



Notice of Examination

Transit Management Analyst Trainee, Exam # 7606

Amended Notice – February 8, 2017

Application Deadline

February 14, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date: (subject to change)

July 15, 2017 or July 16, 2017

Amended Notice: This Notice of Examination is amended on February 8, 2017 to extend the filing period through February 14, 2017 and to update the Education Requirement information in the **HOW TO QUALIFY** section to indicate that candidates must meet the education requirement by July 15, 2017.

JOB DESCRIPTION

Transit Management Analyst Trainees, under close supervision, are trained in and perform entry-level transit management analyst work for the purpose of acquiring knowledge, skill, and competence in conducting research and methods analysis and performing engineering management work for MTA New York City Transit. They are trained and assist in conducting studies, administering surveys and analyzing departmental operations; preparing reports concerning research findings and summaries of data for a variety of audiences in a clear and concise format; analyzing, interpreting and applying MTA New York City Transit rules and regulations; conducting research, research methodology, data collection, and the preparation of charts, graphs, drawings and other related material; developing and delivering presentations at workshops, conferences, and/or meetings; reviewing, investigating, and responding to written and oral requests for information. Transit Management Analyst Trainees utilize computers in the performance of these duties. All personnel perform related work.

Some of the physical activities performed by Transit Management Analyst Trainees 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: Transit Management Analyst Trainees may be required to work various shifts including nights, Saturdays, Sundays and holidays.

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

SALARY AND BENEFITS

The current minimum salary is \$46,225 per annum for a 35-hour week. This rate is subject to change. 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.

Appointment to this position is subject to a one-year probationary period. At the end of one year of satisfactory service, employees in this class of positions will advance, without further examination, to the title of Assistant Transit Management Analyst, with a current minimum salary of \$55,493 per annum. An unsatisfactory probationer's service may be terminated at any time during the one-year probationary period.

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HOW TO QUALIFY

Education Requirement: By **July 15, 2017**, you must have:

A baccalaureate or higher level degree from an accredited college in accounting, architecture, business administration, computer science, economics, engineering, engineering technology, finance, industrial psychology, mathematics, physics, public administration, public policy, transportation planning, urban planning/studies, human resources management, labor relations, operations research, security management or in a closely related field.

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).

If you pass the multiple-choice test, your education will be verified as vacancies occur at the time of consideration for appointment.

Note: You may be given the multiple-choice test before we review your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "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.

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, NY. Directions: Take the A, C, F, or R Trains to the Jay Street-MetroTech Station, or the 2 or 3 train to the Hoyt Street Station.

REQUIRED FORMS

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.

Education and Experience Verification Form: Write your social security number in the box at the top of the cover page. 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 Verification Form for your records.

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*. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

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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.**

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 Exam Information Center as indicated below 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 date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA 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 scheduled to take the competitive multiple-choice test on either Saturday, July 15, 2017 or Sunday, July 16, 2017. A score of at least 70% is required to pass the multiple-choice test. Your score on this multiple-choice test will determine your place on an 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.

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

Written Comprehension - The ability to read and understand information and ideas presented in writing. Example: Reading emails and reports.

Written Expression - The ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar and punctuation errors. Example: Preparing well-written, understandable reports.

Number Facility - The ability to perform computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals and percentages. Example: Calculating employees' sick and annual leave balances.

Mathematics Reasoning - The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: Determining the mathematical formula required to calculate data on an Excel spreadsheet.

Deductive Reasoning - The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. This includes the ability to understand and apply various departmental policies and federal, state and city regulations. Example: Understanding and applying MTA New York City Transit rules and regulations.

Information Ordering - The ability to follow correctly a rule or set of rules to arrange things or actions in a certain order. The rule or sets of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: Following the steps provided to prepare and post a job vacancy notice.

Problem Solving - The ability to identify and analyze problems; weigh relevancy and accuracy of information; generate and evaluate alternative solutions; and make recommendations. Example: Determining inventory items that need to be replenished, analyzing other departments that have an item surplus, and recommending a transfer of items.

Customer Service - The ability to work with clients and customers (that is, any individuals who use or receive the services or products that a work unit produces, including the general public, individuals who work in the agency, or other agencies and organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations. This includes the commitment to providing quality products and services. Example: Answering a phone call from a customer regarding any questions about a service.

Clerical Ability - The ability to file, type, input data, maintain records and complete forms. Example: Performing data entry work on a computer.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, 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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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.

THE TEST RESULTS

If you pass the multiple-choice test, 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

Selective Certification for Education and Special Experience: If you have the education or experience listed below, you may be considered for appointment to positions requiring this education or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education or experience. If you have any of the degrees or experience listed below, indicate on the **Education and Experience Verification Form** the title of your degree(s) or your experience. 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):** A baccalaureate degree in the field of Accounting or Finance and either a master's degree in the field of Accounting or Finance **or** two years of full-time experience performing professional work in the field of Accounting or Finance.
2. **Selective Certification for positions in the field of Engineering or Engineering Technology (EET):** A baccalaureate degree in the field of Engineering or Engineering Technology and either a master's degree in the field of Engineering or Engineering Technology **or** two years of full-time experience performing professional work in the field of Engineering or Engineering Technology.
3. **Selective Certification for positions in the field of Industrial Psychology (PIN):** A baccalaureate degree in Industrial Psychology or a baccalaureate degree in the field of Psychology and either a master's degree in the field of Industrial Psychology **or** two years of full-time experience performing professional work in the field of Industrial Psychology.
4. **Selective Certification for positions in the field of Security Management (SEM):** A baccalaureate degree in Security Management or a related baccalaureate degree in the field of Security and either a master's degree in the field of Security Management **or** two years of full-time experience performing professional work 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 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 scheduled test date.

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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 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 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 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 must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone, mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the My MTA Portal at <http://www.mymta.info/>.**

All correspondence must be sent to the following address:

Transit Management Analyst Trainee, Exam # 7606
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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