



New York City Transit

Notice of Examination

Assistant Transit Management Analyst, Exam # 9613

Application Deadline:

July 31, 2018

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date:

Saturday, November 17, 2018 or
Sunday, November 18, 2018

The eligible list resulting from this examination may be made appropriate to fill vacancies in the title of **Assistant Transit Management Analyst (Operations)**. The names of the eligibles accepting or declining appointments either as **Assistant Transit Management Analyst** or **Assistant Transit Management Analyst (Operations)** will be removed from the eligible list.

JOB DESCRIPTION:

Assistant Transit Management Analysts, under direct supervision, with little latitude for independent action, assist in and perform: the application of industrial management engineering and cost accounting techniques for the purpose of improving transit operations and administrative procedures; research and methods analysis; and management engineering work of moderate difficulty and responsibility for MTA New York City Transit. Assistant Transit Management Analysts utilize computers in the performance of these duties; and perform related work.

Some of the physical activities performed by Assistant Transit Management Analysts and environmental conditions experienced by employees in certain assignments may include performing field work in operating environments, which involves proximity to moving buses and trains.

Special Working Conditions: Assistant Transit Management Analysts may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Assistant Transit Management Analyst is \$57,735 per annum for a 35-hour week. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY

Education and Experience Requirements must be met by **the last day of the Application Period**.

1. A master's degree from an accredited college or university in business administration, public administration, public policy, engineering, engineering technology, economics, architecture, mathematics, physics, computer science, finance, accounting, transportation planning, industrial psychology, urban planning/studies, human resources management, labor relations, operations research, security management or in a related area, **and** one year of full-time satisfactory professional experience in the collection, evaluation and use of data relating to operational procedures, administrative systems, equipment and space utilization, and staffing requirements, including the preparation of charts, graphs, drawings and technical reports; or (Continued)

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Filing Opened: July 11, 2018

2. A baccalaureate degree from an accredited college or university in one of the areas listed in "1" above; **and** two years of full-time satisfactory experience as described in "1" above.

College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

EXPERIENCE THAT IS NOT QUALIFYING

Experience that is clerical, comparable to administrative assistant work, involves office support activities, consists primarily of coordinating professional or administrative work, or involves transactional processing is not qualifying.

REQUIREMENTS TO BE APPOINTED

Residency: New York City residency is not required for these positions.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA New York City Transit.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below:

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3 or G train to the Hoyt Street Station.

REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education for this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "How to Qualify" section, **you must apply by mail.**

MTA New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence Section" of this notice.
4. Include the appropriate fee in the form of a money order.

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The Money Order (Postal Money Order Preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA New York City Transit Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the first date of the multiple-choice test, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions that require the use of any of the following abilities:

Data Analysis and Interpretation - The ability to examine, evaluate, interpret and understand the underlying principles and meaning of quantitative and qualitative data; recognize inconsistencies and errors in reports containing quantitative and/or qualitative data; draw valid conclusions and make projections. Example: An Associate Transit Management Analyst ("ATMA") may examine and interpret data related to a research study.

Performance Analysis and Measurement – The ability to understand an organization or department's mission and functions, and how it's various systems work and operate effectively within the organization; utilize the principles and methods for evaluating program or organizational performance using financial and nonfinancial measures, including identification of evaluation factors, metrics, and outcomes; this includes understanding the programs, policies, procedures, rules and regulations of the organization. Example: An ATMA may evaluate data to determine the effectiveness of a program in a department.

Problem Solving – The ability to identify, synthesize and evaluate the important aspects of a situation; obtain relevant information about issues and problems; weigh the relevancy and accuracy of information; generate and evaluate alternative solutions and prescribe the recommended course of action for decision makers and other stakeholders. Example: An ATMA may gather information about issues facing the organization and recommend a solution to management.

Written Communication – The ability to recognize and use correct English grammar, punctuation, spelling and formatting; communicate information in a clear and organized manner; proofread written information to ensure that English grammar, punctuation, spelling and formatting are appropriate and in accordance with established standards; and produce written information, which may include technical material, that is appropriate for the intended audience. Example: An ATMA may have to write a report using correct English grammar, punctuation, spelling and formatting about a project that was completed. (Continued)

Managing and Organizing Information – The ability to identify a need; gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods. Example: An ATMA may have to gather and organize information about a new initiative.

Technical Competence – The ability to understand and appropriately apply principles, procedures, requirements, regulations and policies related to specialized expertise. Example: An ATMA working in the engineering department may be required to understand and apply the principles of engineering when preparing reports.

Descriptive Statistics - The ability to calculate means, medians, ranges, modes and percentages and form conclusions about sets of data. Example: An ATMA may perform a statistical analysis when conducting a management study.

Mathematical Calculations – The ability to perform calculations on numerical data using given mathematical formulas such as z-scores and standard deviations. An ATMA may calculate a standard deviation on numerical data that was compiled during a study.

Situational Judgment - The ability to evaluate a situation or a set of circumstances and take the most appropriate course of action; information about the situation may be limited. Example: An ATMA may have to make a decision about how to handle conflicting information.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, IDNYC or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS

If you pass the competitive multiple-choice test and meet the education and experience requirements in the "How to Qualify" section above, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Probationary Period: The probationary period for Assistant Transit Management Analyst is one year.

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Selective Certification for Education and Special Experience: If you have the education and experience listed below, you may be considered for appointment to positions requiring this education and experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education and experience. If you have a qualifying degree and experience, as listed below, follow the instructions given to you on the date of the multiple-choice test to indicate your interest in such selective certification(s). Your education or experience will be verified by MTA New York City Transit at the time of appointment.

1. **Selective Certification for positions in the field of Accounting or Finance (DAD):** In addition to meeting the education and experience requirements in the “How to Qualify” section above, including possessing a baccalaureate or higher level degree from an accredited college or university in Accounting or Finance, you must have an additional two years of satisfactory full-time experience in the field of Accounting or Finance.
2. **Selective Certification for positions in the field of Engineering or Engineering Technology (EET):** In addition to meeting the education and experience requirements in the “How to Qualify” section above, including possessing a baccalaureate or higher level degree from an accredited college or university in Engineering or Engineering Technology, you must have an additional two years of satisfactory full-time experience in the field of Engineering or Engineering Technology.
3. **Selective Certification for positions in the field of Industrial and Organizational Psychology (PIN):** In addition to meeting the education and experience requirements in the “How to Qualify” section above, including possessing a baccalaureate or higher level degree from an accredited college or university in Industrial and Organizational Psychology, you must have an additional two years of satisfactory full-time experience in the field of Industrial and Organizational Psychology.
4. **Selective Certification for positions in the field of Security Management (SEM):** In addition to meeting the education and experience requirements in the “How to Qualify” section above, including possessing a baccalaureate or higher level degree from an accredited college or university in Security Management, you must have an additional two years of satisfactory full-time experience in the field of Security Management.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the correspondence section below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the “Correspondence” section” below no later than 30 days prior to the first scheduled test date.

SPECIAL ARRANGEMENTS

Make-Up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On the job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the “Correspondence” section below within 60 days of your scheduled test date or make the request within 90 days following termination of your military duty.

CORRESPONDENCE

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you may:

1. Visit us at the MTA New York City Transit Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address.

If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Assistant Transit Management Analyst, Exam No. 9613
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION Any intentional misrepresentation on the *Application* or examination may result in disqualification, even after appointment, and may result in criminal prosecution.