STAFF ANALYST TRAINEE EXAM TRAINING MATERIALS 2014

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 2, 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.

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H Kauffman

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