New York City Transit

NOTICE OF EXAMINATION

TRANSIT MANAGEMENT ANALYST TRAINEE
Exam No. 7610

WHEN TO APPLY: **From: 11/1/2026**

To: 11/28/2026

APPLICATION FEE: $68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

TYPE OF TEST:

Multiple-Choice Test

TEST DATE:

Multiple-Choice testing is expected to begin on Saturday, March 13, 2027

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 of the duties of this position.)

SALARY AND BENEFITS:

The current minimum salary for Transit Management Analyst Trainee is $56,586 per annum for a 35-hour work 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 probationary period of 24 months. Upon satisfactory completion of 12 months of training and permanent service, employees in this class of positions will mature, without further examination, to the title of Assistant Transit Management Analyst, with a current minimum salary of $67,933 per annum, subject to a 12-month probationary term in the title of Assistant Transit Management Analyst. The probationary period may be extended by up to 6 months at either the Transit Management Analyst Trainee level or Assistant Transit Management Analyst level in accordance with the Personnel Rules and Regulations of the City of New York. An unsatisfactory probationer's service may be terminated at any time during the 24 month probationary period.

HOW TO QUALIFY:

Education Requirements: As per section 54(2) of the New York State Civil Service Law, **Education Requirements** must be met by **November 28, 2027:**

1. A baccalaureate degree from an accredited college or university.

You have until midnight Eastern time on the last day of the Application Period (11/28/2026) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (11/28/2026), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

The college or university must be 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).

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the test(s) and/or assessment(s) before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

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, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to MTA New York City Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

SELECTIVE CERTIFICATION(S):

Selective Certification for Education, Special Experience and Licensure: If you have the Education, experience or licensure listed below, you may be considered for appointment to positions requiring this education, experience or licensure through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education, experience or licensure. If you have qualifying education, experience or licensure as listed below, follow the instructions given to you during the education and experience exam to indicate your interest in such selective certification(s). Your education, experience and/or licensure 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 (DAD):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Accounting or at least two years of satisfactory professional full-time experience in the field of Accounting.
2. **Selective Certification for positions in the field of Architecture (ATR):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Architecture or at least two years of satisfactory professional full-time experience in the field of Architecture.
3. **Selective Certification for positions in the field of Buses (BUS):** You must have at least 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):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Civil Engineering or Civil Engineering Technology, or at least 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):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Computer Science or at least two years of satisfactory professional full-time experience in the field of Computer Science.
6. **Selective Certification for Positions Requiring Experience in Data Analysis (DAA):** You must possess at least two years of satisfactory professional fulltime experience importing, cleaning, transforming, validating and/or modeling data with the purpose of drawing conclusions from the data for decision-making purposes; designing and presenting conclusions gained from analyzing data using statistical tools such as Microsoft Excel, Access and report writing using Crystal Reports, SQL Server Reporting Services, Microsoft Access Reports, etc.
7. **Selective Certification for positions in the field of Electrical Engineering (ELE):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Electrical Engineering or Electrical Engineering Technology, or at least two years of satisfactory professional fulltime experience in the field of Electrical Engineering.
8. **Selective Certification for positions in the field of Environmental Engineering (ENV):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Environmental Engineering or Environmental Engineering Technology, or at least two years of satisfactory professional full-time experience in the field of Environmental Engineering.
9. **Selective Certification for positions in the field of Finance (FNC):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Finance or at least two years of satisfactory professional full-time experience in the field of Finance.
10. **Selective Certification for positions in the field of Human Resources Management (HRM):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Human Resources Management or at least two years of satisfactory professional full-time experience in the field of Human Resources Management.
11. **Selective Certification for positions in the field of Industrial Psychology (PIN):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Industrial Psychology or at least two years of satisfactory professional full-time experience in the field of Industrial Psychology.
12. **Selective Certification for positions in the field of Labor Relations (LBR):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Labor Relations or at least two years of satisfactory professional full-time experience in the field of Labor Relations.
13. **Selective Certification for Education or Experience in the Mass Transportation Industry (MTI):** You must possess at least two years of satisfactory professional full-time experience in the

mass transportation industry.

14. **Selective Certification for positions in the field of Mechanical Engineering (MLE):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Mechanical Engineering or Mechanical Engineering Technology, or at least two years of satisfactory professional full-time experience in the field of Mechanical Engineering.
15. **Selective Certification for Positions Requiring Experience in Procurement (TPE):** You must possess at least two years of satisfactory full-time experience processing Procurement documents and contracts including but not limited to hardware, software, and IT services.
16. **Selective Certification for positions in the field of Security Management (SEM):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Security Management or at least two years of satisfactory professional fulltime experience in the field of Security Management.
17. **Selective Certification for positions in the field of Subways and Railroad (SUB):** You must possess at least two years of satisfactory professional full-time experience in the field of Subways and Railroad (Mass Transportation).
18. **Selective Certification for positions in the field of Urban Planning (URP):** You must possess a baccalaureate or higher-level degree from an accredited college or university in Urban Planning or at least 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 contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

THE TEST:

You will be given a competitive multiple-choice test. The competitive multiple-choice test may be given at a computer terminal or using paper and pencil/pen. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test as indicated in the above “Test Date” box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Test Accommodations” subsection below.

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 competitive multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **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.
- **Inductive Reasoning:** The ability to combine separate pieces of information, or specific answers to problems to form general rules or conclusions. It includes coming up with a logical explanation for why a series of unrelated events occur together.
  - Example: Identifying a suspicious and/or unsafe situation based on different issues observed, to form a conclusion about the incident
- **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.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at *https://a856-mtaexams.nyc.gov/OASysWeb/home*. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts**

and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact the Examinations Unit. This review may require approximately five (5) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived.

If you are requesting a fee waiver, you must, by December 14, 2026, submit documentation supporting your fee waiver request by mail to Transit Management Analyst Trainee, Exam No. 7610, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at *http://web.mta.info/nyct/hr/forms_instructions.htm* and will be attached to this Notice of Examination during the application period.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact the Examinations Unit at *examsunit@nyct.com*.

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide which is located in the "Special Test Accommodations" section below.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit *http://web.mta.info/nyct/hr/forms_instructions.htm* to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to *examsmakeups@nyct.com* or mailed to the address in the "Correspondence" section below.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at *http://web.mta.info/nyct/hr/forms_instructions.htm* and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which the Examinations Unit is responsible; or
6. A temporary disability; or
7. Pregnancy, childbirth or a related medical condition.

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to *examsmakeups@nyct.com* or by mail to the address in the "Correspondence" section below as soon as possible.

Late Filing for MTA New York City Transit Provisional Employees: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

1. Are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
2. Were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

CORRESPONDENCE:

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and email address) current with your employer. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, follow the applicable instructions below:

Current employees must:

- Visit the employee portal at *www.mymta.info* to update your contact information through the "BSC" **and**
- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *https://a856-mtaexams.nyc.gov/OASysWeb/home*

External candidates must:

- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *https://a856-mtaexams.nyc.gov/OASysWeb/home*

Personal Information Update: If there are changes to your name and/or social security number you must use the Correction Form and follow all instructions for changing your name and/or social security number with the Examinations Unit. The following link will provide you with the MTA Correction Form: *https://www.mta.info/document/170711*.

All other correspondence should be sent to examsunit@nyct.com and must include "Transit Management Analyst Trainee, Exam No. 7610" in the Subject. Alternatively, you can mail your correspondence to the following address:

Transit Management Analyst Trainee, Exam No. 7610
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Your Admission Letter will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their email address **up to date**. Please refer to the "Correspondence" section above for instructions on how to update your email address and other contact information.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, smart glasses, 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.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of the Examinations Unit. You can contact the Examinations Unit by email at: examsmakeups@nyct.com.

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, IDNYC, Employer ID with photo, or Student ID with photo.

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 meet the education and experience requirements and pass the competitive 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 email 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.

If you believe that your test results were rated incorrectly, you may submit an appeal of your score to the Examinations Unit through OASys. Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *https://a856-mtaexams.nyc.gov/OASysWeb/home* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab
2. Click the NEW APPEAL button to create and submit your appeal
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable)
6. Enter the details of your appeal by providing specific reasons why your score should be higher

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 to perform the duties and responsibilities of the position.

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 any MTA agency.

ADDITIONAL INFORMATION:

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your OASys account. If you are unable to locate the email, you can view a summary of the notification email by clicking the Notifications tab on your OASys dashboard. If you are still unable to locate the email, please email the Examinations Unit via the Contact feature available in OASys with a description of the issue, and include the exam number and your profile number located on your OASys Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.