

## Job Description

**Job Title:** ASSOCIATE STAFF ANALYST (Analyst Series)  
**Job ID:** 81695  
**Location:** Manhattan - Downtown  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

---

[Return to Previous Page](#)    [Switch to Internal View](#)

---

### Job Information

**Title:** Associate Staff Analyst  
**First Date of Posting:** November 24, 2014  
**Last Date of Filing:** December 19, 2014  
**Authority:** TA/OA  
**Department:** Executive Vice President  
**Division/Unit:** Office of Management and Budget  
**Reports to:** Manager, OMB, Business Planning  
**Work Location:** 2 Broadway, Manhattan  
**Hours of Work:** 9 am - 5 pm

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

### Compensation

Assoc. Staff Analyst (TA): \$70,064 - \$90,176  
 Assoc. Staff Analyst (OA): \$67,314 - \$87,159  
  
 Staff Analyst II (TA): \$61,981 - \$69,030  
 Staff Analyst II (OA): \$59,549 - \$66,322  
  
 Staff Analyst I (TA): \$53,378 - \$63,195  
 Staff Analyst I (OA): \$51,287 - \$60,716

### Responsibilities

The incumbent will evaluate strategies and investment requests with direct analytical support to evaluate options and make recommendations for resolution of specific challenges associated with the investment program. Responsibilities also include review of ongoing operating programs, evaluating budget investment and reduction proposals, defining performance measures and means to improve performance, assessing the operating impacts of capital projects, and monitoring results against budget and performance targets. The selected candidate must be able to document processes and validate results.

### Education and Experience

Associate Staff Analyst / Staff Analyst II

-A baccalaureate degree from an accredited college or university in business administration, accounting, finance, operations, public administration and three (3) years of satisfactory full-time professional experience; OR

Staff Analyst I

-A Baccalaureate degree and two (2) years of full-time experience.

### Desired Skills

- Strong problem-solving skills with the ability to identify the appropriate analytical processes to address particular issues.
- Extensive experience with data analysis tools, including Excel and Access.
- Excellent written and oral communication skills
- Strong organization, planning and analytical 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 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 NYC Transit is an Equal Opportunity Employer

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---