

Job Description

Job Title:	Associate Staff Analyst TA/OA	Agency:	New York City Transit
Job ID:	77783	Department:	Executive V.P.
Location:	Manhattan - Downtown	Division:	Capital Planning & Budget
Full/Part Time:	Full-Time	RC:	Capital Planning & Budget
Regular/Temporary:	Regular		

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Job Information

Title:	Associate Staff Analyst
First Date of Posting:	December 09, 2013
Last Date of Filing:	December 23, 2013
Authority:	TA/OA
Department:	Executive Vice President
Division/Unit:	Capital Planning and Budget
Reports to:	Senior Director
Work Location:	2 Broadway, Manhattan
Hours of Work:	As required

TA CANDIDATES MUST BE PERMANENT IN THE TITLE OF ASSOCIATE STAFF ANALYST IN ORDER TO BE CONSIDERED.

Compensation

TA: \$70,064 - \$90,716 TA New Hire Rate: \$60,925

OA: \$67,314 - \$87,159

Responsibilities

This position will assist in the preparation, planning, analysis and milestone review of NYC Transit's multi-billion dollar, five-year capital program and will evaluate capital project proposals. The Analyst supports the economic cost-benefit analyses of selected capital projects and participates in the preparation of the Twenty Year Needs Assessment as well as funding considerations within the five year capital program.

Education and Experience

A master's degree from an accredited college in a related field and one year of satisfactory, full-time professional experience, or
 A bachelor's degree from an accredited college and three years of satisfactory, full-time professional experience in a related field.

Desired Skills

- . Master's degree in city planning, urban design, public policy, finance, or transportation planning preferred.
- . Familiarity with NYC Transit operations and current transportation trends and issues.
- . Computer skills relevant to Capital Planning including Powerpoint, Excel and Access.
- . Ability to prioritize projects and work well under deadline pressure. Excellent oral and written communication skills.

Selection Method

Based on evaluation of education, skills, experience and interview.

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

Other Information

Appointment may be at a comparable level to current level of selected candidate (if necessary).

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 online 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

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