THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

PROMOTION TO ASSOCIATE STAFF ANALYST

Exam. No. 0509

WHEN TO APPLY: **From: February 7, 2001** **APPLICATION FEE: $50.00**
To: February 27, 2001 ***Payable only by money order to D.C.A.S. (EXAMS)***

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, June 9, 2001.**

WHAT THE JOB INVOLVES: Associate Staff Analysts, under direction with wide latitude for independent initiative and judgement, in addition to performing the duties of Staff Analyst at a higher level, perform difficult professional work in the preparation and administration of agency budgets and the conduct of economic research and studies; in preparation and conduct of administrative, procedural and operational studies and analysis concerning the agency's organization and operations; and in personnel administration; and supervise staff performing such work. May utilize computers in the performance of these duties. All personnel perform related work, and, during the temporary absence of the supervisor, may perform the supervisor's duties.

(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: The current minimum salary is $47,011 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test**:

(1) is permanently (not provisionally) employed in or appears on a Preferred List for the title of Staff Analyst or Labor Relations Analyst; and
(2) is not otherwise ineligible.

The admission of employees in the title of Labor Relations Analyst is on a collateral basis and applies to this examination only. It is not to be considered a precedent for future examinations.

A Preferred List is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with the City of New York in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions in the following areas: descriptive statistics; arithmetic reasoning; ability to collect and analyze data; ability to interpret written materials; written communication, including ability to review and edit correspondence, reports and other written documents; principles of supervision, including planning, organizing and monitoring work, and staff training; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas. Such questions will be concerned with agency budgeting, procedural, organizational and operational studies, and personnel administration.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

(1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
(2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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

(1) compulsory attendance before a public body;
(2) on-the-job injury or illness caused by municipal employment;
(3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
(4) absence due to ordered military duty; or
(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 12627; Staff Analysis Occupational Group.