The New York City Department of Citywide Administrative Services (DCAS) has announced that it will be giving a Staff Analyst Trainee exam this summer which is "expected to begin July 7, 2014," according to the Notice of Examination published on March 5, 2014.

The online application period for the exam extends from March 5, 2014 through March 25, 2014.

OSA's training for the exam will take place from March 31, 2014 through May 19, 2014 at the OSA union office, 220 East 23rd Street, Suite 707, New York City, between Second and Third Avenues. Classes are given on weeknights, once a week for seven weeks or full weekend days, once a week for three and a half weeks.

The materials you will need for the training course are available on the union’s website on the “Exams, Lists and Training” section of www.osaunion.org. The material is posted as PDF files which can be downloaded by clicking on 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 and, while supplies last, VHS tapes of prior training sessions for other Analyst series exams. The material covered is substantially the same as what will be included in the in-person training this time around and offers you the opportunity to review material repeatedly and at your own pace. An overview of that material, along with a coupon to order the DVDs or tapes is included in the packets of information for OSA members and OSA non-members you can download on the OSA website on the “Exams, Lists and Training” page.

The training materials on the website include the information needed for each of the seven weeknight or 3 1/2 weekend day training sessions that are part of OSA's Staff Analyst Trainee exam training course.

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

Please note that 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 Curriculum, Flip Charts and/or Powerpoint presentations, and Questions, followed by individual articles.

There is a massive amount of information available on the website. You are not required to bring all of it to each of the training sessions, just the material relevant to that particular section. The training sessions will refer directly to the material provided for that session.

Schedule of Classes: The evening weeknight training sessions take place Mondays through Fridays from March 31, 2014 through May 16, 2014 from 5:30pm for registration to 9pm.

The Saturday and Sunday weekend training will be conducted from April 5, 2014 through April 27, 2014. The first three weekend sessions begin at 8:30am for registration and end at 4pm with a one hour lunch break. Two topics will be covered each weekend day. The fourth weekend has only a session in the morning and ends at 1pm without a lunch break.

There are several restaurants in the area or you can bring your own lunch.

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."

**OSA STUDY GUIDE**

- OSA Study Guide Cover Sheet
- Staff Analyst Trainee Notice of Exam
- Staff Analyst Trainee Job Description
- Staff Analyst Trainee Schedule of Classes
- Executive Order 16 and Amendments
- How To Handle Multiple Choice Questions
- Sample Test
- Summary Of And Questions For Personnel
- Summary Of And Questions For Management Analysis - Operational Research
- Summary Of And Questions For Budgets
- 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
MANAGEMENT & SUPERVISION

- Management & Supervision - Section Cover Sheet
- Management & Supervision Curriculum
- Management & Supervision Flip Charts
- Management & Supervision Powerpoint Slides
- What Makes A Leader
- What is Leadership?
- 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 of Management
- Transforming The Practice Of Management
- Management & Supervision Questions

PERSONNEL

- Personnel - Section Cover Sheet
- Personnel Powerpoint Slides
- Personnel Curriculum and Flip Charts
- Personnel Questions
- Definitions of Rules and Regulations
- Employee Personnel Files
- Recruitment
- Planned Action Reports
- Guide to Labor Relations In NYC
- Separate Relationship Issues
- Counseling Sessions
- Managing Conflict
- Americans With Disabilities Act
- Americans With Disabilities Act Q&A
- Sexual Harassment
- Performance Evaluation
- Equal Employment Opportunity
- Personnel Responsibilities
- Fair Labor Standards Act (FLSA)
- Time And Leave
- Right To Know - Workplace Safety/Health Related Issues
- Executive Order 16
- Executive Order 41
- Executive Order 50
BUDGET & CONTRACTS

- Budget and Contracts - Section Cover Sheet
- Budget Powerpoint Slides
- Budget Flip Charts and Questions
- Budgeting
- New York City Budget Process
- Capital Projects And Budget
- Glossary Of Budget Terms
- Contracts Powerpoint Slides
- Contracts Questions
- NYC Organizational Structure
- Procurement
- General Provisions
- Professional Code Of Conduct

STATISTICS

- Statistics - Section Cover Sheet
- Statistics Powerpoint Slides
- Statistics Curriculum And Questions
- Statistical Methodologies
- The Basic Concept of Statistics

OPERATIONS RESEARCH

- Operations Research - Section Cover Sheet
- Operations Research Powerpoint Slides Part One
- Operations Research Powerpoint Slides Part Two A
- Operations Research Powerpoint Slides Part Two B
- Flow Chart Symbols
- Operations Research Curriculum and Questions
- Systems And Procedures
- Office Work Simplification
- Planned Change And Organizational Development
- Common Questions For Investigating An Out Of Control Process
- Conducting A Survey
- Project Planning Charts: Pert Charts
- Project Planning Charts: Gantt Charts
COMMUNICATION

- Communication - Section Cover Sheet
- Communication Curriculum and Flip Charts
- 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

TEST TAKING TECHNIQUES

- Test Taking Techniques - Section Cover Sheet
- Test Taking Tips And Strategies
- Sample Questions Related To Video

MATH

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

GRAMMAR

- Grammar - Section Cover Sheet
- Grammar Curriculum, Review and Questions
- Grammar Hint Of The Week
- Rules of Usage