NYC
Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

STAFF ANALYST TRAINEE
Exam No. 8031

WHEN TO APPLY:	From: March 7, 2018	APPLICATION FEE: $54.00
	To: March 27, 2018	If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Monday, July 9, 2018**.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Staff Analyst Trainees, under supervision with some latitude for independent judgment, receive training in and assist in professional and technical work in the preparation and administration of departmental budgets; the preparation and conduct of administrative and procedural studies and analyses of the organization and operations of City agencies, and in personnel administration. All Staff Analyst Trainees perform related work.

(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 $39,237 per annum. This rate is subject to change. The salary of those hired will be increased to $42,373 per annum upon completion of one year of satisfactory service.

Appointments to this class of positions are subject to a two year probationary period. At the end of two years of satisfactory service, permanent employees in this class of positions will advance, without further examination, to the title of Staff Analyst which has a minimum salary of $57,590 per annum. An unsatisfactory probationer's service may be terminated at any time during the two year probationary period.

HOW TO QUALIFY:

This is a computer-based Qualifying Education and Experience Test. Your education will be evaluated online and you will receive immediate tentative results. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A baccalaureate degree from an accredited college or university accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

The education requirement must be met by June 30, 2018.

You must include all your relevant education on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (March 27, 2018) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (March 27, 2018). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will not be able to submit new or additional information about your education online.

Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at *www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf*. When you contact the evaluation service, ask for a "**document-by-document**" (general) evaluation of your foreign education. You must have one of these 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 this examination.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at *https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx*.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	**Brooklyn**	**Queens**	**Staten Island**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

Special Circumstances Guide: This guide is located on the DCAS website at *www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf* and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a **Staff Analyst Trainee**. Task areas to be tested are as follows: **personnel administration; preparing, monitoring and/or modifying a budget; statistical analysis/research; training; and preparing written materials/reports.**
The test may also include questions requiring the use of any of the following abilities:

Written Expression - the ability to use English words or sentences in writing so that others will understand. Example: A Staff Analyst Trainee may use this ability when preparing well-written, understandable reports, lessons plans, etc.

Problem Sensitivity - the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: A Staff Analyst Trainee may use this ability when spotting irregularities in a contract and determining how they could affect future costs.

Descriptive Statistics - the ability to apply given statistical formulas, including calculation of means, medians and modes. Example: A Staff Analyst Trainee may use this ability when calculating mean test scores or percentage changes in a data set.

Number Facility - the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: A Staff Analyst Trainee may use this ability when calculating employees' sick and annual leave balances.

Deductive Reasoning - the ability to apply general rules to specific problems to come up with logical answers. Example: A Staff Analyst Trainee may use this ability when locating the information that applies to a supervisor's specific question.

Inductive Reasoning - the ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: A Staff Analyst Trainee may use this ability when determining the information that should be inserted into a form, report, database, etc.

Information Ordering - the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Staff Analyst Trainee may use this ability when following the steps provided to prepare and post a job vacancy notice.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

<u>Warning</u>: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. **are prohibited**. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, your prohibited device(s) may be confiscated and your application fee will not be refunded. You may not have any other people, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

<u>Required Identification</u>: **You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

<u>Leaving</u>: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: *http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf.*

THE TEST RESULTS:

If you meet the education requirement and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number, and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: *http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.*

SPECIAL ARRANGEMENTS:

Make-up Test:

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

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Experience in the Non-Medical Aspects of a Public Health District, Facility, or Program**: one year of full-time satisfactory experience which was not part of your baccalaureate degree program in a health services setting such as a laboratory, hospital, community health center, private medical practice, or other patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the preparation and administration of budgets, contracts, and/or grants; and/or in the preparation and conduct of

administrative, procedural, organizational and/or operational studies and analyses; and/or in personnel administration.

2. **Selective Certification for Positions Requiring Experience in Scientific, Public Health or Public Policy Research**: six months of full-time satisfactory experience which was not part of your baccalaurate degree program conducting research and analysis in physical, biological or environmental science or public health or public policy.

3. **Selective Certification for Positions Requiring Organizational Research Experience**: six months of full-time satisfactory experience which was not part of your baccalaureate degree program using quantitative analysis, cost analysis and other research techniques in a private or not for profit organization, or government agency.

4. **Selective Certification for Positions Requiring Health Information Technology Systems Experience**: six months of full-time satisfactory experience which was not part of your baccalaureate degree program using health information technology systems and/or electronic health records operations for the purpose of collecting and coordinating surveillance data from hospitals, community health centers, and/or private practices regarding smoking and chronic diseases such as diabetes, cancer and hypertension.

5. **Selective Certification for Positions Requiring Experience Using Microsoft Excel**: six months of full-time experience using Microsoft Excel. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.

6. **Selective Certification for the Ability to Use SAS and/or R Statistical Analysis Software**: six months of full-time experience analyzing data using SAS and/or R to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.

Selective Certification for Incident Command Structure (ICS) Certification: If you have a valid Incident Command Structure (ICS) certification, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification will be checked by the appointing agency at the time of appointment. **This certification must be maintained for the duration of your employment.**

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Municipal Experience Selective Certification: If you have at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a metropolis (a city with over 1 million in population) you may qualify for preferred consideration. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination:

This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee
Education Level
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do not complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.

2. You **must** meet qualification requirements in order to qualify for this examination. If you do **not** meet the qualification requirements, you will be marked **Not Qualified** and your application fee will **not** be returned.

3. **Completing the Education Level section**: For each degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored, and you may be marked **Not Qualified**.

The City of New York is an Equal Opportunity Employer.
Title Code No. 12749; Staff Analysis Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas