



Organization of Staff Analysts

220 East 23rd Street • Suite 707 • New York NY 10010

FREQUENTLY ASKED QUESTIONS ABOUT THE ADMINISTRATIVE STAFF ANALYST EXAM

1. How was the exam graded? Why is there a seniority score and an adjusted final average?

The Notice of Exam (NOE) said that a passing grade on the exam was a 70% final score. It indicated that the written test of 100 multiple choice questions would be graded at 1 point for each question, but the result on the written exam would represent only 85% of the value of your final score (adjusted final average).

The NOE also indicated that your seniority would determine the remaining 15% of your final score. To have seniority credited, you had to pass the written exam first. If you failed the written exam, your result card has a written test score and a failure code, but no seniority score. If you passed the written exam, your result card has the score on the written exam plus a second score for seniority.

That seniority score equals, to quote the NOE: “70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, 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.”

Let's take the example of a person who scored an 80 on the written exam and who has ten years of creditable service. First, we have to calculate the seniority score. We start with 70 and add ½ point for each 3 months of service. So, you add 2 points for each full year of creditable service or 20 points for this person's ten years of creditable service, giving the individual a seniority mark of 90. You weight the 80 on the written test at 85% and the 90 on the seniority mark at 15% resulting in the following:

	Raw Score	Weight	Weighted Score
Written Test	80	85%	$80 \times .85 = 68.0$
+ Seniority Mark	90	15%	$90 \times .15 = 13.5$
= Adjusted Final Average			81.5

In another example, a person has 20 years of creditable service and a written exam score of 83. First, we calculate the seniority score at 70 plus ½ point for each 3 months of service. So, you add 2 points for each full year of creditable service or 40 points for this person's 20 years of creditable service. But, the *maximum creditable service* is 15 years – or 30 points – which gives a person a seniority score of 100. Since you can't have a seniority score of more than 100, this person's seniority score is 100.

	Raw Score	Weight	Weighted Score
Written Test	83	85%	$83 \times .85 = 70.55$
+ Seniority Mark	100	15%	$100 \times .15 = 15.0$
= Adjusted Final Average			85.55

2. What recourse do I have if I failed the exam?

The final answer key is....final. It can no longer be protested or disputed since it has been through the “test validation” process. However, if you believe your exam was rated incorrectly, you may submit a written appeal of your score to DCAS, Committee on Manifest Errors, 1 Centre Street, 14 Floor, New York NY 10007. You must appeal within 30 days of the date of the notice of results. Since this was a multiple choice exam, your appeal can only ask for a re-scoring of your test paper.

3. Are the resulting lists citywide or agency specific?

All promotional exams are agency specific and, therefore, are certified ONLY to your agency. You may be called only by your agency for a promotional opportunity.

4. Will I be called to a pool? How will the lists move?

In some agencies, for some positions, you will be called to a pool. Civil service regulations require that the agency consider 3 candidates for each position and select one of those three. However, though the union would prefer that candidates have an opportunity to be interviewed in person for all positions, there is no requirement that agencies do so. They may simply consider three candidates on paper and select one.

If our experience with the Associate Staff Analyst promotional exams is instructive, some agencies may “manipulate” the list in their agency. The union will monitor the movement of the list. At the end of this document is a coupon for you to send in to us when your agency calls the list and reaches your number.

Because of the “1 in 3” rule, your list number is very important. Your agency cannot simply appoint whomever they want, whenever they want. They must, by law, proceed in number order while making appointments. If, for example, the Commissioner of the agency is list number 19, the Commissioner cannot be appointed while the first 18 candidates on the list are ignored.

The One-In-Three Rule. Your agency does not have to appoint every successful candidate. When the agency "considers" candidates whose list numbers are #1, 2 and 3 for the first job, the agency can select the best of the "one-in-three."

If the agency gives that first appointment to the candidate whose list number is list #1, then #s 2 and 3 are marked "CNS" or considered but not selected. If a second job is available, list #s 2, 3, and 4 must be considered. If #2 is chosen, #3 has been considered but not selected twice and #4, once.

When a third position is offered, #3, 4 and 5 are considered, but if the job goes to candidate #4, candidate #3 has been considered but not selected three times. His or her name is removed from the list for any future consideration. The agency can (but does not have to) grant a candidate's written request for later restoration to the list.

Assuming they are not in violation of the "one in three" rule, agencies will tend to first promote those serving provisionally in the title of Administrative Staff Analyst, because these promotions are "no-cost" to the agency.

If you are called to a pool by your agency, never decline a job offer. Let them decline you. If you decline a job, you will be removed from your agency's list. You can request that they restore you to the list but they are not required to do so. If the agency declines you, you remain on the list until you are selected or "considered and not selected" three times. You may then request restoration to your agency's list. This is different from an open competitive list, where an agency may not restore you to their list, but DCAS will restore you to all other agency lists. In a promotional exam, there are no other lists!

5. How much do I receive for being promoted to Administrative Staff Analyst?

The contractual advancement increase from Associate to Administrative Staff Analyst is \$1,092. Can an agency offer you more? Of course, but purely at its discretion.

Even if you are receiving the contractual maximum salary for ASA, you are still eligible to receive the advancement increase. Article 3 Section 1d of the OSA unit agreement with the City says "the maximum title for a salary shall not constitute a bar to the payment of any salary adjustment or pay differentials provided for in this agreement, but the said increase above the maximum shall not be deemed a promotion."

What if I'm serving presently as a provisional Administrative Staff Analyst? Do I still get the \$1,092 advancement increase?

No, you are being confirmed in place. Your promotion actually occurred at the time you were provisionally appointed Admin. You should have negotiated a significant raise at that time and that will be your salary now as a permanent Admin. If you were unlucky enough not to have negotiated more than \$1,092 at the time of your provisional appointment, you could request to be demoted to ASA and then appointed from the list to gain the full \$1,092 advancement increase. We suspect few, if any, will find themselves needing to consider this.

6. Are my benefits the same if I'm promoted to Administrative Staff Analyst?

If you are promoted from Associate to Administrative Staff Analyst NM (non-managerial) you remain within the union and retain the same Welfare Fund benefits and representation rights you now enjoy. If you are promoted to Administrative Staff Analyst Level M2 or higher, you exit the union, receive supplementary benefits from the Management Benefits Fund (which in most cases are very similar to OSA's own benefits), but lose union representation rights and any more longevity. You also lose the right to paid overtime. All appointments to managerial Admin Level M1 begin with your remaining in the union until such time as it is determined that the position is truly managerial.

7. What about longevities and service increments?

Because OSA unionized Staff and Associate Staff Analysts many years before the Level M1 Administrative Staff Analysts, the longevities and service increments for Admins, who were not unionized until 2001, are not precisely the same as those of ASAs.

ASAs are entitled to the following longevities and service increments:

10 years:	\$1294
15 years:	\$1294
20 years:	\$1049

Admins are entitled to the following longevities and service increments:

10 years:	\$281
15 years:	\$281
20 years:	\$1049

Please note that OSA longevities and service increments are given based on time in civil service status and not time in an OSA-represented title. In addition, analysts in the Department of Education and the Transit Authority do not receive longevities, having voted to receive equity payments as raises rather than longevities. In fact, at present, those made Administrative Staff Analysts in DOE and TA *at any level* will no longer be in the union.

So, what does all of this mean?

It means that if you are past 20 years in city service and have locked in your 20 year service increment (which occurs on the first day of the quarter immediately following your anniversary date and becomes pensionable two years after the anniversary date) there is no loss of longevities and service increments if you are promoted to Admin Staff Analyst. Similarly, if you have locked in either or both your 10 and 15 year longevities at 15 months after your 10 or 15 year anniversary date, those longevities are not lost to you.

Even so, there will be a change in your pay stub. The City will "change" the longevity payment reported on your pay stub while increasing your base pay by the same amount. Thus, an Associate with seventeen years of service would see the annual longevity on their pay stub drop from \$2,588 to \$562, but the "missing" \$2,026 would become part of base pay.

Let's take a look at a person who has locked in 10 and 15 year longevities, who is presently earning the minimum for ASA of \$59,105, and who is then promoted to Admin Staff Analyst (non-managerial):

	Pay as an ASA	Pay as an Admin	
Base Pay	\$ 59,105	\$ 62,223	\$59,105 + \$1,092 advancement increment + \$2,026 former longevities now in base pay
Longevities	\$ 2,588	\$ 562	
Total Pay	\$ 61,693	\$ 62,785	Difference in Total Pay = \$1,092

If, however, you have not yet locked in your ten or fifteen year longevity, you could lose \$1013 of your 10 or 15 year longevity. \$281 of the \$1294 of each respective longevity applies to Admins in any case. You will also receive the full 20 year service differential when you reach that milestone.

If you are close to the point in your ASA career where you will shortly lock in your 10 or 15 year longevity, it may make sense for you to wait for appointment to Admin until the longevity is locked in. However, as we all know, jobs offered now may not be offered later, so you are taking a calculated risk in putting off an appointment.

On the other hand, if you are far away from the next longevity level, the longevity question should not affect your decision, since the list will, at maximum, only be active for four years and you may not reach the next longevity level in that span of time.

What would this look like in terms of numbers for an ASA, for example, with just over 10 years of city service but not yet at the 15 month point where the ten year longevity would be locked in?

That individual would receive a \$1294 longevity for that 10 year service mark. If that individual accepts the promotion to Admin, they would receive the \$1092 advancement increase but lose the \$1294 ten year longevity for ASA's. They would, however, gain the \$281 longevity for Admins. They would have a net promotional gain of \$79 (or more if you were lucky enough to be offered more than the basic advancement increase).

$$\$1,092 + \$281 - \$1,294 = \$79$$

At 15 years, now an Admin, they would get the \$281 longevity due Admins and, at 20 years, would get the \$1049 service increment applicable to all titles.

If this individual was able to wait for promotion until after the 15 month "lock-in" period for the 10 year longevity was up, he or she would receive the full \$1,294 plus the \$1,092 advancement increase.

8. What should I do if I'm offered or promoted to a "managerial" or "confidential" Level M1 position?

If you are offered or promoted to a "managerial" or "confidential" Level M1 position, please call Sheila Gorsky or Michael Schady immediately to discuss the position. OSA has to agree that it is, in fact, truly a "managerial" or "confidential" position.

The following is "Part D" of our stipulation of settlement dated 5/3/06: "The City and the Union agree that, except as provided in Paragraph E below, all employees hired, transferred or promoted into Administrative Staff Analyst, Level I positions... will be enrolled in the Union's Welfare Fund and those positions... will be assigned the agency shop deduction code and plan. It is the intention of the parties that such enrollment will be automatic and proceed in the same manner as any other title represented by the Union. Following such enrollment, if the City deems any such newly hired, transferred or promoted employee to be managerial or confidential it shall promptly advise the Union of the name, position and a job description. The Union shall promptly notify the City if it agrees or disagrees with the City's proposed managerial or confidential designation. If the Union disagrees with such designation, the employee shall remain enrolled in the agency shop and/or welfare fund until the Office of Collective Bargaining makes a determination as to the status of such employee, following a petition by the City for such determination."

This does not apply to those promoted to Admin Staff Analyst Level M2 or more.