



OFFICE OF COLLECTIVE BARGAINING

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**Re: Assistant Director, Hospitals
Associate Director, Hospitals**

The Communications Workers of America and the Organization of Staff Analysts each seek to represent employees in the titles of Assistant Director, Hospitals and Associate Director, Hospitals for the purposes of collective bargaining. Attached please find a survey designed to assist the Board of Certification in its investigation of whether you are eligible for collective bargaining.

All employees in these titles must complete the attached survey, which is also available at <http://www.ocb-nyc.org/guides/representation-docket/>.

INSTRUCTIONS

1. Click on the link, https://fs21.formsite.com/NYC-OCB/Form11/form_login.html, to register and access the survey.
2. Type in the spaces provided and check the appropriate boxes. You can save your data by clicking at the bottom of the page and, if necessary, log in to complete your survey later.
3. Attach the functional job description for your position and an organizational chart showing your position in relations to your supervisors and peers.
4. Click submit to forward your completed survey to your supervisor.

DEADLINES

Employees: Submit your completed survey by **January 22, 2015**.

Supervisors: Review the employee's survey, complete the Supervisor's Comments section, and attach the employee's position description and organization chart, if not already attached by **February 1, 2015**.