



EDWARD R. GONZALES  
Mayor

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Commissioner

THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
OFFICE OF THE COMPTROLLER  
15 WALL STREET  
NEW YORK, NY 10005

## NOTICE OF EXAMINATION

### REQUIRED FORMS

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST FORM  
PERSONAL INFORMATION  
FACT SHEET  
(SEE APPENDIX B)

### STAFF ANALYST TRAINEE

Exam. No. 6871  
SECOND AMENDED NOTICE - March 18, 2007

WHEN TO APPLY: From March 7, 2007  
To March 27, 2007

APPLICATION FEE: \$45.00  
Payable only for person under 18 C.A.S. SECTION

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 16, 2007.

The Notice of Examination is amended to reduce the probationary period.

**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 personnel budgets, the preparation and conduct of administrative and personnel matters 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 \$34,679 per annum. The salary of those hired will be increased to \$39,129 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 \$39,129 per annum. An unsatisfactory probationary's service may be terminated at any time during the two-year probationary period.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 County Street, 14th Floor, New York, NY 10007 by mail only. DCAS will not accept applications in person from candidates.

### HOW TO QUALIFY:

**Education Requirement:** By June 16, 2007 you must have:

A baccalaureate degree from an accredited college.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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 a score.

**Residence Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1996.

Since some agencies do not require City residency, contact the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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 the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

# Nyc Staff Analyst Trainee Study Guide

**Jiyuan Zhang**



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