



OFFICE OF COLLECTIVE BARGAINING

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To: **Administrative Staff Analyst Level IV**

The Organization of Staff Analysts has filed a petition with the Board of Certification seeking to represent employees in the Administrative Staff Analyst Level IV title for the purposes of collective bargaining. The details of this petition can be found on OCB's website at <http://www.ocb-nyc.org/guides/representation-docket/>. 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 this title must complete the 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/form15/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 relation to your supervisors and peers.
4. Review and complete the affirmation statement in order to forward your completed survey to your supervisor.

DEADLINES

Employees: Submit your completed survey by **September 27, 2017**.

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 **October 4, 2017**.