



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE STAFF ANALYST

Exam. No. 4540

WHEN TO APPLY: From: **March 2, 2005** **APPLICATION FEE: \$60.00**
 To: **March 22, 2005** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, June 25, 2005.**

WHAT THE JOB INVOLVES: The following are typical assignments within this class of positions. All personnel perform related work.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, Administrative Staff Analysts manage difficult and responsible professional work in the areas of budget, organizational research and personnel administration; manage budget work and the conduct of highly complex economic research and studies; manage organizational research work in the conduct of highly difficult and complex surveys and studies of organizational and operating problems of great difficulty and complexity, which may require the use of exceptionally difficult quantitative analysis, cost analysis and other research techniques, and make recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space; manage personnel work in such areas as personnel relations, recruitment, position classification, compensation, employee selection, employee benefits, management studies, workforce planning, EEO programs, performance evaluation, staff development, labor relations, and other related areas; determine the need for contractual services and work with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; serve as deputy to the head of a division or unit and/or plan and manage the activities of one or more units or other subdivisions of professional and other staff; serve as agency budget officer; may be in full charge of an agency's organizational research activities; serve as agency personnel officer; or perform assignments equivalent to those described above.

(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: Salaries will be consistent with the level of responsibility of the assignment. Salaries for promotions to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for promotions to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

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

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 (see Note, below) for the title of Associate Staff Analyst; and
- (2) is not otherwise ineligible.

(Note: 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**. This examination is also open to employees who were appointed to the eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You may be given the test before a review of your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and your test paper will not be rated.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the 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.

REQUIRED FORM:

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 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.

Test Description: 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 an Administrative Staff Analyst. Task areas which may be tested are as follows:

1. **Communication of Information**
2. **Policy and Procedure Design and Implementation**
3. **Supervisory Duties**
4. **Employee Counseling/Conflict Resolution**
5. **Data Preparation and Analysis**

The test may also include questions which require the use of any of the following abilities:

1. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
2. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
3. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
4. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
5. **Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.
6. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
7. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
8. **Number Facility:** Manipulating numbers in numerical operations; for example, adding, subtracting, multiplying, dividing, integrating, differentiating, etc.
9. **Organizational Sensitivity:** Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization.
10. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
11. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
12. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
13. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
14. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the written test.

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 promotion when your name is reached on the eligible list.

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 promoted to the 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. 10026; The Managerial Service.

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