



Notice of Examination

Principal Transit Management Analyst, Exam No. 9615 Amended Notice – October 17, 2018

Application Deadline:

July 31, 2018

Type of Test:

Multiple-Choice

Application Fee:

\$82.00

Test Date(s): (subject to change)

**Saturday, December 8, 2018 or
Sunday, December 9, 2018**

The Notice of Examination is amended to add additional Selective Certifications in the **ADDITIONAL INFORMATION** section.

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

JOB DESCRIPTION

Principal Transit Management Analysts, under executive and managerial direction, with broad latitude and responsibility for independent initiative, judgment and decision-making, direct and conduct the application of industrial management, engineering, financial and human resource management, highly complex economic research and analyses and cost accounting techniques for the purpose of improving MTA New York City Transit operations and administrative procedures; direct and conduct research, methods analyses, management engineering and operational work of a highly advanced technical nature for MTA New York City Transit; supervise subordinate staff; utilize computers in the performance of these duties; and perform related work.

Some of the physical activities performed by Principal 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.

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Filing Opened: July 11, 2018

Special Working Conditions: Principal 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

Salaries will be consistent with the level of responsibility of the assignment, and will be consistent with the MTA Compensation Guidelines. 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: By the **last day of the Application Period**, you must meet the following requirements:

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** at least three years 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, at least eighteen months of which must have been in an executive, managerial, administrative or supervisory capacity. One of these years of experience must have been in the mass transportation industry; or
2. A baccalaureate degree from an accredited college or university in one of the areas listed in "1" above, **and** four years of full-time satisfactory experience as described in "1" above, at least eighteen months of which must have been in an executive, managerial, administrative or supervisory capacity. One of these years of experience must have been in the mass transportation industry.

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.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are found "Not Qualified", your application fee will not be refunded and you will not receive a score.

REQUIREMENTS TO BE APPOINTED

Residency: New York City residency is not required for this position

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

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REQUIREMENTS TO BE APPOINTED (Continued)

Proof of Identity: Under the Immigration and Reform Control 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://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 the 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.

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.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

Application Fee: This fee is generally non-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 one. 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 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 how to request 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 this date, 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 competitive 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:

Administration and Management – The ability to understand the principles and practices involved in providing supervision to subordinate staff as well as the effective management of work. This includes the ability to assign and review the work of one or more work units; plan, implement, and evaluate work initiatives; ensure the timely and successful completion of the unit's work; resolve issues around work assignments and staff performance; evaluate the performance of subordinate staff; hire and develop staff; monitor work performance; implement change; and deal with problems of absenteeism, morale, and discipline. Example: A Principal Transit Management Analyst ("PTMA") may write performance evaluations of staff after the completion of a major project.

Analytical Math – The ability to calculate means, medians, ranges, modes and percentages and form conclusions about sets of data; perform calculations on numerical data using given mathematical formulas such as z-scores and standard deviations; and perform calculations using multi-step formulas. Example: A PTMA may calculate a standard deviation on numerical data that was compiled during a study.

Critical Thinking – The ability to apply, analyze, synthesize, and/or evaluate information gathered from, or generated by, observation, experience, reasoning or communication. This includes the ability to analyze a problem, generate a solution, implement a plan of action and then assess the effectiveness of the plan. Example: A PTMA may have to generate solutions to various business problems and determine if the solutions are effective.

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THE TEST (Continued)

Data Analysis and Interpretation – The ability to examine, evaluate, interpret and understand the underlying principles and meaning of complex quantitative and qualitative data; recognize inconsistencies and errors in reports containing complex quantitative and/or qualitative data; draw valid conclusions and make projections. Example: A PTMA may examine and interpret data related to complex research studies and determine if the studies had valid conclusions.

Performance Analysis and Measurement – The ability to understand an organization or department's mission and functions, and how its 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: A PTMA may evaluate data to determine the effectiveness of a program in a department.

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: A PTMA may have to make a decision about assigning a limited amount of staff to complete a critical, time-sensitive project.

Strategic Planning – The ability to understand business and management principles involved in resource allocation and in coordinating the work activities of assigned staff. Example: A PTMA may need to allocate resources for the rehabilitation of a subway station.

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

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: A PTMA may have to write status reports using correct English grammar, punctuation, spelling and formatting about the work unit's projects.

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.

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TEST ADMINISTRATION GUIDELINES (Continued)

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, 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 meet the education and experience requirements and pass the multiple-choice test, your name will be placed 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 Principal Transit Management Analyst is one year.

Selective Certification for Education and Special Experience: If you have the education and experience listed in one or more of the areas 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 meet the qualification requirements in the "How to Qualify" section and have a qualifying degree and experience, as listed below, follow the instructions given to you on the day 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 (DAD):** In addition to meeting the qualification requirements in the "How to Qualify" section above and possessing a baccalaureate or higher level degree from an accredited college or university in Accounting, you must have an additional two years of satisfactory professional full-time experience in the field of Accounting.
2. **Selective Certification for positions in the field of Architecture (ATR):** In addition to meeting the qualification requirements in the "How to Qualify" section above and possessing a baccalaureate or higher level degree from an accredited college or university in Architecture, you must have an additional two years of satisfactory professional full-time experience in the field of Architecture.
3. **Selective Certification for positions in the field of Buses (BUS):** In addition to meeting the qualification requirements in the "How to Qualify" section above, you must have an additional two years of satisfactory professional full-time experience in the field of Buses (Mass Transportation).

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ADDITIONAL INFORMATION (Continued)

4. **Selective Certification for positions in the field of Civil Engineering (CNG):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Civil Engineering, you must have an additional two years of satisfactory professional full-time experience in the field of Civil Engineering.
5. **Selective Certification for positions in the field of Computer Science (CSC):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Computer Science, you must have an additional two years of satisfactory professional full-time experience in the field of Computer Science.
6. **Selective Certification for positions in the field of Electrical Engineering (ELE):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Electrical Engineering, you must have an additional two years of satisfactory professional full-time experience in the field of Electrical Engineering.
7. **Selective Certification for positions in the field of Environmental Engineering (ENV):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Environmental Engineering, you must have an additional two years of satisfactory professional full-time experience in the field of Environmental Engineering.
8. **Selective Certification for positions in the field of Finance (FNC):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Finance, you must have an additional two years of satisfactory professional full-time experience in the field of Finance.
9. **Selective Certification for positions in the field of Human Resources Management (HRM):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Human Resources Management, you must have an additional two years of satisfactory professional full-time experience in the field of Human Resources Management.
10. **Selective Certification for positions in the field of Industrial Psychology (PIN):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Industrial Psychology, you must have an additional two years of satisfactory professional full-time experience in the field of Industrial Psychology.
11. **Selective Certification for positions in the field of Labor Relations (LBR):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Labor Relations, you must have an additional two years of satisfactory professional full-time experience in the field of Labor Relations.
12. **Selective Certification for positions in the field of Mechanical Engineering (MLE):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Mechanical Engineering, you must have an additional two years of satisfactory professional full-time experience in the field of Mechanical Engineering.

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ADDITIONAL INFORMATION (Continued)

13. **Selective Certification for positions in the field of Security Management (SEM):** In addition to meeting the qualification requirements in the “How to Qualify” section above and 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 professional full-time experience in the field of Security Management.
14. **Selective Certification for positions in the field of Subways and Railroad (SUB):** In addition to meeting the qualification requirements in the “How to Qualify” section above, you must have an additional two years of satisfactory professional full-time experience in the field of Subways and Railroad (Mass Transportation).
15. **Selective Certification for positions in the field of Urban Planning (URP):** In addition to meeting the qualification requirements in the “How to Qualify” section above and possessing a baccalaureate or higher level degree from an accredited college or university in Urban Planning, you must have an additional two years of satisfactory professional full-time experience in the field of Urban Planning.

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.

Promotion Examination: A promotion examination for this title is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies with MTA New York City Transit.

SPECIAL ARRANGEMENTS

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.

Make-Up Test: You may apply for a make-up test if you cannot take the Multiple-Choice test on the scheduled 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 such applicant is 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 for 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 of restoration to your position after performing ordered military duty.

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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 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:

Principal Transit Management Analyst, Exam No. 9615
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.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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