

ANALYST TRAINING

PERSONNEL



Rules and Regulations

◆ Rule 1

◆ Rule 2

◆ Rule 3




Planned Action Reports


◆ Overview



Recruitment

- ◆ Vacancy
 - ◆ Testing
 - ◆ Selection
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New Employee Orientation

- ◆ Purpose
 - ◆ Tasks and Standards
 - ◆ Performance Evaluations
 - ◆ Training
 - ◆ Policies and Procedures
 - ◆ Employee Handbook
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Policies and Procedures

- ◆ Standards of Conduct
 - ◆ Dress Code
 - ◆ Conflicts of Interest
- 
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Employee Handbook

- ◆ Tasks and Standards
 - ◆ Performance Evaluations
 - ◆ Training
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Time and Leave - Compensation Benefits

- ◆ Time & Leave
 - ◆ Federal Labor Standards Act
 - ◆ Military Benefits
- 
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Executive Orders

- ◆ How The Agency Decision Making Process Works

- ◆ #16

- ◆ #41

- ◆ #50



Right To Know

- ◆ Workplace Safety Issues
- ◆ Workplace Health Related Issues



Personnel File


- ◆ Background
- ◆ Policy
- ◆ Procedure

Human Relations

- ◆ Equal Employment Opportunity
- ◆ American Disability Act
- ◆ Sexual Harassment



Equal Employment Opportunity

- ◆ Definition
 - ◆ Citywide policy
 - ◆ Protected Class
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Americans With Disabilities Act

- ◆ Prohibition
 - ◆ Qualified Individuals
 - ◆ Reasonable Accommodations
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Sexual Harassment

- ◆ Definition

- ◆ Guidelines

- ◆ Proper Steps



Disciplinary Actions

◆ Counseling

- Right to take disciplinary action
- Formal and informal procedure

◆ Managing Conflict



Labor Relations

- ◆ Overview

- ◆ 4 Step Grievance Procedure

- ◆ Disciplinary Hearings

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Overview

- ◆ City Office Of Labor Relations

- ◆ Agency



4-Step Grievance Procedure

- ◆ Immediate Supervisor
 - ◆ Agency Labor Relations Officer
 - ◆ OLR
 - ◆ OCB
- 
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DISCIPLINARY HEARINGS

◆ 75

◆ 72



Agency Head is defined as a person who?

- a. works in the Mayor's office
- b. is the head of the agency
- c. is appointed by the Senate
- d. holds a subordinate position

The Planned Action Report (PAR) is:

- a. an evaluation document
- b. provided to all employee before retirement
- c. A monthly reports prepared by all Mayoral agencies to request approval for personnel actions
- d. a report that must be completed by every city employee at orientation

Policy and Procedure

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The monthly Planned Action Reports are sent to the all of the following except?

- a. The Mayor's Office
- b. The Office of Labor Relations
- c. The Office of Management and Budget
- d. The Department of Citywide Administrative Services

In selection interviewing the recruiter is trying to find the person

- a. that has been employed the longest period of time.
- b. with qualifications that match the job description.
- c. with the best looking resume.
- d. has the most qualifications.

To prepare for an appraisal discussion the supervisor should do all of the following except:

- a. Study the job
- b. Prepare the facts
- c. Inform the employee one hour before the appraisal discussion
- d. Decide what is the goal of the appraisal discussion

Performance evaluations are designed to support employees in all of the following areas except:

- a. Informing the employee about his/her performance
- b. Providing an opportunity to learn what is needed for improvement
- c. Providing an opportunity for the supervisor and supervisee to become more personally acquainted
- d. Communicating how their specific skills and abilities could be more fully utilized

Performance Evaluations

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Policy states that annual leave
should be requested at least
_____in advance for approval?

a. 10 days

b. 5 days

c. 7 days

d. 2 days

Time and Leave

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FMLA is

- a. Family Medical Leave Act
- b. Family Medical Leave Attention
- c. Family Medical Level Act
- d. Family Medical Leave Activities

The Right To Know Fact Sheet contains the following:

- a. The Employee Health Benefits available to employees.
- b. Time and Leave Guidelines
- c. Health Hazards of the Chemicals use on the jobs.
- d. Equal Employment Opportunity Guidelines.

All except which of the following documents are allowed to be placed in a personnel file?

- a. Performance evaluation forms
- b. Time and leave forms and documents
- c. Personal correspondence between employees not related to work
- d. Properly completed performance evaluation forms

According to EEO Laws you cannot discriminate against a person based on

- a. Religion
- b. Age
- c. Race
- d. All of the above

Equal Employment Opportunity is a law that:

- a. Only applies between Supervisors and Supervisees
- b. Only applies if you are in the same title
- c. Prohibits discriminatory employment actions against and treatment of City employees and applicants for employment
- d. None of the above

A qualified individual with a disability is someone who can perform the position?

- a. legitimate skill
- b. education
- c. other requirements
- d. essential functions of the job.

The ADA defines “major life activities” as all of the following except:

- a. seeing
- b. hearing
- c. muscular dystrophy
- d. talking

The American Disabilities Act prohibits:

- a. Discrimination in employment
- b. Discrimination while on vacation
- c. Discrimination against unfair wages
- d. Taking a vacation before working 6 months on the job

ADA

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The counseling session is a process that involves:

- a.Planning, defining and scheduling
- b.Video taping
- c.Having the opportunity for employees to have straight talk with each other
- d.No more than 2 sessions with a 6 month time frame

In a counseling session the supervisor should do all of the following except:

- a. Describe the problem in concrete terms, using specific examples.
- b. Explain the rules, policies and expectations regarding the performance.
- c. Talk to the employee about plans for the weekend.
- d. Make sure the employee understands what is expected in the future.

Training is designed to:

- a. Replace supervision
- b. Provide the employee with a break from the regular routine
- c. Address conduct issues when the supervisor has failed to do so
- d. Improve the employees skills and knowledge

Training

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Constructive Feedback always involve all except the following:

- a. Providing both positive and negative feedback
- b. Considering the timing and purpose
- c. Being clear, specific and relating the feedback to the work
- d. Using judgmental and very descriptive words to support the employee

New York City Labor Relations includes information on the following law:

- a. Taylor Law
- b. City Law
- c. Rules and Regulation Law
- d. William's Law

Which of the following is the proper way to conduct an interview session. Place in best order:

- a. Greeting, gain control and agreement, ask questions, probe, listen
- b. Ask questions, probe, gain control and agreement, listen
- c. Gain control and agreement, listen, probe, and ask questions
- d. Greeting, gain control and agreement, ask questions, listen, probe

The probationary period for an employees appointed from an open competitive list begins on the

- a. Date the civil service list was published.
- b. Date the civil service list was certified
- c. Date the candidate reports to work.
- d. Date the candidate was appointed from the civil service list.

Candidates are hired to serve in one of the following Jurisdictional Classifications except?

- a. Exempt class
- b. Non-competitive class
- c. Working class
- d. Competitive class