

# 2023 STAFF ANALYST SERIES EXAM TRAINING

The New York City Department of Citywide Administrative Services intends to hold the Staff Analyst Exam number 3116 starting on August 4, 2023. The filing period was open from May 4 through May 24, 2023. They also announced the Staff Analyst Trainee Exam, to be given in early September, with filing from June 7 through 27, 2023.

Starting the week of May 22, 2023 and skipping the week starting Memorial Day, OSA will be offering training classes for the SA and SAT exams jointly. The classes will be held Monday through Friday evenings.

If you are an OSA member, the classes are free. To register for the training, call George Morgan at the union office at 212-686-1229 or email him at [gmorgan@osaunion.org](mailto:gmorgan@osaunion.org). If you are not presently a member, you can join our related professional association OSART by paying \$97.50 for a one year membership and register for the classes. The form is on the website on the tab for "Exams, Lists and Training."

## TRAINING SESSIONS

The weeknight training will take place once a week (on the same day each week) Monday through Friday from May 22, 2023 through July 21, 2023 from 6pm to 9pm with registration starting at 5:30pm.

You will be assigned a seat when you arrive for the first training class session. Please go to the same place each week. The desks are arranged in groups. The members of your group are your "training buddies." You should attempt to keep in contact with each other by sharing your telephone numbers, in case you need assistance or plan to study together.

Please be sure to bring your original training class registration form with you to your class sessions. It will serve as your "admission ticket."

## TRAINING MATERIALS

**THERE IS A MASSIVE AMOUNT OF INFORMATION AVAILABLE. YOU ARE NOT REQUIRED TO BRING ALL OF IT TO EACH OF THE TRAINING SESSIONS, JUST THE POWERPOINT SLIDES/CURRICULUM FOR EACH CLASS. IF YOU HAVE QUESTIONS ABOUT THE CLASS TOPIC, YOU MAY WANT TO BRING SOME OF THE MATERIALS FOR THAT SESSION TO THE CLASS.**

The materials for the training course are available as individual PDF files which can be downloaded on the "Exams, Lists, and Training" page by clicking on each of the relevant links. Please be sure to review the introductory materials about the content of the training classes and the schedule of classes.

In addition to the in-person training classes, you can purchase DVDs of prior training sessions. The material is similar to the materials included in the in-person training this time around and it offers you the opportunity to review material repeatedly and at your own pace. You can download a coupon to order the DVDs on the "Exams, Lists and Training" page.

The training materials include the information needed for each of the eight weeknight training sessions that are part of OSA's Analyst Series exam training course.

The OSA Study Guide includes many practice tests, as well as the "Reference Booklets" given out at some of the previous exams. The remainder of the Study Guide is divided into the training topics of Management & Supervision, Budget and Contracts, Communication and Grammar, Math, Analytical Tools, Personnel, Statistics, and Test Taking Techniques.

Much of this information has been used in previous training classes and, as a result, may have page numbers on some of the articles. Please disregard the fact that the numbering may not be sequential and you may appear to be missing some pages. Some materials were no longer relevant and we have not included them.

Most topics begin with a section for the Powerpoint presentations or Curriculum the trainers will be using in the classroom, followed by questions and then individual articles.

## **OSA STUDY GUIDE**

- OSA Study Guide Cover Sheet
- Notice Of Exam For Staff Analyst
- Notice Of Exam For Staff Analyst Trainee (To Be Posted After June 7th)
- Staff Analyst Job Description
- Staff Analyst Trainee Job Description
- List of Training Materials
- Executive Order 16 and Amendments
- Sample Test
- Summary Of And Questions For Personnel
- Summary Of And Questions For Management Analysis - Operational Research
- Summary Of And Questions For Budgets
- General Analytical Questions
- Tasks For Personnel
- Tasks For Budget
- Tasks For Operational Research
- Reference Booklet For The Staff Analyst Exam Given in 2004
- Reference Booklet For The Associate Staff Analyst Exam Given in 2001

### 1. **MANAGEMENT AND SUPERVISION**

- Management & Supervision - Section Cover Sheet
- Management & Supervision Powerpoint Slides
- Supervision Questions and Answers
- What Makes A Leader?
- A Model Of Team Effectiveness
- Team Performance Score Card - What To Observe In Groups
- An Overview Of Leadership Style Research
- Managing Organizational Change
- Redirecting Difficult Behavior - Feedback
- The Role Of The Supervisor - POSDCORB

- Supervisory/Management Theories
- Transforming The Practice Of Management
- What Is Leadership

## **2. BUDGET & CONTRACTS**

- Budget and Contracts - Section Cover Sheet
- Budget Powerpoint Slides
- Contracts Powerpoint Slides
- Budget Questions
- Budgeting
- New York City Budget Process
- Capital Projects And Budget
- Glossary Of Budget Terms
- NYC Organizational Structure
- PASSPORT - Replacement of Vendex
- General Provisions
- Methods of Source Selection

## **3. COMMUNICATION AND GRAMMAR**

### **COMMUNICATION**

- Communication - Section Cover Sheet
- Communication Powerpoint Slides
- Communication Questions
- Communicating
- Communication Skills
- Three Ways of Communicating
- Oral Communication/Feedback
- Negotiation
- 7 Keys to Successful Employment Selection Decisions
- Interviewing Techniques
- Written Communication
- Active Listening

### **GRAMMAR**

- Grammar - Section Cover Sheet
- Grammar Curriculum
- Grammar Questions
- Grammar Hint Of The Week
- Punctuation Pointers
- Rules of Usage

#### 4. **MATH**

- Math - Section Cover Sheet
- Basic Math Powerpoint Slides
- Basic Math Tips
- Examples With Questions
- Mathematics Chart
- Supplementary Materials (Whole Numbers & Their Basic Properties/Decimals, Whole Numbers & Exponents/ Fractions/Integers/Percent & Probability/Positive & Negative Numbers/ Introduction To Algebra)

#### 5. **ANALYTICAL TOOLS**

- Analytical Tools - Section Cover Sheet
- Analytical Tools Powerpoint Slides Part One
- Analytical Tools Powerpoint Slides Part Two
- Analytical Tools Research Questions
- Job Analysis
- Systems Analysis
- Work Simplification
- Planned Change And Organizational Development
- Introduction to PERT/GANTT
- Flow Chart Symbols
- Systems
- Planning and Organizing
- Quantitative Methods
- Glossary

#### 6. **PERSONNEL**

- Personnel - Section Cover Sheet
- Personnel Powerpoint Slides
- Personnel Questions
- Definitions of Rules and Regulations
- Recruitment
- Planned Action Reports
- Counseling Sessions
- Managing Conflict
- Separate Relationship Issues
- Citywide Absence Control Plan
- Fair Labor Standards Act (FLSA)
- Executive Order 16
- Executive Order 41
- Executive Order 50
- Executive Order 21
- Right To Know - Workplace Safety/Health Related Issues
- Employee Personnel Files

- Equal Employment Opportunity
- Americans With Disabilities Act and Questions & Answers
- Sexual Harassment
- Guide to Labor Relations In NYC

## **7. STATISTICS**

- Statistics - Section Cover Sheet
- Statistics Powerpoint Slides Part 1
- Statistics Powerpoint Slides Part 2
- Statistics Questions
- Statistical Methodologies
- The Basic Concept of Statistics

## **8. TEST TAKING TECHNIQUES**

- Test Taking Techniques - Section Cover Sheet
- Sample Questions Related To Video
- Test Taking Tips And Strategies
- Test Taking Tips
- How to Handle Multiple Choice Questions
- Don't Get Jittery

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