



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE STAFF ANALYST

Exam No. 5011

WHEN TO APPLY: From: February 4, 2015

APPLICATION FEE: \$68.00

To: February 24, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Candidates will be called to the multiple-choice test either Friday, June 26, 2015 or Saturday, June 27, 2015.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: The following are typical assignments within this class of positions. All personnel perform related work.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, Administrative Staff Analysts manage difficult and responsible professional work in the areas of budget, organizational research and personnel administration; manage budget work and the conduct of highly complex economic research and studies; manage organizational research work in the conduct of highly difficult and complex surveys and studies of organizational and operating problems of great difficulty and complexity, which may require the use of exceptionally difficult quantitative analysis, cost analysis and other research techniques, and make recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space; manage personnel work in such areas as personnel relations, recruitment, position classification, compensation, employee selection, employee benefits, management studies, workforce planning, EEO programs, performance evaluation, staff development, labor relations, and other related areas; determine the need for contractual services and work with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; serve as deputy to the head of a division or unit and/or plan and manage the activities of one or more units or other subdivisions of professional and other staff; serve as agency budget officer; may be in full charge of an agency's organizational research activities; serve as agency personnel officer; or perform assignments equivalent to those described above.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: Salaries will be consistent with the level of responsibility of the assignment. Salaries for managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not have access to a computer, you may file online at one of DCAS' Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 7, 2015, Monday, February 9, 2015, and Monday, February 16, 2015.

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (February 24, 2015). If you have questions about applying for this examination, you may contact DCAS by calling 212-669-7208.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: This is a computer-based Qualifying Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score.

Education and Experience Requirements:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies, or a Juris Doctor degree from an accredited law school, **and** two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management. Eighteen months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college or university **and** four years of satisfactory full-time professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience as described in "1" above.

The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (February 24, 2015).

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). The law school must be accredited by the American Bar Association or the California Bar Association.

In order to receive credit for the eighteen months of satisfactory, professional experience in **an executive, managerial, administrative, or supervisory capacity** as described above, for each employment you must have performed **at least 7 (seven)** of the tasks listed in **one** of the following Task Categories of the **Administrative Staff Analyst Task Inventory**:

<u>Task Category #</u>	<u>Task Category</u>
0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0110.0000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)

In order to receive credit for satisfactory, **professional** experience as described above, for each employment you must have performed **at least 7 (seven)** of the tasks listed in **one** of the following Task Categories of the **Administrative Staff Analyst Task Inventory**:

Task Category #	Task Category
0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0110.0000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)
0200.0000	Performs professional work in the preparation and administration of agency/organization budgets and the conduct of economic research and studies (21 Tasks)
0210.0000	Performs professional work in organizational research (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation). (23 Tasks)
0220.0000	Performs professional work in personnel administration. (25 Tasks)

The complete **Administrative Staff Analyst Task Inventory** is as follows:

Administrative Staff Analyst Task Inventory

Administrative Staff Analyst Task Inventory

0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0100.0001	Plans and manages the functions of an economic studies or budgeting unit, department, or organization.
0100.0002	Coordinates and directs the work of staff in an economic studies or budgeting unit, department, or organization.
0100.0003	Performs general administrative duties in an economic studies or budgeting unit, department, or organization.
0100.0004	Supervises staff in an economic studies or budgeting unit, department, or organization.
0100.0005	Addresses training needs of staff in an economic studies or budgeting unit, department, or organization.
0100.0006	Plans, manages, and/or supervises the activities of staff preparing the group's or organization's budget proposals.
0100.0007	Plans, manages, and/or supervises the activities of staff evaluating the group's or organization's budget proposals.
0100.0008	Plans and manages the activities of one or more work groups monitoring and reporting on variances between planned and actual expenditures.
0100.0009	Plans, manages, and/or supervises the activities of staff preparing budget modifications.
0100.0010	Plans, manages, and/or supervises the activities of staff monitoring budget modifications.
0100.0011	Plans, manages, and/or supervises the activities of staff preparing staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0012	Plans, manages, and/or supervises the activities of staff engaged in economic research and studies.
0100.0013	Plans, manages, and/or supervises the activities of staff preparing fiscal reports, using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0014	Plans, manages, and/or supervises the activities of staff collecting and organizing data relative to the economic problems of the group or organization.
0100.0015	Plans, manages, and/or supervises the activities of staff analyzing, interpreting and presenting data relative to the economic problems of the group or organization.
0100.0016	Plans, manages, and/or supervises the activities of staff conducting complex research studies.
0100.0017	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in an economic studies or budgeting unit, department, or organization.
0100.0018	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for an economic studies or budgeting unit, department, or organization.
0100.0019	Works with the organization's chief contracting officer to determine the scope of needed contractual services.
0100.0020	Works with the organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0100.0021	Performs the duties of an organization's budget officer or deputy to budget officer.
0100.0022	Prepares or oversees the preparation of reports on a unit's, department's, or organization's progress in meeting stated goals and objectives.
0100.0023	Prepares or oversees the preparation of charts, graphs and other related material.
0100.0024	Prepares or oversees the preparation of written material, i.e., reports, procedure manuals, forms.
0100.0025	Serves as a representative of an economic studies or budgeting unit, department or organization in meetings with other managers and higher-level administrative personnel.
0100.0026	Performs highly advanced technical or professional work involving specialized expertise in budgeting or economic studies.
0100.0027	Prepares or oversees the preparation of staff performance evaluations.
0100.0028	Monitors staff time and leave; prepares absence control reports.
0100.0029	Plans, manages, and/or supervises staff performing interviews related to budget and/or financial administration.

0100.0030	Serves as the head of a unit of professional and other staff engaged in budget and financial administration activities.
0100.0031	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in budget administration activities not listed above.
0110.000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0110.0001	Plans and manages the functions of an organizational research unit, department or organization.
0110.0002	Plans, manages, and/or supervises the activities of staff in an organizational research unit, department or organization.
0110.0003	Performs general administrative duties in an organizational research unit, department, or organization.
0110.0004	Addresses training needs of staff in an organizational research unit, department, or organization.
0110.0005	Plans, manages, and/or supervises the activities of staff collecting data related to organizational research.
0110.0006	Plans, manages, and/or supervises the activities of staff analyzing data related to organizational research for a group or organization.
0110.0007	Plans, manages, and/or supervises the activities of staff making required recommendations based on results of organizational research for a group or organization.
0110.0008	Plans, manages, and/or supervises the activities of staff engaged in economic research studies.
0110.0009	Plans, manages, and/or supervises the activities of staff engaged in financial research on the status of economic conditions in an agency or organization
0110.0010	Plans, manages, and/or supervises the activities of staff performing difficult and responsible professional organizational work, management studies and complex surveys or administrative, procedural, and operational analyses including the evaluation of organizational structures, policies, programs, projects, procedures, and operations and operating problems.
0110.0011	Plans and manages employees using quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
0110.0012	Makes recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space.
0110.0013	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in a unit, department, or organization.
0110.0014	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for an organizational research unit, department, or organization.
0110.0015	Determines the need for contractual services, working with the organization's chief contracting officer to define the scope of such services.
0110.0016	Works with the group or organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0110.0017	Plans, manages, and/or supervises the activities of one or more units or other subdivisions employing professional and other staff engaged in organizational research activities, coordinating their activities with those of other major organizational units.
0110.0018	Is in full charge of a group or organization's organizational research activities.
0110.0019	Collaborates with executive personnel in other groups and organizations concerning problems and activities in organizational research analysis.
0110.0020	Plans and manages the preparation of comprehensive reports of findings with recommendations for improved efficiency.
0110.0021	Plans and manages the installation and/or implementation of methods, systems, forms or procedures.
0110.0022	Plans and manages the preparation, maintenance and revision of system and procedure manuals and design of forms.
0110.0023	Plans and manages policies and procedures concerning the preparation of charts, graphs, and other related material.
0110.0024	Plans and manages policies and procedures concerning the preparation of periodic reports on group or organization programs.
0110.0025	Prepares or oversees the preparation of reports of a unit's, department's, or organization's progress in meeting stated goals and objectives.
0110.0026	Serves as a representative of an organizational research unit, department, or organization in meetings with other managers and higher-level administrative personnel.
0110.0027	Serves as the head of a unit of professional and other staff engaged in organizational research activities.
0110.0028	Performs highly advanced technical or professional work involving specialized expertise in personnel or human resources.
0110.0029	Plans, manages, and/or supervises staff performing interviews and organizational research procedures.
0110.0030	Prepares or oversees the preparation of written reports, correspondence, memoranda, records, etc.
0110.0031	Prepares or oversees the preparation of staff performance evaluations.
0110.0032	Monitors staff time and leave; prepares absence control reports.
0110.0033	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in organizational research activities not listed above.
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)
0120.0001	Plans and manages the functions of a personnel or human resources unit, department, or organization.
0120.0002	Coordinates and directs the work of staff in a personnel or human resources unit, department, or organization.
0120.0003	Performs general administrative duties in a personnel or human resources unit, department, or organization.
0120.0004	Supervises staff in a personnel or human resources unit, department, or organization.
0120.0005	Addresses training needs of staff in a personnel or human resources unit, department, or organization.
0120.0006	Plans, manages, and/or supervises the activities of staff performing professional work in employment/recruitment program planning and/or administration.
0120.0007	Plans, manages, and/or supervises the activities of staff performing professional work in the administration of civil service lists.

0120.0008	Plans, manages, and/or supervises the activities of staff performing professional work in classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
0120.0009	Plans, manages, and/or supervises the activities of staff performing professional work in employee selection.
0120.0010	Plans, manages, and/or supervises the activities of staff performing professional work in employee benefits and/or health insurance, and/or unemployment insurance.
0120.0011	Plans, manages, and/or supervises the activities of staff performing professional work in occupational safety programs.
0120.0012	Plans, manages, and/or supervises the activities of staff performing professional personnel work in personnel relations.
0120.0013	Plans and manages the activities of staff performing professional work in labor relations.
0120.0014	Plans, manages, and/or supervises the activities of staff performing professional work in management studies, and workforce planning.
0120.0015	Plans, manages, and/or supervises the activities of staff performing professional work in Equal Employment Opportunity programs.
0120.0016	Plans, manages, and/or supervises the activities of staff performing professional work in performance evaluation and staff development.
0120.0017	Plans, manages, and/or supervises the activities of staff performing professional work in employee orientation and/or training programs.
0120.0018	Plans, manages, and/or supervises the activities of staff performing professional work in programs such as blood drives, charitable collections, and coordinating volunteer charitable activities.
0120.0019	Plans, manages, and/or supervises the activities of staff collecting and analyzing data related to personnel management and staffing, making recommendations as required.
0120.0020	Plans, manages, and/or supervises the activities of staff performing advanced technical or professional work involving specialized expertise in personnel or human resources.
0120.0021	Plans, manages, and/or supervises professional personnel administration and liaison work concerning multi-organizational, group, or organizational personnel programs (e.g., occupational safety, blood, health and/or unemployment insurance, etc.).
0120.0022	Plans and manages the activities of staff developing valid personnel testing programs in accordance with professional standards.
0120.0023	Plans and manages the activities of staff administering personnel testing programs, preparing associated test materials, as required.
0120.0024	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in a personnel or human resources unit, department, or organization.
0120.0025	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for a personnel or human resources unit, department, or organization.
0120.0026	Determines the need for contractual services and works with the organization's chief contracting officer to define the scope of such services.
0120.0027	Works with the agency's or organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0120.0028	Serves as head of a division or unit of professional and other staff engaged in personnel administration activities.
0120.0029	Performs the duties of an agency personnel officer or performs assignments equivalent to those of that assignment.
0120.0030	Prepares or oversees the preparation of written reports, correspondence, memoranda, records, etc.
0120.0031	Prepares or oversees the preparation of staff performance evaluations.
0120.0032	Monitors staff time and leave; prepares absence control reports.
0120.0033	Conducts or oversees staff conducting selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service examinations, civil service list creation, and/or recruitment.
0120.0034	Serves as a representative of a personnel or human resources unit, department or organization in meetings with other managers and higher-level administrative personnel.
0120.0035	Performs highly advanced technical or professional work involving specialized expertise in human resources or personnel.
0120.0036	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in personnel administration activities not listed above.
0200.0000	Performs professional work in the preparation and administration of agency/organization budgets and the conduct of economic research and studies (21 Tasks)
0200.0001	Prepares the group or organization's budget proposals.
0200.0002	Evaluates the group or organization's budget proposals.
0200.0003	Prepares budget modifications.
0200.0004	Monitors the progress of budget modifications.
0200.0005	Prepares staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0200.0006	Prepares fiscal requests, using statistical analyses and cost effectiveness techniques to make recommendations.
0200.0007	Collects and analyzes data related to budget development and makes recommendations, as required, with supervisor's guidance.
0200.0008	Prepares analyses of possible program expenditure options in designated areas.
0200.0009	Prepares monthly and cumulative expenditure and revenue reports.
0200.0010	Prepares summary reports on expenditures comparing projected and actual figures.
0200.0011	Collects and organizes data relative to economic problems.
0200.0012	Analyzes, interprets and presents data relative to economic problems.
0200.0013	Serves as a representative, liaison, consultant or expert on major professional or technical matters in an economic studies or budgeting unit, department, or organization.
0200.0014	Performs advanced technical or professional work involving specialized expertise in economic studies or budgeting.
0200.0015	Performs the duties of a deputy to the organization's budget officer or head of a division or unit engaged in budgeting work.
0200.0016	Performs the duties of a deputy to the head of a division or unit engaged in economic research and studies.
0200.0017	Prepares charts, graphs and other related material.
0200.0018	Prepares written material, i.e., reports, procedure manuals, forms.
0200.0019	Conducts financial research on the status of the economic conditions in an agency or organization.
0200.0020	Conducts interviews related to budget and/or financial administration.

- 0200.0021 Under supervisor's guidance, performs other professional budget administration duties comparable to those listed above.
- 0210.0000 Performs professional work in organizational research (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation). (23 Tasks)**
- 0210.0001 Collects data related to organizational research.
 0210.0002 Analyzes data related to organizational research.
 0210.0003 Makes required recommendations based on results of organizational research.
 0210.0004 Conducts economic research studies.
 0210.0005 Plans and/or conducts professional organizational research.
 0210.0006 Uses quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
 0210.0007 Helps develop recommendations to obtain optimum efficiency in the utilization of staff, machines, equipment and space.
 0210.0008 Helps to determine the need for contractual services and defines the scope of such services.
 0210.0009 Helps to select and evaluate the performance of appropriate vendors.
 0210.0010 Serves as a representative or consultant on major professional or technical matters in a personnel or human resources unit, department, or organization.
 0210.0011 Performs advanced technical or professional work involving specialized expertise in personnel or human resources.
 0210.0012 Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in organizational research.
 0210.0013 Collects data on organizational structures, operational and accounting systems, procedures, and programs, utilization of management information systems, machines and equipment, forms, records, performance standards and/or staffing requirements.
 0210.0014 Analyzes data on organizational structures, operational and accounting systems, procedures, and programs, utilization of management information systems, machines and equipment, forms, records, performance standards and/or staffing requirements.
 0210.0015 Prepares comprehensive reports of findings with recommendations for improved efficiency.
 0210.0016 With supervisor's guidance, installs and/or implements methods, systems, forms or procedures.
 0210.0017 Prepares, maintains and revises system and procedure manuals; designs forms.
 0210.0018 Prepares charts, graphs and other related material.
 0210.0019 Prepares periodic or special reports on group or organization programs.
 0210.0020 Prepares written material, i.e., reports, procedure manuals, forms.
 0210.0021 Conducts financial research on the status of the economic conditions in an agency or organization.
 0210.0022 Conducts interviews and operational studies on organizational research procedures.
 0210.0023 Under supervisor's guidance, performs other professional organizational research duties comparable to those listed above.
- 0220.0000 Performs professional work in personnel administration. (25 Tasks)**
- 0220.0001 Performs professional work in employment/recruitment program planning and/or administration.
 0220.0002 Performs professional work in the administration of civil service lists.
 0220.0003 Performs professional work in position classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
 0220.0004 Performs professional work in employee selection.
 0220.0005 Performs professional work in employee benefits and/or health insurance, and/or unemployment insurance.
 0220.0006 Performs professional work in occupational safety programs.
 0220.0007 Performs professional work in personnel relations and/or labor relations.
 0220.0008 Performs professional work in labor relations.
 0220.0009 Performs professional work in management studies, and workforce planning.
 0220.0010 Performs professional work in Equal Employment Opportunity programs.
 0220.0011 Performs professional work in performance evaluation and staff development.
 0220.0012 Performs professional work in employee orientation and/or training programs.
 0220.0013 Performs professional work in programs such as blood drives, charitable collections, and coordinating volunteer charitable activities.
 0220.0014 Performs data collection, analysis, interpretation, and/or presentation related to personnel management and staffing, making recommendations as required.
 0220.0015 Performs advanced technical or professional work involving specialized expertise in personnel or human resources.
 0220.0016 Performs professional personnel administration and liaison work concerning multi-organizational, group, or organization personnel programs (e.g., occupational safety, blood, health and/or unemployment insurance, etc.).
 0220.0017 Assists supervisor in determining the need for contractual services, assisting a supervisor to define the scope of such services.
 0220.0018 Assists supervisor in the selection and performance evaluation of appropriate vendors.
 0220.0019 Develops valid personnel testing programs in accordance with professional standards.
 0220.0020 Administers personnel testing programs, preparing associated test materials, as required.
 0220.0021 Serves as a representative or consultant on professional or technical matters in a personnel or human resources unit, department, or organization.
 0220.0022 Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in personnel administration activities.
 0220.0023 Prepares written reports, correspondence, memoranda, records, etc.
 0220.0024 Conducts selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service examinations, civil service list creation, and/or recruitment.
 0220.0025 Under supervisor's guidance, performs other professional personnel administration duties comparable to those listed above.

You must include all your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (February 24, 2015) to submit your Online Education and Experience Test; however, once you submit your Online Education and Experience Test, you will not be permitted to submit new or additional information about your education and/or experience. You will not receive credit for education which you obtain after June 30, 2015 or experience which you obtain after the end of the Application Period.

The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (February 24, 2015).

Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements): 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 are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination. (For more information, see **Item #3** in the *Special Insert: guide for Completing the Online Examination* at the end of this document.)

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

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 the City of New York.

THE TEST: The multiple-choice test will be given in a paper and pencil format. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have the knowledge and abilities determined to be important to the performance of the tasks of an Administrative Staff Analyst. In order to answer these multiple-choice questions, candidates may be required to compile, compare, and evaluate information derived from a number of different sources; determine which information is relevant to the problem and/or issues presented in the question, and choose the best solution to the question or problem. The test may include questions regarding standards of proper employee ethical conduct.

The Written Test Description: A detailed description of the multiple-choice test will be provided at a later date.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

The test(s) will assess managerial abilities. A passing score on the test(s) will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

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

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, 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.

ADMISSION NOTICE: If you are marked "Qualified" on the Online Education and Experience Test, you should receive an Admission Notice in the mail about 10 days before the first date of the test. If you do not receive an Admission Notice at least 4 days before the first test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you are found "Qualified" and pass the 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 mail 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit

a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak a foreign language and/or know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for License, Certificate, or Registration: If you have a license or certificate listed below, you may be considered for appointment to positions requiring this license or certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license or certificate. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your license or certificate will be checked by the appointing agency at the time of appointment. **This license, certificate, or registration must be maintained for the duration of your employment.**

1. A valid New York State Certified Public Accountant license.
2. A valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA).
3. A valid New York State Professional Engineer's License.
4. A valid New York State Registration as an Architect.
5. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW).
6. A valid New York State Registration as a Licensed Master Social Worker (LMSW).

Selective Certification for Special Experience: In addition to meeting the qualification requirements under "How to Qualify" for Administrative Staff Analyst, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Experience Directing an Accounting Division:** (1) A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; or (2) A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.
2. **Selective Certification for Positions Requiring Experience in Educational Administration:** (1) A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and two years of satisfactory full-time professional experience for educational program(s) and/or institution(s) in budget administration, economic or financial administration, fiscal or economic research; management or methods analysis, operations research, organizational research or program evaluation; educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, fiscal management, or a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or (2) A baccalaureate degree from an accredited college and four years of satisfactory full-time professional experience as described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience described in "1" above.
3. **Selective Certification for Positions Requiring Experience as a Public Information Representative or Director of an Agency or Organization:** (1) A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or (2) A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.
4. **Selective Certification for Positions Requiring Experience Directing an Auditing Division:** (1) A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting and five years of full-time experience in management auditing, EDP auditing, financial accounting and/or financial auditing, at least 18 months of which must have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors; or (2) A valid Certified Public Accountant License or a certificate as a Certified Internal Auditor and four years of full-time experience as indicated in "1" at least 18 months of which must have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors.
5. **Selective Certification for Positions Requiring Budget Experience:** Eighteen months of full-time

satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.

6. **Selective Certification for Positions Requiring Organizational Research Experience:** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
7. **Selective Certification for Positions Requiring Personnel Administration Experience:** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in personnel administration which includes planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, and employee benefits.
8. **Selective Certification for Positions Requiring Transit Experience:** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in the field of mass transit.
9. **Selective Certification for Positions Requiring Experience in Scientific or Public Health Research:** A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or public health and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in physical, biological or environmental science or public health research.
10. **Selective Certification for Positions Requiring Experience Administering the Non-Medical Aspects of a Public Health District, Facility, or Program:** A baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work.
11. **Selective Certification for Positions Requiring Experience in Planning, Developing, and Directing Day Care Services:** A master's degree from an accredited college with a major in early childhood education and five (5) years of full-time paid experience as the director of a school devoted largely or exclusively to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education, or with equivalent experience in a consultative capacity. The education background must include at least 30 semester hours in approved educational courses, of which 12 semester hours must have been in supervised student practice teaching in a nursery school, a kindergarten or in the primary grades.
12. **Selective Certification for Positions Requiring Experience Directing an Organizational Segment or Regional Office of a Large Social Services Agency:** (1) A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or (2) Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.
13. **Selective Certification for Positions Requiring Experience as an Engineer in Charge of a Major Design or Field Division:** A valid New York State License as a Professional Engineer and six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity.
14. **Selective Certification for Positions Requiring Experience as an Architect in Charge of a Major Design or Field Division:** A valid New York State Registration as an Architect and six (6) years of full-time paid experience in architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity.
15. **Selective Certification for Positions Requiring Experience as a Landscape Architect in Charge of a Major Design or Field Division:** A valid New York State Registration as a Landscape Architect and six (6) years of full-time paid experience in in landscape architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity.
16. **Selective Certification for Positions Requiring Bridge Experience:** A valid New York State Professional Engineer's License and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in the design, construction, maintenance and/or inspection of bridges.
17. **Selective Certification for Positions Requiring Tunnel Experience:** A valid New York State Professional Engineer's License and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in tunnel work, e.g., hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, geotechnical analysis, or design for tunnel bore machine launch and retrieval shafts.
18. **Selective Certification for Positions Requiring Sewer and/or Water Experience:** A valid New York State Professional Engineer's License and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.

19. **Selective Certification for Positions Requiring Environmental Experience:** A valid New York State Professional Engineer's License and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in wastewater treatment, sanitary engineering, water treatment, landfill design/construction and ground water treatment.
20. **Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience:** A valid New York State Professional Engineer's License or a valid New York State Registration as an Architect and eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in NYC Construction Codes, NYC Zoning Resolution Interpretation, International Building Code, or Structural Building Assessment.
21. **Selective Certification for Positions Requiring City/Urban Planning and Design Experience:** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in such areas as planning, design, research, investigations and/or studies related to urban design development programs.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

Special Insert: Guide for Completing the Online Examination
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This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee
Education Level
Employment/Work Experience
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** meet qualification requirements in order to qualify for this examination. If you do **not** meet the qualification requirements, you will be marked **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored, and you may be marked **Not Qualified**.

4. **Completing the Employment/Work Experience section:** For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job you must select the tasks you performed from the tasks listed in the drop-down menu. You may select up to 99 tasks for each employment.

Executive, Managerial, Administrative, or Supervisory Experience: In order to receive credit for the eighteen months of executive, managerial, administrative, or supervisory experience, for each job you must select at least 7 tasks from the tasks listed under either Task Category #0100 or Task Category #0110 or Task Category #0120 . For example, if you select 3 tasks from Task Category #0100 and 4 tasks are selected from Task Category #0110 for a job, the job will **not** receive credit .

Professional Experience: In order to receive credit for professional experience, for each job you must select at least 7 tasks from the tasks listed under either Task Category #0100 or Task Category #0110 or Task Category #0120 or Task Category #0200 or Task Category #0210 or Task Category #0220. For example, if you select 3 tasks from Task Category #0200 and 4 tasks are selected from Task Category #0210 for a job, the job will **not** receive credit.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the Computer-based Testing & Applications Centers

The City of New York is an Equal Opportunity Employer.

Title Code No. 10026; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas

