

INFORMATION ON THE UPCOMING STAFF & ASSOCIATE STAFF ANALYST EXAMS

There will be exams for the Staff and Associate Staff Analyst titles in February, 2010. The ASA will be both a promotional and an open-competitive exam. The SA will be an open-competitive exam.

In the past three Analyst exams were the same for the New York City Transit Authority titles of Assistant Transit Management Analyst and Associate Transit Management Analyst and the Department Of Education titles of Education Analyst and Associate Education Analyst. This time, the Transit Management Analyst titles may or may not be included.

DEPARTMENT OF EDUCATION: The DOE appoints Staff Analysts and Associate Staff Analysts. If you are a provisional Education Analyst, Associate Education Analyst, Education Officer or Associate Education Officer, you may consider taking the open-competitive SA and open-competitive ASA exams.

If you are a permanent EA, you are eligible to take the promotional AEA exam and the open-competitive AEA. If you are a provisional EA or a provisional AEA, you are eligible to take the open-competitive EA and the open-competitive AEA exams. The following information about permanent and provisional SA and provisional ASA applies to you if you are an EA or AEA.

If you are an Education Officer or an Associate Education Officer, you are eligible to take the open-competitive exam for EA and the open-competitive exam for AEA. You may also select to take the open-competitive SA and open-competitive ASA exams since the DOE also has SA and ASA titles and appoints from these exams.

If you are an Administrative Staff Analyst, an Administrative Education Analyst or Administrative Education Officer, you are also eligible to take the open-competitive exams. If, of course, you are a permanent SA or EA, you are eligible for the promotional exams as well.

PERMANENT STAFF ANALYSTS: All permanent SA's are eligible for the promotional ASA exam, regardless of whether they have a college degree or not. The only requirement for that exam is the permanent title. Some of you have been permanent SA's since before 2004, when they changed the requirements to a college degree. It does not affect you.

Therefore, if you are serving as a permanent SA or serving as a provisional ASA or Administrative SA (NM or levels 2 and 3 and above) with a permanent SA title, you are eligible to take the promotional ASA exam.

If you were appointed probable permanent SA from the last SA exam and still have not completed your one year probation, you may still take this exam. However, you will not be eligible for promotion from the list until you complete your probationary period. You will not be appointed until you are a permanent SA.

There is an obvious value to filing for both the promotional and the open-competitive ASA exams. If you pass, you will be on both lists. The promotional ASA list is given only to your agency. If, for any reason you are not appointed by your agency, you can be appointed into another agency from the open-competitive ASA exam list. The open-competitive list is also sometimes used by a member choosing to leave his or her agency. It will be the same exam, but you have to pay for two applications.

STAFF ANALYST TRAINEES: The original DCAS plan indicated that there would be an ASA exam sometime in 2010. The SAT list was published in March of 2008. Anyone appointed after February of 2008 and serving a two year probation will not be a permanent SA in time to take the promotional ASA exam. Only a small few who were provisional more than one year when they were appointed and are only serving a 15 month probation may become permanent SA's before the exam. You will be eligible to take the promotional ASA exam.

Those SAT's who will not mature to permanent SA in time to take the promotional ASA exam, and of course those that have not yet been appointed to SAT, have two options. You may take the open-competitive SA and the open-competitive ASA exams.

PURE PROVISIONALS: STAFF ANALYST, ASSOCIATE STAFF ANALYST, AND ADMINISTRATIVE STAFF ANALYST (NM AND LEVELS 2 AND 3 AND ABOVE): A 'pure' provisional has never taken or passed a competitive exam or been appointed to a competitive or non-competitive title. You have technically, been 'hired' in your current title. Most of you have only been a city employee less than three years, and some for only a few months. You have two options. You may take the open-competitive SA and the open-competitive ASA exams.

PROVISIONALS: STAFF ANALYST, ASSOCIATE STAFF ANALYST, AND ADMINISTRATIVE STAFF ANALYST (N.M. AND LEVELS 2 AND 3 AND ABOVE) WITH LEAVE LINES IN OTHER TITLES: A provisional with a permanent title other than SA may be eligible for a 6.1.9. (the NYC Rules and Regulations number) This would change your permanent title to a SA or an ASA. If you are '619'd to a permanent SA, you can take the promotional ASA exam. If you are '619'd to an ASA, you do not have to take any ASA exam. Please discuss this with your personnel office for more information.

For those that cannot '6.1.9.' you have two options. You can take the SA and the ASA open-competitive exams.

OTHER THAN STAFF ANALYST TITLES: Some are competitive titles where no exam has been given. In the Campaign Finance Board there are CFB Analysts. In DCAS and DOITT there are NYCAPS Process Analysts. In DCAS there are Management Analysts and Test and Measurement Interns and Specialists. Many other titles are non-competitive titles, such as those in HHC and DOHMH.

If you are in one of these titles, you have the right and opportunity to take the SA and/or ASA open-competitive exams. However, in most cases you will have to leave your position and your agency to be appointed. You should check with your agency to determine if they will appoint you and 'keep' you.

In most instances, your salaries are more than SA, and in many it is above ASA. If this is your situation, you should consider whether you want a new career path, the difference in your current salary, and promotional opportunities where you are. Sometimes it is better to take a small salary decrease in order to advance.

If you are earning more than the SA salary, and your agency will appoint you while you remain in the higher title, you probably should take the SA and the ASA open-competitive exams. If not, then only take the ASA open-competitive exam, unless you want to leave where you are and salary is not your priority.

TWO OPTIONS: There are a few reasons to take both the SA and the ASA open-competitive exams.

First, of course, is you might fail one. Until the Notice of Exam is published in December, it is unknown whether the SA and ASA will be the same exam with added questions for the ASA.

Second, it is very possible that more candidates (from outside city employ) will take the ASA open-competitive because of the salary. As a result, even if you did well with a score of 89, there might be many more candidates ahead of you as DCAS lists candidates with the same score by the last 5 digits of their social security number.

If you also take the SA open-competitive, the 89 score would probably be a higher list number and you would be interviewed before they reached your list number on the ASA. In addition, the ASA promotional list will be 'called' before the open-competitive ASA list.

Third, if you are a current provisional ASA, and still are when the lists are published, you can be appointed SA and remain a provisional ASA, then you can be appointed ASA.

BUT, according to the civil service rules, you cannot be a provisional for more than 9 months. Some of you have passed that deadline, but may still be in jeopardy. The exam usually takes one year from date of exam to date of publishing the list. You may be in another provisional title, or you may no longer be working for the city. In that case, either exam would give you the opportunity to be appointed and back to your city employment. (You would keep your pension credits.)

If your provisional title is earning more than a SA and you are appointed from the SA list, you remain in your higher title. If you are a provisional SA, you will be appointed in your current position.

If you were appointed SA, you will still be called for an interview when they reach your list number for the ASA exam. You can still take the appointment for ASA and give up the SA title and/or the SA position.

TRAINING: The training for the SA and the ASA exams covers 7 sessions. The same session is given all week and the weekends. Each member signs up for the same one day per week for 7 weeks. The training is given in the evenings from 6-9 with registration at 5:30. Saturdays and Sundays have two sessions: 9-12 in the morning and 1-4 in the afternoon. These training sessions will only be 3½ weeks.

OSA has been giving training sessions for many years covering the same topics, as the analysts have always been employed in the same areas within each agency. The training sessions include: Management/Supervision; Budget/Contracts; Personnel; Organizational Research; Statistics; Communication; Grammar; Basic Math; and Test Taking Techniques.

The training for the SA and ASA exams will be given together in the same sessions since the material is the same. Even though the SA does not technically supervise, they are supervised and need to know the same criteria.

If you have taken the OSA training before, it will be essentially the same. You may wish to repeat all or some of the sessions. When the coupon is sent for participation in the training, please complete it as if you were taking the complete training course.

If you have taken the OSA training before, you might still have the huge book of materials on each of these sessions, and/or copies of the tapes and/or DVD's. This will be the same for the current training.

The training is free to OSA/RT members and Administrative Staff Analysts Levels 2 or 3.

OSART: OSA has an association called The Organization of Staff Analysts and Related Titles for anyone interested in being included in our mailings; receiving information about civil service, including assistance on appointments from lists; and participating in the OSA training classes. It costs \$97.50 per year, and can be renewed.

A coupon is included for those who wish to join OSART. You may give this to anyone in your agency, especially if they plan to take the open-competitive SA and/or ASA exams and wish to participate in the OSA training classes.

DVD's: For those of you who wish to purchase the DVD's at the present time, please complete the coupon enclosed. You may buy these at any time between now and the exam.

MATERIALS: No book of materials will be distributed. The materials for the exam are being prepared for online downloading. It will be completed by the time the training begins. You will be notified when this is complete.

APPLICATION FOR THE SA AND ASA EXAMS: There will be three separate applications for the SA and ASA exams: one for the promotional ASA exam, one for the open-competitive ASA exam (even though there is only one actual exam), and one for the open-competitive SA exam (which may be the same actual exam as the ASA exam with less questions or it may not). You also may decide to take the DOE open-competitive exams.

The **promotional ASA exam** only has one requirement, i.e. a permanent SA title.

The **open-competitive ASA exam** requires a college degree and three years experience working as an analyst. Those of you who are provisional ASA's should already be qualified.

If you are a provisional Administrative SA (any level) you would have needed four years experience working as an analyst, and are therefore qualified.

If you are a provisional SA, you were only required to have two years experience working as an analyst. If you have been a provisional SA for one year, you would then have the required three years experience. If you had more than three years before you were hired, you still qualify. But those of you who, throughout your working career do not have a total of three years, you will not be qualified to take the ASA open-competitive.

The **open-competitive SA exam** requires a college degree and two years experience working as an analyst. Those of you who are provisional SA's should already be qualified.

OSA hopes to send you copies of the applications for all three exams the first week of December. The application dates are from December 2, 2009 to December 20, 2009.

If you are applying for the open-competitive SA exam, you will need to write what you wrote for your two years experience to qualify for your provisional SA title, and copy that, and add another one year experience for the open-competitive ASA exam.

If you are applying for the open-competitive ASA exam, you will need to write what you wrote for your three years experience to qualify for your provisional ASA title.

OSA will be available to assist you with completing the applications. When you receive the application and if you need help please call OSA to make an appointment.