



# ORGANIZATION OF STAFF ANALYSTS

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## Dear Individual Interested in the Staff Analyst Trainee Exam:

You are receiving this letter and the enclosures because you recently completed OSA's **Staff Analyst Trainee Exam Information Coupon**, indicating you planned to take the SAT exam and were interested in OSA's exam training.

Enclosed with this letter are three forms for you to complete and return to OSA:

1. A form to join **OSART**, our union's related professional association. (Green)
2. A registration form for the **SAT training** (Blue)
3. A form to purchase training **DVDs and/or Videotapes** (Grey)

Applications for the **Staff Analyst Trainee** exam will be **online** at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) **from March 5 through March 25**, OSA will provide training classes from **March 31 through May 19**, and the SAT exam will be in **June**.

On the other side of this letter, you will find **information about applying for the exam** on-line from home if you are paying by credit card, or on-line in person at DCAS's testing centers if you are paying by money order. If you have questions about foreign education equivalency, please call OSA. **PLEASE REMEMBER: the application will not be available until March 5th.**

Many of you have already completed the **OSART** form and sent in the \$97.50 fee. A copy of the **green OSART form** is enclosed for those who have not. If you wish to participate in the OSA training classes, you must complete the form and mail it to the union with a **money order** for \$97.50, along with the **blue registration form** for the classes.

In order to plan for the training classes, it is of utmost importance that the **green OSART** form, the money order for \$97.50 and the **blue training class registration form** be completed and returned **ASAP**. The deadline is **March 13th**. The first individuals to request **evening training** will attend training at the **OSA** office. Those over the quota will have their training elsewhere, at a location to be determined. The **weekend training** will be at OSA. If necessary, there can be a **second set of weekend training** classes at OSA. We will contact you by email to let you know the location of your training sessions. Please be sure to include your personal/home email on the registration form.

The grey order form for **DVDs and/or Videotapes** can be sent in at will. (All of these forms are also posted on [www.osaunion.org](http://www.osaunion.org) in the section for "Exams, Lists and Training.")

Thank you for cooperating in this short deadline for planning the OSA training.

Sincerely yours,

Sheila Gorsky

## **HOW TO APPLY FOR THE STAFF ANALYST TRAINEE EXAM**

From March 5 - March 25 you will be able to apply for the SAT exam **online** on the city's website. **If you are paying by credit/debit card, you can do this from any computer**, including your home computer. **If you pay by money order, you will have to bring the money order to one of two Computer-Based Testing Centers** run by the Department of Citywide Administrative Services, and then complete the online application at the center.

**To start the application process**, on or after March 5, but before March 25, go to [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs), the "City of New York Online Application System Website." (If you choose to pay the exam fee with a credit/debit card, you will be charged a non-refundable fee of 2.49% on the payment amount.) The main page of the "City of New York Online Application System Website" also has a link to "FAQ For Application," an extensive series of answers to frequently asked questions about the application process.

**Click on "List of Examinations"** in the upper left corner. A page will open listing all the exams open for application. **Find "Staff Analyst Trainee" and click on the link.** A PDF file with the actual multi-page Notice of Exam will open inside a web page headlined "Notice of Examination." We recommend you read the NOE carefully and print a copy for your records. Scroll to the bottom of the page below the PDF of the Notice of Exam. **Check the box next to the statement "I acknowledge that I have read and understood the Notice of Examination. You must check this box before continuing." Then, click "Apply for Exam."** If your browser opens PDFs in their own windows, be sure to return to the "Notice of Examination" page to find the check box and statement. If the forms don't open properly in your usual browser, please try a different one.

**Clicking "Apply For Exam," opens a page headlined "Payment Method Information."** If you wish to pay by credit/debit card, click on the appropriate link. A new page opens in which you **create a new account**. You must supply your Social Security number, your name, your phone, your address, your email address, and a user ID and password of your selection. Once you have created an account you can use it to apply for any other exam you may wish to. **If you already have an account**, you can simply log in with your user ID and password.

**After you set up your account, you will be directed to the page "Application For Examination."** Here, you will enter the exam number, type, title, your name, address, email address, phone number, race and gender and indicate whether you need any special accommodation in taking the test or you are claiming any additional credits, such as veterans' credit.

**You will click "proceed," and go to a page labeled "Verification of Application for Examination."** This will present you with the chance to edit or cancel your application or proceed. If all the information on this page is correct, **click on proceed** and you are taken to a page where you will enter your credit/debit card information.

**If you want to pay by money order**, click on the appropriate link on the "Payment Method Information" page and a PDF will open with information and travel directions to DCAS's two testing centers. Bring your money order to the testing center Monday through Saturday from 9:00AM to 5:00PM.

**If you need help with foreign education credits and equivalency**, be sure to read the "Foreign Education Evaluation Guide" at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf) You must have one of the evaluation 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 the SAT examination. If you still have questions, call the union.

# OSA STAFF ANALYST TRAINEE EXAM TRAINING COURSE REGISTRATION FOR NON-MEMBERS

Please complete this coupon in order to register for the OSA Staff Analyst Trainee Exam training course. If you have not yet sent in your OSART membership form and a money order for \$97.50, please do so now, along with this registration form.

Classes will be held each evening, **Monday through Friday**, starting at **5:30pm for registration through 9pm, beginning** the week of **Monday, March 31** for a training set of seven to eight weeks. Day classes will be held on **Saturday and Sunday, starting at 8:30am for registration through 4pm**, covering **two** topics per day, for a training set of three full and one half Saturdays **or** Sundays. This will **begin Saturday, April 5 and Sunday, April 6.**

Since **Passover and Easter** will occur during the period of the training, you are encouraged to come another day or weekend to make up any class sessions you are unable to attend because of the holidays. The schedule of topics will be on the union's website at [www.osaunion.org](http://www.osaunion.org) in the section for "Exams, Lists and Training."

If a second set of **weekend training classes** is necessary, **it will begin Saturday, May 3 and Sunday, May 4.** The first 400 requests for weekend training will be placed in the set beginning in April.

The **evening training** will take place at the **OSA union office** for those who respond first. Those

over the quota will have training elsewhere, at a location to be determined.

The training materials will be on OSA's website. Please download, peruse and bring the material for the topic under discussion each week.

The **same topic(s)** will be covered **each evening for a week.** Therefore, you **sign up for just one evening a week** and come on that day for 7 consecutive weeks **or** you sign up either for a **Saturday or a Sunday** class covering the same two topics and you only come for 3½ weeks.

**Please indicate which evening or day of the week you are interested in attending.** Please return this coupon immediately, in no case later than **March 13**, to OSA, 220 East 23rd Street, Suite 707, New York, NY 10010, or fax it to 212-686-1231 or 212-686-1073 or call George at 212-686-1229.

**Please keep a copy of the coupon for your records and bring it with you to all the sessions.** Also, be sure to call the **PHONE HOTLINE** at 212-330-8833 or check the **WEEKLY NEWSLINE** page of [www.osaunion.org](http://www.osaunion.org) on a regular basis for any information and/or changes.

Unless you hear from us, you will be registered for the day you choose. Keep your copy, as we will not be able to remind you which day you chose.

## OSA STAFF ANALYST TRAINEE EXAM TRAINING COURSE REGISTRATION

PRINT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

AGENCY: \_\_\_\_\_ TITLE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Please CIRCLE which evening or day you wish to attend:

MONDAY    TUESDAY    WEDNESDAY    THURSDAY    FRIDAY    SATURDAY    SUNDAY

PLEASE FAX TO: 212-686-1231 or 212-686-1073 or MAIL TO: OSA, 220 East 23<sup>rd</sup> Street, Suite 707, New York NY 10010



# OSART



## THE ORGANIZATION OF STAFF ANALYSTS & RELATED TITLES

The Organization of Staff Analysts & Related Titles has a more than thirty year history as a professional employee organization. Since 1970, our members have chosen to work together for mutual assistance. All of our activities are geared toward members assisting one another within the framework of NYC government employment.

### OUR ACTIVITIES INCLUDE

- Training Courses for Exams
- Regular Mailings on Matters of Interest
- Frequently Updated Website
- Weekly Taped "Hotline" Message
- Professional Conferences
- Grievance and Disciplinary Assistance
- Group Legal Action
- General Membership and Agency Chapter Meetings
- Research and Analysis Affecting Employment/Careers

Our joint activities have accomplished worthwhile goals that none of us could have hoped to accomplish alone.

- Helped Candidates Get appointed From Civil Service Lists.
- Our Legal Panel Has Helped Hundreds Of Members
- Permanent Status Has Been Gained For Hundreds Of Members
- Provided Training for Civil Service Exams

Our affiliated union, the Organization of Staff Analysts, has grown from 38 members in 1985 to more than four thousand (4,000) members with full collective bargaining rights, grievance coverage and longevity bonuses, as well as an educational fund. OSART has achieved substantial gains for its members, but to achieve more, we need your ideas, your viewpoints and your support. You can become an OSART member for \$97.50 per year.

**FOR MORE INFORMATION, CALL (212) 686-1229**

### APPLICATION TO JOIN OSART

Return to: OSART • 220 East 23rd Street • Suite 707 • New York NY 10010

YES, I'd like to join OSART. Enclosed is my one year membership fee –  
postal money order only payable to "OSART" for \$97.50

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME TEL #: \_\_\_\_\_

AGENCY: \_\_\_\_\_ SECTION: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ WORK TEL #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# DVDs & VHS TRAINING TAPES FOR THE 2014 STAFF ANALYST TRAINEE EXAM

The Organization of Staff Analysts has prepared a video version of the Analyst Series Exam Training Course we have given over the years for Staff Analyst Trainee, and Staff, Associate and Administrative Staff Analyst.



These are available for purchase as a single set of 9 DVDs packaged in 3 sets of 3 DVDs each. The DVDs cover all of the topics listed in the chart below. We also have a limited number of individual VHS tapes for sale covering the

same material. [You may disregard segments on the VHS tapes that are not listed in the chart.]

If you have VHS tapes from a previous training and do not need to purchase the complete set of DVDs, please determine which sessions are on each VHS tape (they may have been rearranged since your purchase) and only purchase the VHS tapes with the sessions you need. We regret that when we run out of the VHS tapes, we will not be able to produce additional sets.

The complete set of DVDs costs \$40 plus \$5 shipping. The VHS tapes cost \$8 each plus \$2 shipping. You can save shipping expenses if you pick up either the DVDs or the VHS tapes at OSA.

If you are interested in purchasing the DVDs or tapes, please complete the coupon below and bring it with you to the union office if you are picking either up in person – or mail it in to the union with your payment if you wish them to be shipped to you. Payment must be in the form of a money order payable to “OSA”. The materials are available at these prices to non-members as well as OSA/OSART members.

<b>DVD Set 1</b>	VHS Tape 1	Management & Supervision, Quality of Work Life, Personnel
<b>DVD Set 2</b>	VHS Tape 2	Contracts & Procurement, Budget, Organizational Research
<b>DVD Set 3</b>	VHS Tape 3	Communication; Basic Math; Test Taking Techniques
	VHS Tape 4	Data Preparation & Analysis; Statistics

## Yes, I want to purchase the Analyst exam training DVDs or VHS tapes.

Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

- Complete DVD Set (\$40 plus \$5shipping)   
  VHS Tape #1   
  VHS Tape #2   
  VHS Tape #3   
  VHS Tape #4 (\$8 per tape plus \$2 shipping per tape)

Please ship the materials to me.   
  I'll pick up the materials I've ordered at the OSA office.

Money Order for DVD Sets \$\_\_\_\_\_ [OSA and non-OSA members]

Money Order for VHS Tapes \$\_\_\_\_\_ [OSA and non OSA members]

Please send a money order payable to “OSA,” along with this coupon to:  
 Organization of Staff Analysts • Attn: DVDs/Videotapes • 220 E. 23<sup>rd</sup> Street • Ste 707 • NY NY 10010