

## Job Description

**Job Title** OHS Business Analyst  
**Job ID** 97932  
**Location** Manhattan - Downtown

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### Job Information

**JOB TITLE:** OHS Business Analyst  
**SALARY RANGE:** Min.: \$57,751 Mid.: \$72,189  
**DEPT/DIV:** Occupational Health Services (OHS)  
**HAY POINTS:** 342  
**SUPERVISOR:** Deputy Director, OHS Operational Support  
**LOCATION:** 180 Livingston Street, Brooklyn, NY 11201  
**HOURS OF WORK:** 8:30 am - 5:00 pm (7 1/2 hours/day)

### Summary

The OHS Business Analyst will support the Deputy Director, OHS Operational Support in ensuring the planning and execution of OHS strategic and operational initiatives that will support MTA overall agenda. This position interacts with New York City Transit, MTA Bus, MTA HQ, MNR and LIRR on application enhancement and support. This includes, but not limited to managing the medical application, assist in implementing agencies Health & Safety programs and assist in overseeing all new operational requests for OHS. This position will interact with a wide range of stakeholders both within MTA IT and other agencies to ensure all necessary requirements and improvements meets OHS medical programs.

### Responsibilities

- Supports interdepartmental MTAHQ and interagency teams to execute projects critical to re-shaping MTA into more entrepreneurial and cost-effective agency such as city, state and federally mandated medical surveillance and drug and alcohol programs.
- Conducts business process reviews to ensure how to best improve current health and safety mandates. The OHS Business Analyst, through data analysis and operational support, identifies savings or ways to continue to improve Health and Safety. Identifies and pursues methods of improving medical related programs. The position will serve as primary support to Deputy Director OHS Operational Support. Additionally, supports the OHS \$1.6 Million medical application and its various medical programs.
- Provides operational support in managing OHS medical application in order to support operating departments availability and increase efficiency. Under the direction of the Deputy Director, OHS Operational Support, additional specific responsibilities for:
- Maintenance of all interfaces that update the medical application with employee demographic, hearing and drug and alcohol information.
- Manage and administers medical application(s) by implementing custom reports, application design updates, security, and testing.
- Manage the implementation of new medical programs to support MTA-wide initiatives. Utilizes technology to improve existing and new MTA Health and Safety goals, which includes but not limited to physical ability testing, potential in house clinical testing and expanding MTAs influenza programs.
- Provides analytical support to all MTA agencies regarding surveillance programs, clinical testing, periodic medical exams and drug & alcohol testing. Also, builds business relationships with agency stakeholders to ensure these key programs are implemented and managed.
- Other duties as assigned.

### Qualifications

- Excellent quantitative, analytical, project management and problem-solving skills, together with demonstrated quantitative skills and proficiency in Excel modeling.
- Excellent communication skills, both oral and written, with the talent to communicate complex quantitative concepts in a clear and succinct way to internal stakeholders.
- Strong interpersonal skills with an established history of working on projects requiring group consensus and cooperation among people with no direct reporting relationships.
- Must be capable of building a strong and successful network, developing new relationships and influencing decision makers.
- Demonstrated ability to work in team and/or group settings, including gathering data from various stakeholders and interviewing stakeholders in a team or individual setting.
- Ability to prioritize among competing needs and opportunities and manage multiple projects at the same time.
- Proficiency in and/or ability to learn communication and interpersonal skills.
- Proficiency in and/or ability to learn organizational and presentation skills.
- Proficiency in and/or ability to learn to work with all internal levels within a given organization.
- Proficiency in and/or ability to learn communicate and interact well with external agencies.
- Proficiency in and/or ability to learn completing short- and long-term projects effectively and as efficiently as possible.
- Proficiency in and/or ability to learn analytical and/or quantitative skills.
- Demonstrated proficiency in or ability to learn the Microsoft Office Suite or comparable applications, i.e., Word, Excel (high level comprehensive Excel modeling such as Pivot Tables, conditional formatting, conditional If/Then statements), PowerPoint, Outlook, and PowerBI.

**Education and Experience**

Bachelor's degree in Business, Computer Information Systems, or a related field or an equivalent combination of education from an accredited college and experience may be considered in lieu of a degree; master's degree preferred, a minimum of 3 years' progressively responsible work or internship experience.

**Other Information**

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

**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.

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