



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**ASSISTANT TRANSIT MANAGEMENT ANALYST
Exam. No. 3059
(For the New York City Transit Authority Only)
SECOND AMENDED NOTICE - April 28, 2004**

WHEN TO APPLY: From: March 3, 2004 **APPLICATION FEE: \$45.00**
To: March 23, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, June 19, 2004.**

The Notice of Examination has been amended to change information regarding the **REFERENCE BOOKLET** as follows: CANDIDATES MUST NOT BRING THE REFERENCE BOOKLET TO THIS TEST. REFERENCE BOOKLETS WILL BE PROVIDED AT THE TEST SITE. .

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

WHAT THE JOB INVOLVES: Assistant Transit Management Analysts assist in the application of industrial management, engineering and cost accounting techniques for the purpose of improving transit operations and administrative procedures; perform research and methods analysis and engineering management work of moderate difficulty and responsibility for NYC Transit. Assistant Transit Management Analysts utilize computers in the performance of these duties. All personnel 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 \$42,480 per annum. This rate is subject to change.

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 form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: **Education Requirements** must be met by June 30, 2004. **Experience Requirements** must be met by **last day of the Application Period.**:

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 and one year of satisfactory full-time 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, maps, drawings and technical reports; 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 and two years of satisfactory full-time professional experience in the areas described in "1" above.

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 New York City Transit Authority.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3 and B. 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 and experience 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 may include questions on descriptive statistics; arithmetic reasoning; ability to collect and analyze data; ability to review and edit correspondence, reports and other written documents; and other related areas. Such questions will be concerned with budgeting, procedural, organizational and operational studies, and personnel administration.

REFERENCE BOOKLET: A **REFERENCE BOOKLET** will be mailed to each applicant for this examination approximately three weeks prior to the date of the written test. Candidates who do not receive a copy of the **REFERENCE BOOKLET** by June 3, 2004 may obtain a copy by appearing at the DCAS Examining Service Section, 1 Centre Street, Room 1448, New York, NY 10007, Monday through Friday during normal business hours, 9AM - 5 PM, from June 4, 2004 through June 11, 2004. To obtain the **REFERENCE BOOKLET**, candidates will be required to appear in person and provide their social security number and proof of their identity. CANDIDATES MUST NOT BRING THE REFERENCE BOOKLET TO THE TEST. REFERENCE BOOKLETS WILL BE PROVIDED AT THE TEST SITE.

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 and experience requirements and pass the multiple-choice test, your name will be placed in 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.

SPECIAL 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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 13117; Transit Management Analyst Occupational Group
Title Code No. 13130; Rapid Transit Railroad Service Group II

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/html/dcas

