

Job Description

Job Title: HR EXAMINATIONS ANALYST (RE-POST) Agency: MABSTOA
Job ID: 79146 Department: Executive V.P.
Location: Brooklyn Division: Human Resources
Full/Part Time: Full-Time RC: Human Resources
Regular/Temporary: Regular Operations

Job Information

Title: Associate Staff Analyst (OA/TA)
Staff Analyst II (OA/TA)
Staff Analyst I (OA/TA)
Staff Analyst Trainee Levels I & II
Computer Associate (TS) III

First Date of Posting: 9/15/14
Last Date of Filing: 10/03/14
Authority: OA/TA
Department: Executive V.P.
Division/Unit: Human Resources
Reports to: Manager, Examination
Work Location: 180 Livingston Street, Brooklyn
Hours of Work: 9am - 5pm

Compensation

Associate Staff Analyst	(TA) \$70,064 - \$90,716 (New Hire Rate: \$60,925)
Associate Staff Analyst	(OA) \$67,314 - \$87,159
Staff Analyst I	(TA) \$53,378 - \$63,195 (New Hire Rate: \$46,416)
Staff Analyst I	(OA) \$51,287 - \$60,716
Staff Analyst II	(TA) \$61,981 - \$69,030 (New Hire Rate: \$53,897)
Staff Analyst II	(OA) \$59,549 - \$66,322
Staff Analyst Trainee I	(OA) \$40,179 - \$42,588
Staff Analyst Trainee I	(TA) \$41,820 - \$44,326 (New Hire Rate: \$36,365)
Staff Analyst Trainee II	(OA) \$43,395 - \$48,215
Staff Analyst Trainee II	(TA) \$45,164 - \$50,183 (New Hire Rate: \$39,273)
Computer Associate (TS) III	(OA) \$69,644 - \$93,011
Computer Associate (TS) III	(TA) \$72,070 - \$96,254

Responsibilities

Develop personnel selection and civil service tests for Transit and MaBSTOA job titles. Conduct field studies of the work performed by incumbents in various titles and prepare job analysis reports. Rate education and experience papers and tests. Write and prepare test plans, examination notices, job specifications, and other related documents. Administer tests. Participate in post-exam administration activities. Use a variety of software applications to create technical drawings, prepare job analysis questionnaires, and perform statistical analyses. Recruit and interview candidates. Perform special assignments as required.

On occasion, may be required to work on Saturdays, Sundays, evenings or nights, and adjust work schedule according to needs of assignments. Perform field work in operating environments, including around moving buses and trains.

Education and Experience

Associate Staff Analyst / Staff Analyst II

A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience.

Staff Analyst I

A baccalaureate degree and two (2) years of full-time experience. However all applicants must possess a Baccalaureate degree.

Staff Analyst Trainee

A baccalaureate degree.

Computer Associate (TS) III

A high school diploma or educational equivalent and four (4) years of satisfactory full-time related experience.

TA EMPLOYEES MUST BE PERMANENT CIVIL SERVICE ASA, SA I OR SA II IN ORDER TO BE CONSIDERED.

Desired Skills

Excellent written, analytical, verbal and interpersonal communication skills.

Knowledge of computer software applications such as Word, Excel and Visio.

Experience in employee selection, testing, job analysis, job design and/or technical writing is desired.

Selection Method

Based on evaluation of education, skills, experience and interview. A writing and analytical assessment may be administered after the interview.

All selected candidates will be subject to a full background investigation that includes employment and education. Discrepancies may lead to dismissal.

Appointment may be at comparable level to current level of selected candidate

How To Apply

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

Equal Employment Opportunity

MTA New York City Transit is an Equal Opportunity Employer

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