



New York City Transit

Notice of Examination

Promotion to Associate Transit Management Analyst (Operations),
Exam # 9719

Amended Notice – October 17, 2018

Application Deadline:
August 28, 2018

Type of Test:
Multiple-Choice

Application Fee:
\$88.00

Test Date:
Saturday, November 17, 2018 or
Sunday, November 18, 2018

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

JOB DESCRIPTION:

Associate Transit Management Analysts (Operations), under general supervision, with considerable latitude for independent action apply industrial management engineering and cost accounting techniques for the purpose of improving transit operations and administrative procedures; conduct research and methods analysis; perform management engineering work of moderate difficulty and responsibility; and utilize computers in the performance of these duties. Associate Transit Management Analysts (Operations) may supervise subordinate employees and perform related work.

Some of the physical activities performed by Associate Transit Management Analysts (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: Associate Transit Management Analysts (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 AND BENEFITS

The current minimum salary for Associate Transit Management Analyst (Operations) is \$75,778 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.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit Authority who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Assistant Transit Management Analyst (Operations); and
- (2) is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: August 8, 2018

ELIGIBILITY TO TAKE EXAMINATION (Continued)

(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.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. 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 or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible 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 eligibility requirements, 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 this 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 email 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.

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* 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*.

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 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. 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*.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: August 8, 2018

THE TEST

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass the multiple-choice test. Your score on this 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 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:

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) (Operations) 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 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: An ATMA (Operations) 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 (Operations) 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 (Operations) may have to write a report using correct English grammar, punctuation, spelling and formatting about a project that was completed.

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 (Operations) 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 (Operations) 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 (Operations) 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 (Operations) 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 actions to be taken in circumstances that are out of the ordinary.

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.

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

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 eligibility requirements 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Probationary Period: The probationary period for Associate Transit Management Analyst (Operations) is one year.

Selective Certification for Education and Special Experience: If you have the education and experience listed 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 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 certifications. Your education and 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).
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.

ADDITIONAL INFORMATION (Continued)

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.
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.

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.

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.

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.

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 60 days following restoration to your position after performing 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 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 <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Promotion to Associate Transit Management Analyst (Operations), Exam No. 9719
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.