop a strategic plan with comprehensive objectives. Advanced degree is desirable.

Customer Service Benefits Analyst

Responsibilities:

- Handling and managing incoming requests from employees received via telephone, fax or email; providing employees with proper solution, via troubleshooting techniques.
- Obtaining, analyzing and verifying accuracy of the benefits information and providing customer service support.
- Functioning as intermediary between employees and the Benefits Specialists / benefits providers.
- Directing unresolved issues and requests to the appropriate designated resource; following up with employees within 24-hours of receipt of the initial phone call to provide/notify them of the status of their inquiry and whether research is needed.
- Documenting and completing call reports and logs, recording details of comments, inquiries, complaints, and the actions taken.
- Ability to multi task with customer service phone calls, perform data entry into PeopleSoft system, research employee benefits in the PeopleSoft system and union contracts.
- Perform new hire orientations, retirements, death benefit outreach, disability processing, etc.
- Research complex participant benefit issues and formulate resolutions/recommendations by analyzing fact patterns and applying Port Authority benefits knowledge and best practices.
- Manually performs benefit processes that are not automated, requiring plan knowledge, analysis, and interpretation. Identifies and recommends a methodology for resolving issues by referencing Union contracts and best practices and validates recommendation with the Assistant Manager of Employee Benefits.
- Works with the Assistant Manager of Employee Benefits to recommend process improvements and coaching and training opportunities that were identified from participant issues, recurring system issues, process delays, and quality problems.

Qualifications:

- Bachelor's degree (in a business context preferred) or equivalent work experience required.
- 2 - 3 years experience in HR, benefits administration.

Knowledge & Experience:

- Strong core knowledge of complex benefits/HR administration within a heavily unionized work force with varying benefit plans and eligibility criteria.
- Working knowledge of benefits related laws and regulations (preferred).
- Strong focus on customer service.
- Excellent written, oral communication, listening and interpersonal skills.
- Strong organization skills with the ability to multi-task and drive and prioritize own work.
- Excellent research, computation, and analysis skills with strong attention to detail.
- Experience working in a team-oriented, collaborative environment.

Title: **Staff Auditor**

Department: Audit

Position Description: Under the supervision of a Senior Audit Supervisor, the selected candidate will conduct internal audits of Port Authority operations, functions and activities as well as external reviews of the books and records of tenants, contractors and companies that do business with the Port Authority. This position will require working at all PA locations.

Responsibilities: Plan audits, prepare work papers to document the results of the audits, draft audit reports covering the results of reviews and make recommendations designed to improve internal controls, safeguard assets, maximize revenues or decrease expenses.

Requirements: A Bachelor's Degree is required with course work in finance or accounting preferred. Must possess a general understanding of control concepts; knowledge of organizational policies and procedures; demonstrated ability to work independently; demonstrated planning and analytical skills; ability to maintain effective working relationships with staff at all levels; demonstrated effective written and oral communication skills; working knowledge of Microsoft Office Suite applications. Desirable: Financial background and knowledge of Access and Power Point applications.

Salary: Salary approximately _____. Salary offers are based on work/salary history of the successful candidate.

September 2006

THE PORT AUTHORITY OF NY & NJ

TITLE:	**Director**
DEPARTMENT:	**Marketing**
POSITION DESCRIPTION:	Reporting to the Chief of Public and Government Affairs, this senior executive level director position is responsible for developing an optimal Port Authority branding and marketing strategy, and ensuring its consistent application throughout the Agency. Provides expert and professional marketing services to the line departments, supports broad external communications objectives, and establishes and oversees effective internal communications and event planning programs. The incumbent directs a total staff of approximately 25 employees in the Marketing Department.
MAJOR RESPONSIBILITIES:	Performs strategic planning and oversight of the marketing and branding function to ensure proper fit of strategies and resources that are in place to meet organizational goals. Directs market research and analysis for development of an appropriate message that optimizes the Agency's public image. Advises department directors on marketing and communications strategies. Establishes an effective internal communications program concerning Agency events and activities, information exchange between employees, and special offers to employees. Manages all special events of Agency significance including 9/11 Remembrance, police graduations, medal awards, etc. Manages important Agency activities such as press conferences, committee and board meetings, groundbreakings, etc and maintains archives of these events. Advises the Chief Public and Government Affairs and the Executive Director on matters of marketing, public information, and internal employee communications.
POSITION REQUIREMENTS:	A Bachelor's Degree from an accredited college or university in communications, public policy, government, marketing or other related field. Approximately 12-15 years of experience in legislative affairs, public relations, corporate affairs or related area at the executive level. Demonstrated ability to manage with respect to budgeting, financial controls, and personnel matters. Outstanding interpersonal and communication skills and a demonstrated commitment to public service. Advanced degree and public sector experience is highly desirable.

THE PORT AUTHORITY OF NY & NJ

JOB CODE: 0220
DATE ISSUED: 1/06/2012

JOB TITLE: CHIEF PUBLIC AND GOVERNMENT AFFAIRS
SALARY PLAN / LEVEL: A – EM1
FLSA STATUS: EXEMPT
JOB FAMILY: BUSINESS MGT, COMMUNITY & PUBLIC RELATIONS

A. SUMMARY OF RESPONSIBILITIES

The Chief of Public and Government Affairs is responsible to the Executive Director for planning, coordinating and managing a program of internal and external communications that educates all entities and forums in the activities, objectives, and positions of the Port Authority. In this regard the incumbent establishes consistent and informative communications with community groups, legislative and governmental bodies, the media, patrons, employees and the general public.

B. ESSENTIAL FUNCTIONS

1) Advises the Executive Director and other senior executives on public affairs and governmental matters affecting the Agency's external relations.
2) Performs strategic planning of the public relations function to ensure proper plans, strategies and resources are in place to meet organization goals.
3) Directs the review of all official external communications (non-operational) such as publications, speeches, articles, advertisements, press releases, interviews, forums, etc. to ensure message is consistent and accurately represents the Agency's position.
4) Monitors and seeks to influence government/legislative action. Acts as liaison to government and community officials.
5) Advises Executive Director on impact of governmental action on Agency operations.
6) Evaluates latest technologies and integrates those that ensure most effective communication methods are used.

C. JOB REQUIREMENTS

1) A Bachelor's Degree from an accredited college or university in communications, public policy, government, marketing or other related field. Advanced degree is highly desirable
2) Demonstrated experience in legislative affairs, public relations, corporate affairs or related area at the executive level. Demonstrated ability to manage a large-scale organization with respect to budgeting, financial controls, and personnel matters. Public sector experience is highly desirable.

TITLE: Sr. Marine Terminal Operations Representative
LEVEL: B93
DEPARTMENT: Port Commerce
DIVISION: New York Marine Terminals

THIS POSITION IS LOCATED AT THE BROOKLYN PIERS

JOB DESCRIPTION: Reporting to the Manager, Port Operations, the incumbent will be responsible for assisting with the day-to-day operations of the facility, including handling or assisting with various programs, customer service initiatives, and inspection programs and interacting with a variety of internal and external groups, agencies, and businesses in order to carry out the goals of the Port Commerce Department, maintain continuity within the community, and ensure the smooth operation of NYMT facilities. The candidate will be expected to show initiative and willingness to assume additional functions critical to the operations and security of the facility. Specific duties will include but not be limited to issuing and administering public berth applications using a vessel billing and berth application database; coordinating and invoicing for all contract security guard assignments; preparation and monitoring of facility budget; and conducting facility tours and space surveys. In addition, the incumbent will provide support as required at the Brooklyn Cruise Terminal.

POSITION QUALIFICATIONS:

- Must possess a Bachelor's degree from an accredited college or university.
- Must meet performance and attendance standards and have completed all probationary periods. Applicant's attendance and job performance records will be reviewed in accordance with Port Authority policy. Absences exceeding 4 occasions or 12 days and/or a job performance rating of less than "Fully Competent" for the 12-month period preceding the publication date of this bulletin may result in exclusion from the selection process.
- Selected candidate will be required to pass a Federal Security Background check and obtain a Transportation Workers Identification Credential (TWIC) to work in a maritime environment as required by Department of Homeland Security.
- Must have valid driver's license.

POSITION REQUIREMENTS:

- In-depth knowledge of the Port Authority organization, policies, and procedures, including the authorization process.
- Demonstrated ability to prioritize projects, manage time effectively and work independently.
- Demonstrated analytic and problem solving skills, and ability to take initiative.
- Demonstrated interpersonal, organization, and written and oral communication skills.
- Ability to work with individuals at all levels, both from within and outside the organization.
- Knowledge, experience, and skills in utilizing SAP, PeopleSoft, Budget-Pro, and Microsoft Word and Excel
- Knowledge of the maritime industry and marine terminal operations is desirable.
- Certification as a Facility Security Officer may be required.

THE PORT AUTHORITY OF NY & NJ

Title:	**Attorney**
Department:	Law
Position Description:	Reporting to a Chief of one of the following Divisions, the incumbent will be responsible for handling legal matters in a variety of areas including: Claims Administration, Commercial Litigation, Contracts, Employment and Labor, Finance, Leases, Office of New Jersey Solicitor, New York Litigation, Opinions and Appeals, Public Securities, or Real Estate and Environmental. The incumbent provides legal advice to Port Authority staff in connection with the above areas, represents the Port Authority in employee disciplinary and medical proceedings and conducts litigation in federal, state and local courts in New York and New Jersey. Supervises a professional staff of legal secretaries and may also supervise paralegals and law interns.
Responsibilities:	Represents the Port Authority on items discussed above.
Requirements:	Must possess a juris doctorate degree. Must be a member of the New York or New Jersey Bar Association. Must have at least one year of experience as an attorney, senior paralegal or law intern. Demonstrated experience in researching, analyzing and reporting on legal issues of varying complexity. Some positions require litigation experience.
Salary:	Salary up to $100,000. Salary offers are based on work/salary history of the successful candidate.

Prepared: January 2002

Management and Budget Department
Senior Financial Analyst - Job Description
B93 / B94

Functions:

- Evaluate on-going financial / grant performance including reporting on actual vs. plan financial results for operating, capital, or grant programs for line and staff departments, and external entities.
- Evaluate and assess a wide range of financial programs or capital projects in accordance with agency-wide capital plan goals, agency-wide financial capacity, and impact on future operations.
- Standardize and institute corporate financial reports by department, program or other required category, as needed including monthly variance reports.
- Review agenda items and MJs for consistency with approved annual budget and multi-year capital plan; work with line departments to identify capital project offsets whenever required.
- Participate on RFP committees and task forces from the financial perspective; raise and resolve financial implications.
- Analyze revenue and expense budget and capital plan submissions in accordance with budget targets, planning guidance, grant awards, and impact on the capital plan and capital capacity.
- Analyze overtime usage in accordance with agency guidelines, dollar impacts and forecast of year-end variances.
- Identify operational impacts resulting from new programs, capital initiatives and productivity improvements.
- Provide analytical support as required in the Program Review, Regional Funding or other areas of MBD.

Skills:

- Proficiency in performing financial analyses including the calculation of net present values, return on investment, and internal rate of return.
- Proficiency with applications MS Excel, Word, PowerPoint and Access; working knowledge of Port Authority corporate systems such as SAP, PeopleSoft, Budget Pro and INCAPS
- Knowledge of the Port Authority's financial, operating and capital budgeting and accounting structure.
- Ability to interpret and understand the Agency's direction and its impact on the client department's business plan.
- Demonstrated ability to effectively interact with Port Authority and external staff at the individual and group levels.
- Excellent oral and written presentation skills.
- A Bachelor's Degree from an accredited college or university in Finance, Accounting or related field is required and a Master's Degree is desirable.

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MAILROOM
JUL 2 2001
REC'D-02073

DB

SPECIFICATION NO.: 2300/2301
DATE ISSUED: 5762
DATE REVISED: 11792

CLASS TITLE: Toll Collector (2300)
Toll Collector (Part-Time) (2301)
PAY GRADE: Range C-70
FLSA STATUS: Non-Exempt
DEPARTMENT/LOCATION: Interstate Transportation (Tunnels & Bridges)
JOB SERIES/AFFILIATION: Facility Operations (TWU)

A. SUMMARY OF RESPONSIBILITIES

Under direct supervision of a Tolls Supervisor, this class performs routine duties in the collection of tolls from customers operating vehicles at Port Authority tunnels and bridges. Toll collections are made in accordance with detailed rules and instructions with no latitude for deviation. This class is also responsible for performing their duties in a manner which creates a favorable impression through polite demeanor and neat impression. Work is subject to frequent checks by superior on accuracy and production.

B. RELATIONSHIP TO OTHER CLASSES

As compared to the higher rated Senior Toll Collector class which performs toll collecting duties and may occasionally perform toll house or limited lead toll collecting duties in the absence of a Tolls Supervisor, the entry-level Toll Collector class's primary function is to perform toll collection duties at a tunnel or bridge facility.

As compared to the lower rated Facility Cashier class which collects admission fees from patrons entering the World Trade Center Observation Deck, the Toll Collector class performs toll collection duties outdoors in a variety of weather conditions at a tunnel and bridge facility.

C. ESSENTIAL FUNCTIONS (PURPOSE OF POSITION)

(It is not the intent of this essential function listing to state or imply that these are the only duties performed. There may be minor local differences to the general class specification at various facilities and within the Class Title at the same facility. Incumbents will be required to follow any other job-related instructions and perform other comparable job-related duties requested by their superiors.)

1. Classifies and registers vehicles; collects proper toll and issues change to drivers; verifies passes; and with time stamp issues proper receipt upon request.

(CONTINUED)

SPECIFICATION NO.: 2300/2301

NYSCSC MAILROOM JUL 2 2001 REC'D-00073

- Stands for prolonged periods of time.
- Works in confined quarters.
- Must reach in and out of toll booth.
- Must walk to and from toll house.
- Must visually inspect vehicles.
- Must listen to patrons' requests and instructions.
- Must respond orally to patrons.
- Must operate or use a variety of mechanical and electromechanical equipment such as cash register, intercom, overhead signal system, toll line barrier, toll register key, coin and bill counting machines, heat sealing machine, bank vault, time and date machine.

(Must not have any impairments that would interfere with the effective and safe performance of the essential functions of this class, or that would pose a threat or significant risk to the health and safety of themselves, other employees, or the public.)

4. Working Conditions

- Exposure to adverse weather conditions.
- Continuous attention and alertness required.
- May work rotating shifts, off-hour shifts, or rotating days per week.
- May be required to rotate plazas.
- Required to wear an official uniform while on duty.

5. Qualifications

a. Education

- Graduation from a standard four year high or vocational school or possess a recognized equivalency certificate.

b. Experience/Training/Licenses

- None. Some background in handling money and in dealing with the public is desirable. Possession of a valid New York or New Jersey driver's license is desirable.

THE PORT AUTHORITY OF NY & NJ

Title:	**PATH Temporary Passenger Information Agent**
Department:	PATH
Position Description:	Temporary Passenger Information Agents play a highly visible front- line customer service role at PATH terminals and stations. Specifically, TPIAs answer customer questions and provide information about PATH service, routes, station locations, and fares. They also check communications equipment and report malfunctions. This fulltime entry-level position provides excellent on the job training on PATH operations and later serves as the recruitment pool from which temporary employees may be considered for permanent operating positions. This is a 24-hour/7-day operation that may involve shift work.
Requirements:	Qualified candidates must hold an accredited high school diploma (or GED) and have customer service experience in a demanding environment involving significant interaction with the public.
Salary:	Starting rate 14.98/hour.

September 2006

Principal Financial Analyst – PATH Financial Services

Prepare monthly and year-to-date management financial reports for senior staff and unit managers in a timely manner. Analyze the actual results and compare them to budget. Identify variances from plan and participate in discussions with senior PATH staff to develop mitigation strategies. Review monthly departmental accruals for reasonableness and make changes as required. Make and forward any financial corrections to the Comptroller's Department when necessary.

Assist in the preparation of PATH's annual budget by providing Excel worksheets And Budget PRO assistance to unit budget preparers. A significant amount of time will be spent desk-side with the Budget preparers assisting in understanding the system requirements as well as running numerous summary reports. Meet with the unit managers and senior PATH management to review and evaluate current & future expenditures. Recommend budget reductions where appropriate. In addition, assist on the preparation of PATH's revenue budget.

Provide financial information and assistance to the facility staff on agenda items and MJs. This includes analysis of the item language for reasonableness, preparation of cash flow analyses including associated NPVs and identifying budget offsets when necessary. Requires full understanding of Port Authority and PATH policies and financial structures.

Administer the various FTA grants. Required activities include quarterly reporting and draw-downs. This includes COST tracking for each grant thru use of an internal order or WBS Element, monitoring expenditures, and compiling draw-down information to ensure draw-downs are being completed in a timely fashion. Responsible for the preparation and submission of the annual grant budget.

The position requires extensive experience with Excel spreadsheets, Word documents and Powerpoint presentations. Also, candidate should be adept at utilizing Port Authority enterprise systems...Budget PRO for annual budget, SAP for accessing and analyzing monthly accounting results and PeopleSOFT for payroll issues. A full understanding of accounting principles as it is often necessary to identify and correct accounting miscodes.

PORT AUTHORITY TRANS-HUDSON CORPORATION

Specification No.: 8421
Date Revised: January/92

Class Title: Trackman I
Pay Plan/Level (Range): Service C - TWU
Department: Interstate Transportation Department
PATH Corporation

I. SUMMARY OF RESPONSIBILITIES:

Under the close supervision of the Track Foreman, Trackman III or Trackman II, performs responsible track maintenance work including gauging, lubricating, lining, surfacing, shimming, cleaning, and renewing of rail and ties. Uses track maintenance tools such as hammers, wrenches and pneumatic drills.

II. RELATIONSHIP TO OTHER CLASSES:

As compared to the Track Inspector, the incumbent does not make examinations of track and other related structures. The incumbent fills the entry level position in the Track Section.

III. ESSENTIAL FUNCTIONS:

Routine

A. Performs track maintenance work in accordance with safe efficient practices. Failure to do so could result in a train accident, costly repair and/or injury to personnel.

B. Makes few technical decisions concerning track maintenance work but may exercise initiative in critical situations.

C. Deals with operating personnel, e.g., Trainmaster, Train Dispatcher.

D. Gauges track by performing the following tasks:

1) Exert force on a claw bar (27 lbs.) in order to remove spikes.
2) In a coordinated manner with a partner, physically hold a spike lifter (6 lbs.) against a spike head while partner strikes face of spike lifter with a sledge hammer.
3) In a coordinated manner with a partner, manually lifts and swing a sledge hammer (8 lbs.) so as to accurately hit the face of a spike lifter.
4) Use an electric/or air-powered impact wrench to remove/install track bolts.

J. Renews rail and ties by performing the following tasks:

1) In a coordinated manner with a crew, manually use tie tongs (10 lbs.) with a partner to lift and walk with timber ties. The tie must be placed under the rail by sliding/pulling the tie using tongs. It is estimated that the Trackman I's share of the load could vary from 50-90 lbs.
2) In a coordinated manner with a crew, manually use rail tongs (18 lbs.) with a partner to lift and walk with a rail length. It is estimated that the Trackman I's share of the load will be approximately 115 lbs.

Non-routine/Emergency

A. When an emergency situation exists, it may be required that the incumbent work overtime hours or change shifts.

B. When an emergency situation exists, it may be required that the incumbent use a respirator and/or a Scott Air Pack.

III.a. NON-ESSENTIAL FUNCTIONS:
The foregoing is not exclusive and is not meant to describe all those duties which may be assigned to a Trackman I pursuant to the agreement between PATH and the Transport Workers Union. Therefore, to the extent that the incumbent is not precluded by disability (as defined under the ADA), he/she is required to perform all other duties as assigned, pursuant to the agreement between PATH and the Transport Workers Union.

IV. JOB REQUIREMENTS:

A. Knowledge: The incumbent must possess mechanical aptitude and basic knowledge of a use of tools.

B. Abilities and Skills: The incumbent must possess basic mechanical ability necessary to gauge, lubricate, line, surface, shim, clean, weld and renew rail and ties of a rail rapid transit system. The incumbent must be able to take visual measurements, particularly in order to properly gauge rail. He/she must understand, carry out and transmit written and verbal instructions. While performing work, close visual is required in order that safe and efficient practices are followed. Color acuity is necessary; especially an ability to distinguish between basic colors such as green, red and amber.

C. Physical Effort: Work involves considerable standing, bending, climbing, walking, and heavy lifting. Physical agility is necessary. The incumbent must be able to stand for long periods of time (2-3 hours); must be able to remain in a crouched position for a period not to exceed 30 minutes in order to perform track maintenance work on a tunnel bench

5) Physically lift and place in position track jacks (46 lbs.) under rail. By inserting a jack handle in the socket, exert force on the jack handle to engage the jacking mechanism and lift the track.
6) In a coordinated manner with a crew, exert force on a lining bar (26 lbs.) to shift rail into its proper position.
7) Manually lift and swing a spike maul (10 lbs.) so as to accurately hit a spike.

E. Lubricates switches by performing the following tasks:

1) Manually carry a 20 lbs. bucket containing lubricating grease for the duration of the work tour.
2) Manually carry a bag of trash containing debris from lubricating for the duration of the work tour.
3) Verbally communicate with the trainmasters via hand-held radio or telephone; hear, understand and execute the trainmasters' oral instructions.
4) Work in track areas under traffic; must be able to move to a clear location when verbally instructed to do so. Must be able to safely step over protected third rail to exit an active track and climb onto a bench wall to permit train passage.

F. Lines track by performing the following tasks:

1) Use a lining bar (see III.D.6)
2) Physically lift and place in position track jacks (see III.D.5)

G. Surfaces track by performing the following tasks:

1) Safely control both pneumatic & electric tamping guns (40-60 lbs.); as these tools vibrate, the incumbent must possess strong upper body and hands.
2) Manually lift and swing a tamping pick (7 lbs.)
3) Manually uses a ballast fork to hand-tamp ballast.

H. Shims track by performing the following tasks:

1) Track jacks (see III.D.5)
2) Lining bars (see III.D.6)

I. Cleans the track area by performing the following tasks:

1) Manually carry a bag of trash containing debris weighing up to 50 lbs. for the duration of the work tour.
2) Manually use a shovel to remove dead animals and other debris.
3) Bend from the waist or knees in order to manually pick-up debris.
4) Work in track areas under traffic (see III.E.4).
5) Verbally communicate with the train master (see III.E.3).

wall to allow safe train passage. He/she must be able to climb benchwall ladders and get on or off a train from track level (involves stretching, bending, pulling and climbing); must be able to walk in track areas (involves walking on railroad ties, stone ballast and metal graftings). The incumbent must be able to lift material weighing up to 100 pounds; must be able to use heavy hand tools weighing up to 45 pounds (ie. sledge hammers, mauls, picks), must be able to use a 90 pound concrete breaker (Jack hammer). Also must be able to use electrical and air-powered tools (ie. impact wrenches, drills). The incumbent must be able to perform all essential functions outlined in section III.

D. Working Conditions: Work is performed in tunnels or outside environment and it is subject to dampness, stagnant air, dust and cold weather conditions. Works a picked shift, the majority of which are on the midnight tour.

E. Licenses and/or Specialized Training: Graduation from a four-year academic or vocational high school or equivalent. On the job orientation is necessary to learn the track signal system and basic safety practices. Customary progression: Trackman I, Track Inspector, Trackman II, Trackman III.