

# 2019 OSA ANALYST SERIES EXAM PREPARATION

**T**his year, there will be exams for Associate Staff Analyst (ASA) and Administrative Staff Analyst (Admin SA) sometime in September.

Applications for these exams will be open for filing from 6/5/19-6/25/19. OSA will be providing help in completing the applications to interested candidates during the filing period. Please call us at 212-686-1229 asap to schedule an appointment.

The Notice of Exam (NOE) and the application forms will be available on the DCAS website during the filing period.

There will be promotional and open competitive versions of both the ASA and Admin SA exams. If you are a permanent Staff Analyst (SA), you are eligible for the promotional ASA exam, and if you are a permanent ASA, you are eligible for the promotional Admin SA exam.

Everyone who meets the eligibility requirements on the NOE can take either or both open competitive exams. If you file for both the promotional and open competitive exam for the same title, you only take one actual exam and, if you pass, you will be on both the promotional and open competitive lists. It is a good idea to take the open competitive exam for either title, in case your agency does not want to promote you. This way, you would have the opportunity to leave for a better agency.

The current open competitive lists for ASA and Admin SA will expire in July and August of 2020, respectively. The ASA list has been called up to #1202, but was not fully utilized. However, most agencies are calling candidates up to #1007. There are over 80 candidates with list numbers below #1007 still on the list. If an agency only has three or four vacancies, they usually interview about ten candidates.

The same is true for the Admin SA list. Currently, that list has been called up to list #2000, with 30 candidates up to that number still on the list. Vacancies are rare for this title, and the list is not being used that often. Originally, there were three citywide hiring pools for the title. At the time, they called up to list #2422, but some candidates with higher scores remain on the list.

Some candidates placed themselves on the selective certification lists noted in the NOE for both the ASA and Admin SA exams. You may still place yourself on these lists. Check out the NOE for the relevant exams, which are still posted on the OSA website under the Exams, Lists and Training tab in the section for the 2015 ASA and Admin SA exams. Some appointments have been made above #2000 as a result of the selective certification lists.

If you took and passed these exams, but have not been called yet, it can be difficult to know if you should pay again and retake these

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**exams. The existing lists have about another 15 months before the new lists are published.**

**For the ASA exam, if your number on the current list is over #1007 or, for the Admin exam, if your number on the current list is over #2000 and you have not been appointed by the June filing dates for the new exams, you should probably retake them. If you are appointed from the old list by the time the new exam is given this fall, fine. If you retake the exams and are appointed by the time the new list is published around September 2020, then you will have the option to leave your agency and attend other hiring pools. That option can be useful.**

**If you were recently appointed to SA or ASA and are still serving probation, you may still take the promotional exams. You will complete your probation by the time the list is published. If not, you will remain on the promotional list and can be appointed when you complete your probation. (This has to be discussed with your agency.)**

**OSA will offer classroom style training for the ASA and Admin exams. The training will take place over eight or ten weeks, starting July 1, 2019. The form for participation in the training is available on the OSA website and is also enclosed in this mailing. Please complete and submit the form early.**

**If you participated in the training for the Staff Analyst exam last year, please note that the first 8 weeks of training this summer are the same as the training given last year. The**

**final two sessions of extra training for the Admin SA exam, however, were not given last year. You can sign up just for those two sessions by checking off the box on the enclosed coupon or you may sign up for the entire 8 or 10 week course.**

**The training is free for those represented by OSA and for current OSART members. If you know of individuals who are not represented by OSA who would like to take the open competitive exams and to prepare by taking OSA's exam preparation course, they will have to enroll in our related professional association, OSART. OSART dues are \$97.50 for a year.**

**If you are presently an OSART member and will be one at the time of the training course, you do not have to renew your membership. However, if your membership will lapse before the training class is given, you will have to resubmit the OSART membership form, along with a \$97.50 money order for an additional year of OSART membership.**

**Candidates, as always, are urged to take both the open competitive exam, as well as any promotional exam for which they are eligible. You do pay two "fees," but only sit for one exam. This is important, because your agency may love you today, but two years hence, a new boss may ask the agency to pass you over for promotion. If you are also on the open competitive list, you can still get appointed elsewhere and the boss who does not love you can be left behind.**