



New York City Transit

Notice of Examination

Promotion to Principal Transit Management Analyst (Operations), Exam No. 9721

Amended Notice – October 17, 2018

Application Deadline:

August 28, 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.

JOB DESCRIPTION

Principal Transit Management Analysts (Operations), 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 Analyst (Operations) 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: Principal Transit Management Analyst (Operations) 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

Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the MTA Compensation Guidelines.

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Filing Opened: August 8, 2018

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to MTA New York City Transit Operating Force members of NYCERS who **on the date of the Multiple-Choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Associate Transit Management Analyst (Operations); and
2. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the *Application*. If you do not know if you are eligible check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA and MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title of Associate Transit Management Analyst (Operations) indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in that title or your name must appear on a Preferred List for the title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "Eligibility to Take Examination" section, submit an application online by the last day of the application period unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the "How to Submit an Application When Requesting a Fee Waiver" section below.

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 the Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

Online Applications:

1. Apply using the "BSC" employee portal at www.mymta.info by the last day of the *Application* period.
2. You must pay the *Application* fee via payroll deduction. Applicants who request a fee waiver **must** apply by mail.
3. You will be sent a confirmation number after you complete your *Application* and pay the application fee.

Save your confirmation numbers for future references and proof of filing an *Application*. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

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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 below and must submit the *Application* 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*.

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.

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.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

THE TEST

You will be given a competitive multiple-choice test. A score of 70% is required to pass the multiple-choice test. Your score on the multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus $\frac{1}{2}$ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the date of the multiple-choice test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 (Operations) 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 Principal Transit Management Analyst (Operations) may calculate a standard deviation on numerical data that was compiled during a study.

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THE TEST (Continued)

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 Principal Transit Management Analyst (Operations) may have to generate solutions to various business problems and determine if the solutions are effective.

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 Principal Transit Management Analyst (Operations) 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 Principal Transit Management Analyst (Operations) 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 Principal Transit Management Analyst (Operations) 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 Principal Transit Management Analyst (Operations) 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 Principal Transit Management Analyst (Operations) 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 Principal Transit Management Analyst (Operations) 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.

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TEST ADMINISTRATION GUIDELINES (Continued)

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 practical skills test.

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

Proof of Identity: You must present your MTA New York City Transit employee identification card when you arrive to take the test.

THE TEST RESULTS

If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Probationary Period: The probationary period for Principal Transit Management Analyst (Operations) 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 promotion to positions requiring this education and experience through a process called Selective Certification. Experience obtained in provisional service will not be considered when evaluating whether candidates qualify for 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 eligibility requirements in the "Eligibility to Take Examination" 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 promotion.

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.

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).

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.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet any of these requirements 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

Late Filing: Consult with **your department’s Human Resources representative** to determine the procedure for filing a late *Application* if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the first day of the Multiple-Choice test.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the scheduled 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;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or

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SPECIAL ARRANGEMENTS (Continued)

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 60 days of restoration to your position after performing ordered military duty.

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.

CORRESPONDENCE

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

All changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at www.mymta.info.

All other correspondence must be sent to the following address:

Promotion to Principal Transit Management Analyst (Operations), Exam No. 9721
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 promotion, 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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