



**STAFF ANALYST
SERIES**

**PERSONNEL
TRAINING**

Rules and Regulations

- Rule 1
- Rule 2
- Rule 3
- Rule 4
- Rule 5

Recruitment

- Vacancy
- Testing
- Selection

HR Principles

- Policies and Procedures
 - Standards of Conduct
 - Dress Code
 - Conflicts of Interest
- Performance Evaluations

Compensation Benefits

- Time & Leave
- Federal Labor Standard Act

Executive Orders

How The Agency Decision Making Process Works

- #16

- #41

- #50

- #21

Right to Know

- Workplace Safety Issues
- Workplace Health
Related Issues

Workplace Violence

- Workplace Violence Prevention Law
 - Risk Factors
 - Control Measures
 - Communication

Personnel File

- Background
- Policy
- Procedure

Human Relations

- Equal Employment Opportunity
- Americans with Disabilities Act
- Sexual Harassment

Equal Employment Opportunity

- Definition
- Citywide policy
- Protected Class

Americans With Disabilities Act

- Prohibition
- Qualified Individuals
- Reasonable Accommodations

Sexual Harassment

- Definition
- Guidelines
- Proper Steps

Labor Relations

- Overview

4-Step Grievance Procedure

- Immediate Supervisor
- Agency Labor Relations Officer
- OLR
- OCB

DISCIPLINARY HEARINGS

- 75
- 72

Agency Head is defined as a person who?

- a. works in the Mayor's office
- b. is the head of the agency
- c. is appointed by the Senate
- d. holds a subordinate position

The Planned Action Report (PAR) is:

- a. an evaluation document
- b. provided to all employee before retirement
- c. A monthly reports prepared by all Mayoral agencies to request approval for personnel actions
- d. a report that must be completed by every city employee at orientation

Policy and Procedure

The monthly Planned Action Reports are sent to

- a. The Office of Labor Relations
- b. The Office of Management and Budget
- c. The Department of Citywide Administrative Services
- d. None of the above

Planned Action Reports

In selection interviewing the recruiter is trying to find the person

- a. that has been employed the longest period of time.
- b. with qualifications that match the job description.
- c. with the best looking resume.
- d. has the most qualifications.

To prepare for an appraisal discussion the supervisor should do all of the following except:

- a. Study the job
- b. Prepare the facts
- c. Inform the employee one hour before the appraisal discussion
- d. Decide what is the goal of the appraisal discussion

Performance evaluations are designed to support employees in all of the following areas except:

- a. Informing the employee about his/her performance
- b. Providing an opportunity to learn what is needed for improvement
- c. Providing an opportunity for the supervisor and supervisee to become more personally acquainted
- d. Communicating how their specific skills and abilities could be more fully utilized

Performance Evaluations

Policy states that annual leave should be requested at least _____ in advance for approval?

- a. 10 days
- b. 5 days

- c. 7 days
- d. 2 days

Time and Leave

FMLA is

- a. Family Medical Leave Act
- b. Family Medical Leave Attention
- c. Family Medical Level Act
- d. Family Medical Leave Activities

FMLA

The Right To Know Fact Sheet contains the following:

- a. The Employee Health Benefits available to employees.
- b. Time and Leave Guidelines
- c. Health Hazards of the Chemicals use on the jobs.
- d. Equal Employment Opportunity Guidelines.

All except which of the following documents are allowed to be placed in a personnel file?

- a. Performance evaluation forms
- b. Time and leave forms and documents
- c. Personal correspondence between employees not related to work
- d. Properly completed performance evaluation forms

According to EEO Laws you cannot
discriminate against a person
based on

- a. Religion
- b. Age
- c. Race
- d. All of the above

Equal Employment Opportunity is a law that:

- a. Only applies between Supervisors and Supervisees
- b. Only applies if you are in the same title
- c. Prohibits discriminatory employment actions against and treatment of City employees and applicants for employment
- d. None of the above

EEO

A qualified individual with a disability is someone who can perform the position?

- a. legitimate skill
- b. education
- c. other requirements
- d. essential functions of the job.

The ADA defines “major life activities” as all of the following except:

- a. seeing
- b. hearing
- c. muscular dystrophy
- d. talking

The American Disabilities Act prohibits:

- a. Discrimination in employment
- b. Discrimination while on vacation
- c. Discrimination against unfair wages
- d. Taking a vacation before working 6 months on the job

ADA

Training is designed to:

- a. Replace supervision
- b. Provide the employee with a break from the regular routine
- c. Address conduct issues when the supervisor has failed to do so
- d. Improve the employees skills and knowledge

Training

Constructive Feedback always involve all except the following:

- a. Providing both positive and negative feedback
- b. Considering the timing and purpose
- c. Being clear, specific and relating the feedback to the work
- d. Using judgmental and very descriptive words to support the employee

Feedback

New York City Labor Relations includes information on the following law:

- a. Taylor Law
- b. City Law
- c. Rules and Regulation Law
- d. William's Law

Which of the following is the proper way to conduct an interview session. Place in best order:

- a. Greeting, gain control and agreement, ask questions, probe, listen
- b. Ask questions, probe, gain control and agreement, listen
- c. Gain control and agreement, listen, probe, and ask questions
- d. Greeting, gain control and agreement, ask questions, listen, probe

The probationary period for an employees appointed from an open competitive list begins on the

- a. Date the civil service list was published.
- b. Date the civil service list was certified
- c. Date the candidate reports to work.
- d. Date the candidate was appointed from the civil service list.

Candidates are hired to serve in one of the following Jurisdictional Classifications except?

- a. Exempt class
- b. Non-competitive class
- c. Working class
- d. Competitive class