

## Associate Staff Analyst, Exam No. 5014 Selective Certifications

**Selective Certification for Special Experience:** If you have the experience listed below, 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 Using SPSS:** One year of experience analyzing data using **SPSS** to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis. **SPS**

**2. Selective Certification for Positions Requiring Experience Using SAS:** One year of experience analyzing data using **SAS** to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis. **SAS**

**3. Selective Certification for Positions Requiring Experience Using Structured Query Language (SQL):** One year of professional experience using Structured Query Language (SQL) to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis. **SQL**

## Administrative Staff Analyst, Exam No. 5011 Selective Certifications

**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.

1. American Sign Language - **ASL**
2. Albanian - **ALB**
3. Arabic - **ARA**
4. Bengali - **BEN**
5. Cantonese - **CAN**
6. Mandarin - **MAN**
7. French - **FRE**
8. Greek - **GRE**
9. Creole - **CRE**
10. Hindi - **HIN**
11. Italian - **ITA**
12. Korean - **KOR**
13. Polish - **POL**
14. Portuguese - **POR**
15. Russian - **RUS**
16. Spanish - **SPA**
17. Vietnamese - **VIE**
18. West African Language - **WAL**
19. Yiddish - **YDD**

**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. **PAL**
2. A valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA). **CIA**
3. A valid New York State Professional Engineer's License. **PEC**
4. A valid New York State Registration as an Architect. **NYA**
5. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW). **LCS**
6. A valid New York State Registration as a Licensed Master Social Worker (LMSW). **LMS**

**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. **DAD**

**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. **EAE**

**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. **PIR**

**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. **DAD**

**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. **BGT**

**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. **ANO**

**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. **ANP**

**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. **TAS**

**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. **SPH**

**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. **NMA**

**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. **PDD**

**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. **EDO**

**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. **EAC**

**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. **ARC**

**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 landscape architectural work, at least two (2) years of which must have been in an administrative, managerial, supervisory, or consultative capacity. **LNS**

**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. **BRS**

**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. **TUN**

**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. **EWS**

**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. **EEL**

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. **CZS**

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. **UPD**

## Promotion to Administrative Staff Analyst, Exam No. 5517 Selective Certifications

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