

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

NOTICE OF EXAMINATION

REQUIREDFORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

> FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

TRANSIT MANAGEMENT ANALYST TRAINEE Exam. No. 7006 AMENDED NOTICE May 2, 2007 New York City Transit Authority

WHEN TO APPLY: From: March 7, 2007 APPLICATION FEE: \$45.00

To: March 27, 2007 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 16, 2007.

The Notice of Examination is amended to include the test areas.

WHAT THE JOB INVOLVES: Transit Management Analyst Trainees, under close supervision, are trained in and perform beginning level transit management analyst work for the purpose of acquiring knowledge, skill, and competence in doing research and methods analysis and performing engineering management work for the Transit Authority. All Transit Management Analyst Trainees perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$41,078 per annum. This rate is subject to change.

Appointment to this position is subject to a two-year probationary period. At the end of one year of satisfactory service, employees in this class of positions will advance, without further examination, to Assistant Transit Management Analyst, with a minimum salary of \$45,029 per annum. The second year of probationary service will be served in this higher title. An unsatisfactory probationer's service may be terminated at any time during the two-year probationary period.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education Requirements: By **June 30, 2007** you must have:

- 1. A master's degree from an accredited college in business administration, public administration, public policy, engineering, economics, architecture, mathematics, physics, computer science, accounting, transportation planning or urban planning; or
- 2. A baccalaureate degree from an accredited college in business administration, public administration, engineering, engineering technology, economics, architecture, mathematics, physics, computer science, accounting or urban planning.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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.

Residency: 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 Reform and 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 the City of New York.

REQUIRED FORM(S):

- **1. Application for Examination**: Make sure that you follow all instructions included with your application form, 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 right side of the cover page, and the examination title and number in the box provided. Fill out **Sections A.1, A.4, and A.5.** 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 to meet the education requirements): 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 are listed on 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. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.
- **THE TEST**: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test content may include questions on the ability to read, understand and interpret written English; the ability to use English words or sentences in writing so others will understand, including the ability to review and edit written documents; the ability to apply general rules or procedures to specific issues; the ability to obtain facts from one or more sources and develop logical conclusions, including using data to complete forms and the ability to collect and analyze data; the ability to add, subtract, multiply, divide, and compute percentages; the ability to apply given statistical formulas, including calculation of medians, means and modes; and other related areas.
- **ADMISSION CARD**: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.
- **THE TEST RESULTS:** If you meet the education requirement and pass the multiple-choice test, your name will be placed in final score order on the 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.
- **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 the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.