



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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 18, 2017

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 18, 2017

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.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 13116; Transit Management Analysis Occupational Group

Filing Opened: January 18, 2017

EXAM APPLICATION FORM



NEW YORK CITY TRANSIT

180 Livingston Street, Room 4070
Brooklyn, New York 11201



E X A M I D 7 6 0 6



F O R M I D H R - E M P - 7 1 7

FOLLOW DIRECTIONS ON NEXT PAGE

Fill in all requested information clearly, accurately, and completely. New York City Transit will only process applications with complete, correct, and legible information, which are accompanied by correct payment. All unprocessed applications will be returned to the applicant.

Type or print All Required Information In Blue or Black Ink.

FOR OFFICE USE ONLY

Applid ->		Date:
-Inc	Prctd By:	Date:
- M.O.	Prctd By:	Date:
- Wvd	Prctd By:	Date:
Batch #	Prctd By:	Date:

1. SOCIAL SECURITY #: --

2. EXAM #: **7606**

3. EXAM TITLE: **TRANSIT MANAGEMENT ANALYST TRAINEE**

4. EXAM TYPE: **OPEN COMPETITIVE**

5. FIRST NAME:

7. MIDDLE INITIAL:

6. LAST NAME:

8. MAILING ADDRESS:

9. APT. #:

10. CITY OR TOWN:

11. STATE:

12. ZIP CODE: -

13. PHONE:

13a. CELL PHONE:

14. OTHER NAMES USED IN CITY SERVICE:

Questions 15 & 16

Discrimination on the basis of sex, sexual orientation, race, creed, color, age, disability, status or religious observance is prohibited by law. NYCT and MaBSTOA are equal opportunity employers. The identifying information requested on this form is to be used to determine the representation of protected groups among applicants. This information is voluntary and will not be made available to individuals making hiring decisions.

15. RACE/ETHNICITY:

- White
- Black
- Hispanic
- American Indian/Alaskan Native
- Asian/Pacific Islander

16. SEX:

- Male
- Female

Read the Special Circumstances instructions to be awarded these Special Accommodations:

- 17. Alternate test date for religious observance
- 18. Accommodation for Disability
- 19. Veteran's and/or legacy credits

20. E-MAIL ADDRESS:

21. YOUR SIGNATURE: _____ DATE: _____

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors considered for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with New York City Transit, Manhattan and Bronx Surface Transit Operating Authority or other public employment; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; (g) previous misrepresentation of authority to work in the United States.

APPLICATION FORM INSTRUCTIONS

Print all information CLEARLY. Failure to do so may delay or disqualify your application.

NOTE: Read the Notice of Examination carefully before completing the application form to ensure that you meet the qualifications and eligibility requirements. **MTA New York City Transit will only process applications with complete, correct, legible information which are accompanied by correct payment or waiver documentation. All unprocessed applications will be returned to the applicant.**

BOX 1-4 SSN, EXAM NO. AND EXAM TITLE	A 9-digit Social Security Number is required. Refer to the Notice of Examination prior to filling in the exam number and exam title.
BOX 5-14 GENERAL INFORMATION	The address you give will be used as your mailing address for all official correspondence. Do Not write your e-mail address as your mailing address. Only one address for each person is maintained in the files of this Department. If you change your mailing address after applying, see the “Change of Address” section on the Special Circumstances form.
BOX 15.-16. ETHNICITY AND SEX	Completing this information is voluntary. This information will not be made available to individuals making hiring decisions.
BOX 17-19 SPECIAL CIRCUMSTANCES	Please see the “Special Circumstances” form on how to request Religious Observance or disability related Special Accommodations. The “Special Circumstances” form also provides information on how to request Veteran’s and other credits and how to change your address.
BOX 20 E-MAIL ADDRESS	Enter your e-mail address if you have one.
BOX 21 SIGNATURE	Signing the application indicates that all statements you provided on this form and all other forms required for this examination are true and subject to the penalties of perjury.

FORMS

All required forms which are listed in the “Required Forms” section of the Notice of Examination must accompany your application. Failure to include these forms may result in your disqualification.

FEE

The amount of the fee is stated in the Notice of Examination. If you are applying on-line, the fee will be collected by credit/debit card if you are not an employee or by payroll deduction if you are an employee. If you are paying by mail, your money order should be made out to New York City Transit (checks or cash are not accepted). On the front of the money order you must clearly print your full name and the exam number. Applications that are submitted without the application fee payment at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will have their applications and fees returned and they will not be permitted to re-submit their applications to New York City Transit once the filing period has closed, nor will they be permitted to take the test on the date scheduled. Keep your money order receipt as proof of filing. The money order must be valid for at least 90 days from the issuing date.

FEE WAIVER (Open-Competitive Exams Only)

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria stated on the **“Request for an MTA New York City Transit Examination Fee Waiver”** form. Please refer to that form for the list of appropriate documentation acceptable for each fee waiver criteria.

The name written on your **“Application For Examination”** form must match the name on your documentation. Applications submitted without the appropriate documentation when applying during the application period will be considered incomplete. Candidates whose applications are incomplete will not be permitted to re-submit their applications once the application period has closed, nor will they be permitted to take the test on the date scheduled.

Fee Waivers are limited to persons who meet the fee waiver criteria during the month in which the examination they are applying for is open. Any person who falsifies information concerning his/her eligibility in meeting this criteria may be banned from appointment to any position within the MTA, and may be subject to criminal prosecution. **All such violations will be referred to the Department of Investigation.**

APPLICATION SUBMISSION

You may apply by mail for this exam by mailing our properly completed required form(s), supporting documents, and the application fee or fee waiver paperwork must be postmarked no later than the last date of the application period and mailed to: MTA New York City Transit, Attention: c/o (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn NY, 11201.

Applicants who do not receive an admission letter at least 4 days prior to the tentative test date must come to the MTA Exam Information Center at 180 Livingston Street, Brooklyn, NY 11201.



New York City Transit

180 Livingston Street, Room 4070
Brooklyn NY, 11201

SPECIAL CIRCUMSTANCES Directions for submission of requests

Note: **These directions are designed to assist you in completing Section 17 and 18 on the APPLICATION FOR EXAMINATION form and to inform employees how to notify us of a CHANGE OF ADDRESS. You may include your religious observance, disability, temporary disability or Veterans' Credits requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.**

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- the specific nature of your disability
- a justification for the special accommodations
- a statement corroborating your disability by a doctor or agency authorized for this purpose.

If you have a **temporary disability, pregnancy-related, or child-birth-related condition** which prevents you from taking the exam on the date that it is scheduled, you may request a make-up exam by submitting a request to the address listed below, either in person or by mail (postmarked), no later than one week following close of the application period, or, if the temporary disability, pregnancy-related, or child-birth-related condition arises after that date, then within one week following the occurrence. In addition to the information specified above, the request must include **original medical documentation** signed by an appropriate, licensed doctor specifying **1)** the nature of the condition, **2)** the duration of the condition, **3)** the functional limitations of the condition, and **4)** why the condition prevents you from taking the exam as scheduled. Where appropriate and practicable, MTA New York City Transit may provide an alternative form of accommodation, such as an alternative exam site.

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

SPECIAL CIRCUMSTANCES
Directions for submission of requests

(C) VETERANS' / DISABLED VETERANS' CREDIT:

For Veterans' or Disabled Veterans' Credit you must meet the following requirements:

1. Be a resident of New York State at the time of list establishment; **and**
2. Be a United States citizen or an alien lawfully admitted for permanent residence; **and**
3. Received or expect to receive an honorable discharge or release under honorable conditions from the Armed Forces of the United States. The "*Armed Forces of the United States*" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law; **and**
4. Have served or are now serving, on full-time active duty, other than active duty for training, in at least one of the following Time of War periods below:

<p><u>Armed Forces of the United States during:</u></p> <p>World War II (Dec 7, 1941 - Dec 31, 1946); or Korean Conflict (Jun 27, 1950 - Jan 31, 1955); or Vietnam Conflict (Feb 28, 1961 - May 7, 1975); or Persian Gulf Conflict (Aug 2, 1990 - to be determined)</p>	O R	<p><u>You must have received the armed forces expeditionary medal, navy expeditionary medal, or the marine corps expeditionary medal for Hostilities in:</u></p> <p>Lebanon (Jun 1, 1983 - Dec 1, 1987); or Grenada (Oct 23, 1983 - Nov 21, 1983); or Panama (Dec 20, 1989 - Jan 31, 1990).</p>
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For Disabled Veterans' Credit, in addition to 1, 2, 3, and 4, at the time the list is established, you must have been found to have a service connected disability incurred in a Time of War period listed on the previous page, which has been rated at least 10 percent by the U.S. Department of Veterans Affairs (V.A.). If the V.A. has not certified the disability as permanent, it must have been rated at least 10 percent by a V.A. physician no more than one year prior to the date of filing your application or the date of establishment of the eligible list.

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. All claims for Veterans' or Disabled Veterans' Credit will be investigated and you will be required to produce documentation, such as discharge papers, to prove that you are eligible for the credit.

Note:

1. You may use Veterans' or Disabled Veterans' Credit only once after January 1, 1951 for appointment or promotion from a City, State, or County civil service list from a jurisdiction within the State of New York.
2. Veterans' or Disabled Veterans' credit will be added only to the final score of those candidates who pass all parts of the examination.
3. The above is only a summary of necessary conditions. The complete provisions are contained in statutory and/or decisional law.

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – VETCRD, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

SPECIAL CIRCUMSTANCES
Directions for completing application for examination form.

(D) LEGACY CREDIT (FOR OPEN COMPETITIVE EXAMINATIONS ONLY):

Ten points will be added to the open competitive exam score of a candidate who qualifies for Parent or Sibling Legacy Credit.

A. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

B. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling, in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but **must** be requested before the date of the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both.

The letter must be addressed to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – LEGCRD, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to the hiring agency prior to appointment documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Note:

1. You may use Legacy Credit only once for appointment from a City, State, or County open competitive civil service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.
3. The above description of Legacy Credit is only a summary of necessary conditions. The complete provisions are contained in the relevant statutory and/or decisional laws governing Parent and Sibling Legacy Credit.

(E) CHANGE OF ADDRESS:

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

MTA New York City Transit
Attn: (Insert Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY, 11201



New York City Transit

180 Livingston Street, Room 4070
Brooklyn NY 11201

REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER

TO ALL APPLICANTS:

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

A) Unemployed.	B) Receiving Supplemental Security Income (SSI) payments.
C) Receiving Medicaid benefits.	D) Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
E) Certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.	F) One-time Veterans Fee Waiver for U.S. Armed Forces service members who have served on full-time active duty, other than reserves and/or training.

You must complete a separate "REQUEST FOR A NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER" form for each exam you wish to apply for.

PRINT CLEARLY OR TYPE INFORMATION

Name: _____ SS#: _____

I request that my application fee for the examination listed below be waived in accordance with the Section 50.5(b) of the State Civil Service Law.

*****AFFIRMATION*****

I have read the above-mentioned portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, **I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)**

Signature: _____ Date: ____-____-____

Fee Waiver Criteria Selection: Check only the box that applies to you and for which you have acceptable documentation as described on pages 2 and 3. Complete, sign, and date this form and return it along with your documentation and the completed required form(s) listed on the Notice of Examination. At the time of applying for the above-indicated examination, I am currently...

A) an individual who is unemployed.

B) an individual who is receiving Supplemental Security Income (SSI) payments.

C) an individual who is receiving Medicaid benefits.

D) an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.

E) a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.

F) an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver.

FOLLOW THE INSTRUCTIONS ON PAGES 2 & 3, SUBMIT AND SIGN THIS PAGE WITH THE CORRECT DOCUMENTATION.



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- A) For an individual who is unemployed: Submit an “**Unemployment Insurance Benefit Payment History**” inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1 (877) 221-1634 or online at www.labor.state.ny.us. For the Department of Labor outside of New York State, you may access their website at www.dol.gov for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for an exam.
- B) For an individual who is receiving Supplementary Security Income (SSI) payments: Submit a “**Benefit Verification Break Down Letter**”. This printout shows the break down of your monthly payments on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the OTHER IMPORTANT INFORMATION field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.
- C) For an individual who is receiving Medicaid benefits or partial benefits that include Medicaid: Submit the “**MA Case/Suffix/ Individual/Summary**” printout. This printout must verify that either your eligibility for Medicaid is coded “AC” for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1 (877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.



REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER

- D) For an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families(TANF)/Family Assistance or Safety Net Assistance benefits: Submit the **“PA Case Composition-Suffix/Individual Summary”** printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1 (877) HRA-8411. For TANF/Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.
- E) For a participant certified eligible for a Workforce Investment Act program through New York City’s Workforce1 Career Centers: Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City’s Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 513-6406.
- F) For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver: Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.

Include the **“REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER”** when you mail your application. You cannot request a Fee Waiver when applying on-line; Fee Waivers must be requested by mail. A separate request for a Fee Waiver must be included with each exam application you submit. Return the completed form(s) to MTA New York City Transit, Attention: Exam Fee Waiver, (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn, NY 11201 by mail only. MTA New York City Transit will not accept applications in person from candidates, unless otherwise instructed by MTA New York City Transit personnel. An application for a particular exam must be postmarked no later than the last date of the application period for that exam.

Applications that are submitted without the required supporting documentation at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will not be able to re-submit their applications to MTA New York City Transit once the filing period has closed, nor will they be permitted to take the test on the date scheduled.



FOREIGN EDUCATION FACT SHEET

- To receive credit in the examination for your foreign education, you must have your foreign education evaluated **by one of the approved services listed on the reverse side.**
- Refer to the Required Forms section of the Notice of Examination to find out whether you need a “document-by document” (general) evaluation or a “course-by-course” evaluation (which includes a “document by-document” evaluation) of your foreign education.
- Evaluation fees must be paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the application deadline. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluation documents submitted directly by the evaluation service to the address below will be retained by MTA New York City Transit in a permanent file for future reference.

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1. Have the evaluation service mail your completed original evaluation to:

Personnel Testing, Selection and Classification Unit
c/o (please state the specific Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY 11201

2. Have the evaluation service include:
 - Your **name** and **social security number** with the evaluation; and
 - The **title** and **examination number** of the examination you are applying for on the envelope.
 - A stamped, self-addressed stamped post card (as mentioned in # 6 below).
3. Photocopies sent by candidates will **not** be accepted.
4. Only evaluations which have the raised seal or original stamp of the evaluation service on the document **and** are submitted directly to MTA New York City Transit by an approved evaluation service will be accepted.
5. If you previously had an evaluation by one of the approved services listed on the reverse side, you may request that the service send a certified duplicate original directly to MTA New York City Transit.
6. To obtain confirmation that MTA New York City Transit has received your evaluation from the service, have a stamped, self-addressed post card sent to us by the service along with your evaluation. We will return the post card to you to acknowledge that your evaluation has been received.

SEE NEXT PAGE FOR APPROVED FOREIGN EDUCATION EVALUATION SERVICES

FOREIGN EDUCATION FACT SHEET

**Center for Applied Research,
Evaluation & Education, Inc.**
International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: evalcaree@yahoo.com
Web: <http://www.iescaree.com>

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
E-mail: edint@gis.net
Web: <http://www.educationinternational.org>

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Phone: (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Web: <http://www.eres.com>

Evaluation Service, Inc.
333 W. North Avenue #284
Chicago, IL 60610
Phone: (847) 8569
Fax: (312) 587-3068
E-mail: info@evaluationservice.net
Web: www.evaluationservice.net

Foreign Academic Credentials Services, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
E-mail: facsa@aol.com
Web: www.facsusa.com

Educational Perspectives, NFP.
P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@edperspective.org
Web: <http://www.edperspective.org>

Foundation for International Services, Inc.
505 Fifth Avenue South
Suite 101
Edmonds, WA 98201
Phone: (425) 248-2255
Fax: (425) 248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.
305 Broadway, Suite 401
New York, New York 10007
Phone: (212) 227-1994
Fax: (212) 693-1489
E-mail: info@globelanguage.com
Web: www.globelanguage.com

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, Pa. 19104
Phone: (215) 387-6950 Ext 603
Fax: (215) 349-0026
E-mail: icd@icdeval.com
Web: <http://icdeval.com>

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102nd Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Web: <http://www.jsilny.com>

Span Tran: The Evaluation Company
450 Fashion Avenue, Suite 1004
New York, NY 10123
Phone: (646) 475-2570
Fax: (713) 789-6022
E-mail: status@spantran.com
Web: <http://www.spantran.com>

**International Education Research Foundation
(IERF)**
PO Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Web: www.ierf.org



Education and Experience Verification Form

Transit Management Analyst Trainee,
Exam No. 7606

Please write and bubble in your 9 digit Social Security Number.

YOUR SOCIAL SECURITY NO.

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

This Education and Experience Verification Form will be used to evaluate your education and experience. To obtain appropriate credit, you must complete this form accurately and completely. If you meet the selective certification requirement(s) as stated on the Notice of Examination, you must complete the selective certification section of this form to receive credit. **The information on this form must be verifiable. You will be disqualified if your statements are found to be false, exaggerated, or misleading. Your education and experience will be verified by MTA New York City Transit at the time of consideration for appointment.**

In order to meet the minimum qualification requirements for Transit Management Analyst Trainee, Exam No. 7606, you must have a baccalaureate or higher level degree from an accredited college **by July 15, 2017** in one of the fields of study listed below.

Fill-in the bubble that corresponds to the level and title of your degree. You may fill-in more than one bubble if you have a baccalaureate and higher level degree in the same field of study or if you have two or more baccalaureate and/or higher level degrees in different fields of study.

Please note: (B) = Baccalaureate, (M) = Master's, and (P) = Ph.D.

Degree Title

- (B) (M) (P) Accounting
- (B) (M) (P) Architecture
- (B) (M) (P) Business Administration
- (B) (M) (P) Computer Science
- (B) (M) (P) Economics
- (B) (M) (P) Engineering
- (B) (M) (P) Engineering Technology
- (B) (M) (P) Finance
- (B) (M) (P) Industrial Psychology
- (B) (M) (P) Mathematics

- (B) (M) (P) Physics
- (B) (M) (P) Public Administration
- (B) (M) (P) Public Policy
- (B) (M) (P) Transportation Planning
- (B) (M) (P) Urban Planning/Studies
- (B) (M) (P) Human Resources Management
- (B) (M) (P) Labor Relations
- (B) (M) (P) Operations Research
- (B) (M) (P) Security Management





If you have or expect to have a baccalaureate or higher level degree in a closely related field, fill-in the bubble below and write the title of the degree in the box below.

- I have or expect to have a baccalaureate or higher level degree in a closely related field

If you do not have or expect to have one of the degrees listed above, fill-in the bubble below.

- I do not have or expect to have one of the degrees listed above or a degree in a closely related field.

Did you graduate from a baccalaureate or higher level degree program in one of the above fields?

- Yes
 I expect to graduate by July 15, 2017

Where did/will you obtain your degree from?

- U.S.A.
 Foreign Country

In order for foreign education to be rated, it must be evaluated by an evaluation service approved by MTA New York City Transit. Follow the instructions on the Foreign Education Fact Sheet, and refer to the Notice of Examination to see which kind of evaluation is required for this test. If you are claiming credit for foreign education, fill-in the bubble that corresponds to one of the statements below.

- I am having an evaluation of my foreign education submitted directly to MTA New York City Transit using an approved evaluation service.
 I wish to use an evaluation of my foreign education which was previously submitted directly to MTA New York City Transit by an approved evaluation service.

Selective Certification

If you have any of the degrees and/or experience listed below, fill-in the corresponding bubble and you may be given preferred consideration for positions requiring the specific degree(s) and/or experience. If you fill-in Ⓐ for any of the responses below, you must complete all of the fields on the following page. You will not receive credit if any of the fields are incomplete. Your education and experience will be verified by MTA New York City Transit at the time of consideration for appointment.

1. Selective Certification for positions in the field of Accounting or Finance (DAD)

- Ⓐ I have a baccalaureate degree in the field of Accounting or Finance and master's degree in the field of Accounting or Finance
- Ⓑ I have a baccalaureate degree in the field of Accounting or Finance and 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 a master's degree in the field of Engineering or Engineering Technology
- Ⓑ A baccalaureate degree in the field of Engineering or Engineering Technology and 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 a master's degree in the field of Industrial Psychology
- Ⓑ A baccalaureate degree in Industrial Psychology or a baccalaureate degree in the field of Psychology and 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 a master's degree in the field of Security Management
- Ⓑ A baccalaureate degree in Security Management or a related baccalaureate degree in the field of Security and two years of full-time experience performing professional work in the field of Security Management

Experience

If you selected $\text{\textcircled{B}}$ for any of the above selective certification statements, you must complete all of the fields in this section to receive credit. If you need additional space to write your job duties, make a copy of this page and describe your additional duties. If you held more than one position, make copies of this form to list the additional positions.

Dates of Employment: From: _____ / _____ To: _____ / _____ **Total Time:** _____ / _____
Month Year Month Year Year(s) Month(s)

Job Title: _____ **Number of hours worked per week:** _____

Starting Salary \$ _____ **per** _____ **Final or Current Salary \$** _____ **per** _____

Name of Employer: _____

Address of Employer: _____

Nature of Employer's Business: _____

Describe each of your job duties in detail separately. Write the percentage of time that you spent performing each duty in your job in the next column.	Percentage of Time
Total Time Spent Performing These Duties =	100%