# CIVIL SERVICE RULES FOR CLINTON COUNTY

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# RULES FOR THE CLASSIFIED CIVIL SERVICE OF CLINTON COUNTY

## PURPOSE AND EFFECT

1. It is hereby declared to be the purpose of these rules to provide an orderly and uniform system for the administration of civil service in Clinton County on a basis of merit and fitness as provided in the Civil Service Law of the State of New York.

2. The civil service is divided into the classified and unclassified service. The classified service consists of positions in the exempt, competitive, non-competitive, and labor classes. Positions not in the classified service are in the unclassified service. All positions in the classified service, when created, are automatically in the competitive class until the Director takes action to place them in the exempt, non-competitive, or labor class.

3. These rules have the force and effect of law, and apply to all positions in the classified service of Clinton County as well as the towns, villages, school districts, City of Plattsburgh, community college, public authority, or special districts therein. These rules may be amended by the Personnel Director after public hearing and subject to the approval of the State Civil Service Commission.

# RULE 1 – DEFINITIONS

Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the terms mentioned, whenever used in these rules, shall be construed as follows:

1. Civil Division means each county, town, city, village, school district, community college, public authority, or special district.

2. Director means the Personnel Director of Clinton County.

3. Eligible List means an official record established and maintained in the Department of Personnel as a public record which contains the names of those persons who have successfully completed an examination, listed in order of their final ratings from the highest to the lowest.

4. Employee means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.

5. Employment in Multiple Positions means the employment of an individual in more than one position, where authorized by the Personnel Director, in one or more civil divisions. Appointments to each position must be made in accordance with Civil Service Law, Rules, and applicable policies.

6. Part-time Employment means any employment or combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the civil division or wherein the employee earns not more than one half (1/2) of the rate assigned to the position if the position has been allocated to a graded salary schedule.

This definition is used solely for the purpose of jurisdictional classification of positions, where a positing is other than competitive when part-time but competitive when filled on more than a part-time basis.

7. Position means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.

8. Reassignment means the change, without further examination, of a permanent employee from one position to another position in the same title under the jurisdiction of the same appointing authority.

9. Seasonal Positions are positions, as designated in the appendices, where the nature of service is such that it is not continuous throughout the year, but recurs in each successive year.

10. Transfer means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority or to a position of a different title under the jurisdiction of the same appointing authority.

# RULE 2 - ORGANIZATION OF THE DEPARTMENT OF PERSONNEL

It will be the responsibility of the Personnel Director to carry out the purposes of these rules and Civil Service Law.

# RULE 3 - EXEMPT CLASS

(Civil Service Law, Section 41)

1. Positions in the exempt class are those for which competitive or non-competitive examinations or other qualification requirements are not practical.

2. Positions in the exempt class shall be listed in Appendix A of these rules.

# RULE 4 - NON-COMPETITIVE CLASS

(Civil Service Law, Section 42)

1. Positions in the non-competitive class shall include all positions that are not in the exempt class or the labor class and for which it is found by the Director to be not practical to ascertain the merit and fitness of applicants by competitive examination.

2. A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Director. The appointing authority shall submit an application which shall include the qualifications of the candidate to the Director prior to any appointment. Such appointment shall become effective only after approval by the Director.

3. Positions in the non-competitive class shall be listed in Appendix B of these rules. The Director shall designate titles in Appendix B that involve confidentiality or require the performance of functions influencing policy for the purposes of excluding such positions from the statutory provisions on removal and disciplinary proceedings.

# RULE 5 - LABOR CLASS

(Civil Service Law, Section 43)

1. Positions in the labor class shall include unskilled laborers.

2. A position in the labor class may be filled by the appointment of any person selected by the appointing officer of the agency where a vacancy exists. The Director may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practical.

3. Positions in the labor class shall be listed in Appendix C of these rules.

# RULE 6 - UNCLASSIFIED SERVICE

(Civil Service Law, Section 35)

Positions in the unclassified service shall be listed in Appendix D of these rules.

# RULE 7 - RECRUITMENT OF PERSONNEL

1. Residence requirements

a. An applicant must be a resident of Clinton County for at least thirty (30) days immediately preceding the examination date and appointment date unless the Director has established residency as thirty (30) days in any civil division contiguous to the civil division where the appointment is made. The Director may waive or reduce residency requirements where recruitment difficulty makes such requirements a disadvantage to the public interest.

b. When preference in certification is given to residents of a civil division pursuant to Section 23, 4(a) of Civil Service Law, an eligible must be a resident of such civil division at time of certification and at time of appointment.

2. Announcements of examination

The public announcement of an open-competitive examination shall specify: title, duties of the position, minimum qualifications required, salary or salary range, if known, issue date, final date for filing applications, subjects or scope of the examination, application fee(s) and waivers, post offer of employment medical requirements, special testing requirements and religious observance arrangements, and the date of the examination. Public notice of open-competitive examinations will be made at least twenty-five (25) days before the date of the examination and must be conspicuously posted in a public place for fifteen (15) days. The last day for filing applications will be at least ten (10) days before the date of the examination.

# RULE 8 - APPLICATIONS

1. Applications for positions in the classified service must be submitted to the Director on the form prescribed by the Director. The applicant must prove to the Director's satisfaction that they meet qualifications.

2. The Director shall notify each applicant of the disposition of his/her application. Approved candidates for competitive examination will be given notice of their approval at least four (4) days before the examination.

3. A copy of the candidate's application for appointment or examination may be provided, upon request, to the appointing officer to whom the candidate's name is certified, or to the appointing officer's representative; provided, however, that information therein relating to the candidate's national origin or indicating whether his/her citizenship is by birth or naturalization shall not be divulged. Before a candidate's application for examination is provided to the appointing officer or an authorized representative, all references therein to the candidate's national origin or to the basis of his/her citizenship shall be concealed.

# RULE 9 – DISQUALIFICATION

1. An applicant who is disqualified for an examination or appointment shall be notified of the reason(s) for such disqualification and afforded an opportunity to submit facts in opposition to such disqualification.

2. A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

3. The burden of establishing his/her qualifications to the satisfaction of the Director shall be upon the applicant. Any applicant who refuses to permit the Director to investigate matters necessary for the verification of his/her qualifications or who otherwise hampers, impedes or fails to cooperate with the Director in such investigation shall be disqualified for examination or, after examination, for certification and appointment.

# RULE 10 – EXAMINATION

1. Examinations prepared and rated by the New York State Civil Service Department

a. For examinations prepared and rated by the State Civil Service Department, the provisions of the rules and regulations of the State Civil Service Commission and Department shall govern the rating of examinations, the review of examination papers by candidates and the filing of appeals.

b. The State Civil Service Commission shall have sole and exclusive authority to correct any error in rating upon appeal or otherwise.

2. Examinations prepared and/or rated by the Clinton County Personnel Director

a. The Director shall adopt a system to conceal the identity of the candidates' papers in a written examination until such written examination has been rated.

b. Rating keys shall be prepared for each examination held. Such keys shall be a permanent part of the record of each examination. The marking of an examination shall be made on a scale of 100, with 70 as the minimum passing score. The Director may, after the announcement of an examination, subdivide the written examination into parts and require a passing mark of 70 in each of the parts in order that candidates be considered further for eligibility. Notice of such arrangements shall be given in the instructions of the written examination.

c. Applications and examination records and papers of candidates shall be preserved until at least six (6) months after the expiration of the eligible list resulting from such examinations, but in no event may records be destroyed except in accordance with the policies of the State Commissioner of Education and the State Civil Service Commission. Whenever an oral examination shall be prescribed as part of an examination, every effort shall be made to insure that a stenographic or recording device record of all the questions and answers be made a part of the examination records.

d. Every candidate in an examination shall be notified in writing of his/her final rating. Except for continuous recruitment examinations, he/she shall also, if successful, be notified of his/her relative position on any eligible list established as a result of the examination.

e. Except for candidates in continuous recruitment examinations, any candidate receiving a final rating may inspect his/her examination papers at the Department of Personnel and in the presence of a designated representative of the Director, provided he/she makes his/her request for such inspection, in writing, within ten (10) days of the date of the postmark of such notice. The examination papers of a candidate shall be exhibited only to the candidate with the exception that a candidate may bring a consultant to review the record of an oral examination. The consultant must be approved by the Director prior to the review and may not be an individual who was in any way involved in the preparation, conduct, or administration of the examination.

f. A candidate who wishes to appeal to the Director about his/her rating in one, or more, or all of the subjects of an examination must submit such appeal in writing within twenty (20) days after the earliest date on which his/her examination papers were made available for his/her inspection. Such appeal must show that a manifest error was made in the original rating. Such appeal shall be considered as opening all of the candidate's papers for review, whether resulting in a higher or lower standing. No change in rating shall be made as a result of an appeal unless it shall affect the candidate's relative position on the eligible list.

g. There shall be no review of examinations conducted on a continuous recruitment basis other than for a computational check of the candidate's answers against the key answers; nor shall there be reviews of practical or performance examinations.

3. Examinations generally

a. The Director may at any time during the life of an eligible list, resulting from an examination, except as provided in 1b of this rule, correct any clerical or computational errors in the ratings of candidates who compete in the examination.

b. Any changes in an eligible list pursuant to this rule shall not affect the status of any person previously appointed from such eligible list.

4. Examination material security

In order to prevent the unauthorized publication and dissemination of examination material, the following acts are prohibited except as authorized by the Director.

a. No person shall copy, record, or transcribe any examination question or answer. No person shall remove from the examination room or possess outside the examination room any question sheet, answer sheet or booklet, scrap papers, notes, or any other papers or materials relating to such examination.

b. A candidate in an examination shall not communicate with an examiner concerning the conduct or content of such examination; and shall not directly or indirectly communicate to any other person information concerning the content of such examination until completion of the testing of all candidates.

c. No examiner, proctor, or other person charged with the supervision of a candidate or group of candidates during an examination shall have authority to waive the provisions of this subdivision. A person who is found by the Director to have violated the provisions of this subdivision or any similar provision of the rules of any other civil service jurisdiction within the State of New York, shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five (5) years.

# RULE 11 - ELIGIBLE LISTS

1. Every candidate who attains a passing score in an examination and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in order of his/her final rating. When two or more eligibles receive the same final rating, they shall be ranked in accordance with such uniform, impartial procedures as prescribed by the Director.

2. The date of the establishment of the eligible list shall be the date fixed by the Director and shall be entered on such list. The eligible list shall contain any additions of veteran's credits and, in the case of promotional examinations, seniority credits.

3. The duration of all eligible lists shall be fixed by the Director prior to the establishment of such lists and shall not be less than one (1) nor more than four (4) years. The date of establishment of a list and its duration shall be given to all successful candidates at the time when notice of standing on the eligible list is given to such candidates. Where the duration of an eligible list is fixed at less than four (4) years, the Director may, prior to the expiration date of such list, extend the duration of the list up to the maximum limitation of four (4) years provided that eligibles on such list are notified in writing of the extension of the eligible list.

4. Eligible lists shall be open to public inspection at the Department of Personnel. The names of persons who failed the examination shall not be disclosed to the public.

5. The Director shall have power in his/her discretion to correct any error and amend an eligible list where it appears that an error has been made. The Director shall have the power to revoke any eligible list where the provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reasons for such action shall be reported to the State Civil Service Commission within thirty (30) days.

# RULE 12 – CERTIFICATION FOR APPOINTMENT

1. The Director shall determine the eligible list most appropriate for the position to be filled, and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of any eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final ratings as such eligible shall be included in such certification.

2. A certification issued by the Director to an appointing officer shall be valid for a period of sixty (60) days from the date of issuance. After the expiration of such sixty (60) day period, no appointment shall be made except from a new certification.

3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his/her willingness to accept such appointment within four business days after the mailing of such canvass or offer, he/she may be considered ineligible when making selection for such particular appointment. When an eligible fails to respond to two successive canvass letters, his/her name shall be restricted from further certification from the eligible list. Thereafter, the eligible may request that his/her name be restored to active status on such list, provided the list is still in existence. The eligible's name may be restored to active status on such list if the Director in his/her discretion determines that the reasons for the previous non-response are satisfactory.

4. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons:

(a) unacceptable salary;
(b) location of employment;
(c) temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing;
(d) other reasons deemed acceptable by the Director.

The Director shall enter on the eligible list the reasons for his/her action in such cases.

5. Except as otherwise provided in these rules, appointment or promotion to a position in the competitive-class shall be made by the selection of a person on the most appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used in these rules refers to the order in which the names of eligibles appear on the eligible list.

6. Whenever a vacancy exists in a position in the competitive class and an open-competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Director one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination of equivalent character within the last four years from the date of nomination.

a. Nomination and Administration of Qualified Incumbent Examinations for NY HELPS Appointees

The Personnel Director may administer a qualified incumbent examination (QIE) for any position in any title which has been included in the NY HELPS program.

Eligibility

1. An appointing officer shall nominate eligible employees to participate in a QIE. Such QIE may be offered only to incumbents who are currently serving in a designated NY HELPS title and have served a minimum of six months in such position.

2. Frequency of Examination

Such QIEs may be held at such intervals as prescribed by the Personnel Director. Names of successful candidates shall be interfiled on a continuing eligible list for each title as prescribed by section 57 of the Civil Service Law.

3. Content and Scoring of the QIE

Such examination shall consist of a review of the qualifying service of the nominee. All passing candidates shall be assigned an identical earned numerical rating and shall be deemed equally reachable for permanent competitive appointment from the eligible list resulting from the QIE. No seniority credits shall be awarded to the final earned rating of any candidate.

4. Appointments from the QIE

All incumbents whose names are included on an eligible list created from a QIE must be appointed from such QIE within two months following the addition of their names on the eligible list. All individuals appointed from an eligible list created from a QIE shall obtain a permanent appointment in the competitive jurisdictional class. Such appointment shall not alter or re-set any required period of probation imposed upon the appointee upon original appointment through the NY HELPS program.

5. Expiration of Use of QIEs

No QIE may be administered to any incumbent upon the termination of the NY HELPS program by the New York State Civil Service Commission and no individual may be appointed from a QIE eligible list following termination of the NY HELPS program by the New York State Civil Service Commission.

6. QIEs Not Exclusive

A holding of QIE or the placement of the name of an incumbent on an eligible list created from a QIE shall not prevent the appointing authority from granting such incumbent a permanent competitive appointment through any other method authorized by the Civil Service Law and these Rules.

1. Priority in Certification

i. An eligible list created from a QIE shall have priority in certification over any open-competitive eligible list for the same title.

ii. An eligible list created from a QIE shall not have priority in certification over any mandatory promotion eligible list for the same title.

iii. An eligible list created from a QIE shall not have priority in certification over a duly established preferred list, nor shall the existence of such QIE prevent a transfer, reinstatement or any other lawful permanent appointment to a position filled from such eligible list.

8. Expiration of Rule

This rule shall expire upon the termination of the NY HELPS Program by the New York State Civil Service Commission.

7. Wherever one or more eligibles shall have declined any appointment offered because of salary and an eligible whose relative standing is lower and who was reachable on the certification only because of the declination shall have been appointed to the position, the salary of such appointee shall not be increased, except by a service or class-wide increase within a period of six (6) months after his/her appointment beyond that offered to the persons so declining.

8. Restriction on Certification for Reclassified Position

An open-competitive, promotional, or preferred eligible list shall not be certified for filling a permanent competitive-class vacancy created by reclassification of a permanently encumbered competitive-class position if the appointment or promotion from such list would require the layoff of a permanent employee. This provision shall not apply if the incumbent whose position was reclassified has, following such reclassification, either refused to take an examination for such reclassified position or failed to qualify for appointment, examination or promotion to such position.

9. Whenever a vacancy exists in a position in the competitive class and an open-competitive examination duly advertised results in three or fewer approved applicants, and the announced minimum qualifications for the position included a requirement of possession of a license or certificate in a profession issued by the State of New York, the Director may waive the examination and certify for appointment to the appointing authority the names of such qualified applicants, provided, however, that such applicants have been licensed or certified in the profession by the State of New York.

b. OMNIBUS NY HELPS RESOLUTION

In addition to any titles which have been previously approved for inclusion in the NY HELPS program, it is hereby adopted that, upon approval of this Resolution by the New York State Civil Service Commission, the Municipal Services Division of the New York State Department of Civil Service shall directly administer the NY HELPS Program. The Municipal Services Division may propose any competitive titles which meet the criteria for inclusion within the NY HELPS Program for approval in the non-competitive class, with or without limiting numbers, by the New York State Civil Service Commission.

The Municipal Services Division shall maintain responsibility for the recording and maintenance of the listings for all job titles approved by the New York State Civil Service Commission pursuant to this Resolution.

Before any titles subject to this Resolution shall be presented for approval by the Municipal Services Division to the New York State Civil Service Commission, it shall be the responsibility of this civil service agency to affirm that all requirements of the NY HELPS Program have been met, including that no mandatory promotion eligible lists or preferred lists exist which would preclude appointment to any title proposed for inclusion in the NY HELPS Program.

This civil service agency shall further verify that every appointment to a position in a title approved for inclusion in the NY HELPS Program is compliant with all Program requirements and standards, before such appointment may be made.

This civil service agency will revoke any appointment to a position included within the NY HELPS Program if such appointment is subsequently found to be non-compliant with the requirements of such Program, as determined by this civil service agency or the Municipal Services Division, subject to the requirements of subdivision (4) of section 50 of the Civil Service Law.

The Municipal Services Division may, with or without the consent of this civil service agency, request that the New York State Civil Service remove any of the titles subject to this Resolution, whether positions in such titles are filled or unfilled, for all positions within a title or for certain positions within a title, up to any limiting number set forth in the rules, for deletion from the NY HELPS program and restoration to the competitive class. Any such deletion of subject titles or positions may occur and take effect at any date as determined by the New York State Civil Service Commission.

In no event shall any titles or positions authorized for inclusion in the NY HELPS Program pursuant to this Resolution remain in such Program upon termination of the Program by the New York State Civil Service Commission.

# RULE 13 - PROMOTIONS

1. In order to be eligible to participate in a promotional examination or to be promoted a candidate must have been employed in a competitive class or non-competitive class position on a permanent basis in a lower grade, either in direct line of promotion or in a related or collateral line of promotion as determined by the Director. The Director shall determine the minimum period of such service for eligibility to qualify for a promotional examination, and may also prescribe a minimum period of such service as a qualification for promotion from the resulting eligible list.

2. Promotional examinations for non-competitive class employees shall, in addition to the requirements of Civil Service Law, Section 52 (12), require that applicants shall have been employed in a full-time position or an equivalent duration part-time position.

3. Any candidate who is nominated for non-competitive examination for promotion to a position and who fails to appear for such examination or who fails to pass two successive examinations for such promotion shall not thereafter be eligible for employment in such position, except by appointment or promotion from an eligible list following competitive examination.

# RULE 14 - PROBATIONARY TERM

(Civil Service Law, Section 63)

1. Probationary term

a. Except as otherwise provided in these rules, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt, or labor class shall be for a probationary term of not less than eight (8) nor more than fifty-two (52) weeks.

b. The probationary term for a Trainee position, in which an appointee is required to serve a specified training term, shall be not less than twelve (12) nor more than fifty-two (52) weeks.

c. A permanent employee who is given an appointment within the promotional unit to a higher-level salaried title in the same jurisdictional class will have a probationary term for a period of twelve (12) weeks. The probationary term for promotional appointment to the positions of: Social Welfare Examiner, Senior Social Welfare Examiner, Principal Social Welfare Examiner; Caseworker, Senior Caseworker, Case Supervisor Grade B, and Child Support Specialist, Senior Child Support Specialist, and Coordinator of Child Support Enforcement shall not be more than fifty-two (52) weeks. Upon written notice of the appointing authority, the probationary term may be waived and the appointee given a permanent appointment.

d. The probationary term for every appointment to the positions of Police Officer and Deputy Sheriff shall not be less than eight (8) weeks nor more than seventy-eight (78) weeks.

e. If the conduct or performance of a probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of probation and on or before completion of the maximum period of probation in the manner as prescribed in these rules.

2. Transfers

a. Transfers to Positions in the Same Civil Division

Every transfer from a position to another in the same civil division shall require a probationary term of not less than eight (8) weeks nor more than twenty-six (26) weeks. The position vacated by him/her shall not be filled, except on a temporary or contingent-permanent basis, during such probationary term. At any time during such probationary term the employee shall have the right to return to his/her previous position at his/her own election.

If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the eight (8) weeks of probation, and on or before, completion of twenty-six (26) weeks of probation. He/she shall then be restored to his/her former permanent title.

b. Transfers to Positions Under Different Appointing Authorities in Different Civil Divisions

Every transfer from a position in one civil division to a position in another civil division shall require a probationary term of not less than eight (8) weeks nor more than twenty-six (26) weeks. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the eight (8) weeks of probation, and on or before completion of twenty-six (26) weeks of probation.

The Director shall advise the prospective transferee in writing prior to approval of the transfer that an eight (8) to twenty-six (26) week probationary term is required and must be successfully completed to obtain permanent status in the position to which transfer is sought. The prospective transferee shall be advised it is his/her responsibility to request a leave of absence from the releasing agency. Unless the prospective transferee obtains a leave of absence, the releasing agency is not required to hold a position to return to should the probationary period not be successfully completed.

c. Waiver of Probationary Period for Transfers

The appointing authority having jurisdiction over the position to which transfer is sought, may elect to waive the probationary term in 2a or 2b of this rule by written notification to the transferee and the Director.

3. Restoration to permanent position

a. Restoration for employees other than Police Officer/Deputy Sheriff Supervisors

When a permanent employee is appointed in the same promotional unit to a higher-level salaried position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary or contingent-permanent basis, during such probationary term. At any time during such probationary term the employee shall have the right to return to his/her previous position at his/her own election.

If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the minimum period of probation, and on or before the completion of the maximum period of probation. He/she shall then be restored to his/her former permanent title.

b. Restoration for Police Officer/Deputy Sheriff Supervisors

Notwithstanding any other provisions of these rules, the promotion of a police officer or deputy sheriff shall not become permanent unless and until he/she has satisfied such requirements as may be applicable to him/her under Section 209-q of the General Municipal Law. If a police officer or deputy sheriff is promoted to a higher rank for which he/she has met all requirements of eligibility for permanent promotion except training requirements applicable under Section 209-q of the General Municipal Law, he/she shall be deemed to be on leave of absence from the lower-rank position from which he/she was promoted pending completion of such training. During such period, such lower-rank position may not be filled except on a temporary or contingent-permanent basis. In the event of his/her failure to complete such training

successfully within the time allowed therefore, he/she shall be restored to such lower-rank position.

4. Absence during probationary term

Any periods of authorized or unauthorized absence totaling up to ten (10) working days during the probationary term, may, in the discretion of the appointing authority, be counted as time served in the probationary term. Any such periods of absence in excess of ten (10) work days shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his/her absence which, pursuant to this section, are not considered as time served in the probationary term.

5. Report on probationer's service

The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall be given written notice prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

6. Restoration to eligible list

A probationer whose employment is terminated or who resigns before the end of his/her probationary term may request that his/her name be restored to the eligible list from which he/she was appointed, provided such list is still in existence. His/her name may be restored to such list if the Director determines that the probationer should be given another opportunity for appointment.

7. Temporary, provisional, or contingent-permanent service in higher-level position

When an employee who has not completed his/her probationary term is appointed on a temporary, provisional, or contingent-permanent basis to a

higher-level position, the appointing authority may consider that time as satisfactory probationary service in the employee's lower position. At any time after the minimum period of probation in the higher-level position, the appointing authority must provide a written decision as to whether or not he/she considers the service in the higher-level position as satisfactory probationary service in the lower-level position. In the event the appointing authority decides not to use the service in the higher-level position as satisfactory service in the lower-level position, upon request, the probationer shall return to the lower-level position for sufficient time to complete his/her probationary term.

The appointing authority cannot terminate a probationer in his/her lower position at the end of his/her probationary term because of unsatisfactory service unless the probationer has actually served at least the minimum period specified in the lower position.

8. Removal during probationary term

Nothing contained in this rule shall be construed to limit or otherwise affect the authority of an appointing authority pursuant to Section 75 of Civil Service Law, at any time during the probationary term, to remove a probationer for incompetence or misconduct.

9. Probationary term upon reinstatement

a. An employee who is reinstated to a position after a separation of more than one (1) year, either in his/her former civil division or in another civil division, shall serve a new probationary term subject to the same requirements upon the original appointment.

b. An employee who is reinstated to a position after a separation of less than one (1) year in a civil division other than the one in which he/she formerly served, shall serve a new probationary term subject to the same requirements as an original appointment to such position.

c. An employee who is reinstated to a position after a separation of less than one (1) year in his/her former civil division, shall not be required to serve a new probationary term.

# RULE 15 - TRAINEE APPOINTMENTS

The Director may require that permanent appointments or promotions to designated positions shall be conditional upon the satisfactory completion of a term of service as a trainee in such a position or in an appropriate, lower training title or the completion of specified training or academic courses, or both. The period of such term of training service shall be prescribed by the Director. Upon the satisfactory completion of such training term, and of specified courses if required, an appointee shall be entitled to full permanent status in the position for which appointment was made. Any appointment as a trainee shall be subject to such probationary term as prescribed in these rules. The employment of such person may be discontinued if his/her conduct, capacity, or fitness is not satisfactory at any time between the minimum and maximum period of probationary term for traineeship. If the trainee fails, refuses to pursue, or does not continue such training or academic courses satisfactorily as may be required, his/her employment may be terminated at any time during the traineeship.

# RULE 16 - EFFECT OF NON-PERMANENT SERVICE ON STATUS OF EMPLOYEES

1. Effect of temporary appointment on eligibility for permanent appointment

The acceptance by an eligible of a temporary appointment shall not affect his/her standing on the eligible list for a permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment.

2. Non-Permanent Appointment of Permanent Employee

a. When a permanent employee is given a provisional, temporary or contingent-permanent appointment to a competitive-class position in the same department or agency, the position thus vacated by him/her shall only be filled on a temporary or contingent-permanent basis until the position is unencumbered by the permanent incumbent.

b. A provisional, temporary, or contingent-permanent appointee may return to his/her permanent position at any time by providing written notice to the appointing authority requesting to be returned to such permanent position. The appointing authority shall return such appointee to his/her permanent position within fifteen (15) days of receipt of such written notice.

3. Successive Provisional Appointment

a. The term of provisional appointment shall end within the time period prescribed in Civil Service Law, Section 65 (3) or within two (2) months of the receipt of the results of an examination wherein no candidates passed. A provisional appointee, who fails to qualify in an appropriate examination, may be authorized a second provisional appointment at the discretion of the appointing authority and the Director if the eligible list contains less than three eligibles from which to make a permanent appointment to the position.
b. No provisional employee who has twice failed the examination for permanent appointment or refused to take such examination shall be given another provisional appointment in the same position except that upon written request

from an appointing officer showing evidence of a lack of interested or available candidates the Director may allow a third provisional appointment.

4. Temporary appointment to permanently-encumbered position

When a temporary appointment to a permanently-encumbered position is made from an eligible list and the temporary appointee is, at the time of such appointment, reachable in such eligible list he/she shall, at such time that the permanent incumbency is vacated, be eligible for permanent appointment to the same position or another position in the same class notwithstanding the fact that the eligible list on which his/her name originally appeared may have expired.

5. Contingent-permanent appointments

a. A competitive-class position left temporarily vacant due to the promotion or transfer of a permanent incumbent may be filled, at the discretion of the appointing authority, by a contingent-permanent appointment through the use of an open-competitive, promotional eligible list, or a preferred list. Any person appointed on a contingent-permanent basis shall have all the rights and benefits of a permanent competitive-class employee subject to the following limitations:

1) Probationary Period: All appointments under this rule shall be required to complete the probationary period for original appointment or promotion as prescribed in these rules.

2) Return of Incumbents: In the event of layoff or the permanent incumbent returns to the permanently-encumbered position, persons holding positions on a contingent-permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent-permanent appointments, displacement among those persons shall be based on the inverse order of their contingent-permanent appointments.

3) Preferred List: Upon displacement, if a contingent-permanent appointment was made from a promotional eligible list, the appointee shall be

restored to his/her permanent position and have his/her name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent-permanent appointment was made. If the contingent-permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have their name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent-permanent appointment was made.

4) Seniority: When a contingent-permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent-permanent appointment.

b. All prospective appointees under this rule shall be canvassed as contingent-permanent and will be provided an explanation of contingent-permanent appointments.

c. Appointments to contingent-permanent positions shall be made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent-permanent appointment; there will be no re-canvassing of the eligible list in the event the contingent-permanent position becomes unencumbered.

Acceptance of a contingent-permanent appointment will remove the person's name from the eligible list for any future contingent-permanent or permanent vacancies within the department or agency in which the contingent-permanent appointment was made.

d. If a permanent vacancy becomes available in the same title in the department or agency in which a contingent-permanent appointment has been made, contingent-permanent appointees may be offered reassignment, prior to canvassing for a permanent appointment from an appropriate eligible list or prior to appointing a temporary or provisional to the position.

e. When a position filled by a contingent-permanent appointee becomes unencumbered, the contingent-permanent appointee in that position shall immediately gain permanent competitive-class status if the required

probationary term as prescribed in these rules has been satisfactorily completed.

f. When a permanent competitive-class employee accepts a contingent-permanent appointment under the same appointing authority, the position vacated by such employee shall not be filled except on a temporary or contingent-permanent basis until the contingent-permanent appointment matures into a permanent appointment.

6. Permanent part-time appointments

Acceptance of a permanent part-time appointment will remove the person's name from the eligible list for any future permanent part-time vacancies within the department or agency in which the appointment was made. The appointee will remain on the eligible list for appointments to full-time positions in any department or agency, or part-time positions in other departments or agencies.

# RULE 17 – TRANSFERS

Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Director, any individual serving in a competitive-class position as a permanent appointee may be permanently appointed to another competitive-class position subject to these rules without further competitive examination, provided:

1. There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and

2. There is no departmental promotional list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and

3. The Director determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or

a. When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and

4. The Director has determined that such appointment is for the good of the service.

# RULE 18 – REINSTATEMENT

1. Reinstatements

A permanent competitive-class employee who resigned or retired may be reinstated without further examination to the position from which he/she resigned or retired if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off shall be eligible for reinstatement in the same manner as an employee who resigned or retired.

a. All reinstatements are subject to the following terms and conditions:

1) The prospective appointing authority must request approval from the Director to reinstate an individual.

2) A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.

3) With the exception of an employee who is being reinstated to his/her former position within one (1) year from resignation, a reinstatement may not be approved to a position for which a promotional eligible list exists containing the names of three or more eligibles willing to accept appointment.

4) The Director shall determine if the reinstatement is for the good of the service.

b. Reinstatement following a break in service of more than one (1) year must also satisfy the following additional conditions:

1) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Director that the individual requesting to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.

2) If the position to which reinstatement is sought requires successful completion of medical and/or physical agility tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.

2. Refusal or Failure to Accept Reinstatement from a Preferred List

a. Preferred lists shall be established for four (4) years.

b. Relinquishment of eligibility for reinstatement.

The failure or refusal of a person on a preferred list, after reasonable notice, to accept reinstatement to his/her former position or any similar position, for the same salary for which such list is certified, shall be deemed to be a relinquishment of his/her eligibility for reinstatement, and his/her name shall be stricken from the preferred list. The name of such person may be restored to the preferred list and certified to fill appropriate vacancies only upon the request of such person and his/her submission of reasons satisfactory to the Director for his/her previous failure or refusal to accept reinstatement.

c. Effect or refusal to accept reinstatement to lower-salaried position.

A person on a preferred list shall not be deemed to relinquish his/her eligibility for reinstatement by reason of his/her failure or refusal to accept reinstatement to a lower-salaried position. The name of such person will be withheld from further certification for reinstatement to a position in the same or a lower salary than the position to which he/she failed or refused to accept reinstatement.

d. Restoration to eligibility for reinstatement not to affect previous appointments.

The restoration of the name of a person to a preferred list, or his/her restoration to eligibility for certification to positions in a lower salary than his/her former position, shall not invalidate or in any manner adversely affect any appointment, promotion, reinstatement, or demotion previously made to any position to which such person would otherwise have been eligible for reinstatement from such preferred list.

# RULE 19 - LEAVE OF ABSENCE

1. Leave of Absence Without Pay

A leave of absence without pay may be granted by the appointing authority in conformance with the regulations or policies established by the appropriate legislative body of the appointing authority, provided, however, that a permanent competitive-class employee may not encumber a permanent position by a leave without pay while holding a permanent appointment to another position in the civil service of the same municipality. Each appointing authority shall report such leave of absence in accordance with Rule 21.

2. Leave for Supervisory Police Personnel

Notwithstanding any other provisions of these rules, the promotion of a police officer to a higher rank for which that officer has met all the requirements of eligibility for permanent promotion, except the training required under Section 209-q of the General Municipal Law, the officer shall be deemed to be on a leave of absence from the lower-rank position from which the officer was promoted pending the completion of such training. During such period the lower-rank position may not be filled except on a temporary or contingent-permanent basis. In the event the officer fails to successfully complete the required training within the time allowed, the officer shall be restored to such lower-rank position.

3. Veterans' Educational Leave

A leave of absence without pay, not to exceed four (4) years, shall be granted by an appointing officer to an employee who is a veteran of the Armed Forces of the United States, providing such a leave of absence is for the purpose of taking courses under the educational benefits provided for in Title 38, United States Code or under a New York State Board of Regents War Service Scholarship, Education Law, Section 614. An employee taking such a leave shall be reinstated to his/her position, provided he/she makes application for such reinstatement within sixty (60) days after the termination of his/her courses of study.

# RULE 20 – RESIGNATION

1. Resignation in Writing

Every resignation shall be in writing.

2. Effective Date of Resignation

If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of the appointing authority. If an effective date is specified in a resignation, it shall take effect on such specified date. However, if a resignation is submitted while the employee is on leave of absence without pay, such resignation, for the purpose of determining eligibility for reinstatement, shall be deemed to be effective as of the date of the commencement of such absence.

3. Pending Disciplinary Charges

Notwithstanding the provisions of this section, when charges of incompetence or misconduct have been or are about to be filed against an employee, the appointing authority may elect to disregard a resignation filed by such employee and to prosecute such charges; and, in the event that such employee is found guilty of such charges and dismissed from the service, his/her termination shall be recorded as a dismissal rather than as a resignation.

4. Withdrawal or Amendment of Resignation

A resignation may not be withdrawn, cancelled or amended after it is delivered to the appointing authority without the written consent of the appointing authority.

5. Voluntary Demotion of Permanent Competitive Employee

An employee who voluntarily elects to relinquish his/her permanent competitive-class status to a position and accept a demotion, must deliver a written statement of relinquishment to the appointing authority. Upon receipt of the statement of relinquishment to the appointing authority, the employee

may be reinstated to any vacant lower salary level position for which he/she is eligible for such reinstatement as provided in these rules. Such statement of relinquishment shall not take effect until the employee is reinstated to the lower level position. An employee may not be reinstated to a position for which a preferred eligible list is established.

# RULE 21 - REPORTS OF APPOINTING AUTHORITIES

In order to certify payrolls, keep an official roster of the classified service, and properly administer provisions of Civil Service Law and these Rules, appointing authorities shall report each of the following official actions to the Director on or before the effective date:

1. Every appointment or employment whether permanent, probationary, provisional, temporary, contingent-permanent, or otherwise, in the classified service, with the date of commencement of service and the title and salary of the position.

2. Every declination of an appointment under him/her by a person on an eligible list or preferred list, with copies of the offer or notice of appointment and the reply, if any.

3. Every discharge during or at the end of probationary term with the date of the discharge.

4. Every vacancy in a position, for whatever reason including the date.

5. Every position abolished, with the date of such abolition.

6. Every change of salary in a position, with the date of change.

7. Every promotion, listing the position left and the position promoted to, with the salaries and date.

8. Every transfer, listing the position left and the position transferred to, with the salaries and date.

9. Every reinstatement in a position, with the salary and date.

10. Every leave of absence without pay, and every leave of absence with pay that will result in a temporary backfill, with the date and duration.

11. Every new position, giving a complete description of the duties and responsibilities.

# RULE 22 - PAYROLL CERTIFICATION

1. Certification Required Prior to Payment

a. No person shall receive salary until the Director has certified his or her employment to be in compliance with the provisions of Civil Service Law and these Rules.

b. The Director shall not certify the name of any person employed in a manner that does not comply with the provisions of Civil Service Law and these Rules.

2. Extended Certification

a. The Director may certify the employment of a person for a limited or extended period. No further certification shall be necessary for the payment of salary to such person as long as his or her status, title, and salary remain unchanged during the period of the certification granted.

b. The Director shall require certification of the full payroll of every civil division under his/her jurisdiction at least once every fiscal year, and shall require such certifications according to the following schedule:

CIVIL DIVISION PAYROLL(S) TO BE CERTIFIED

| | |
|---|---|
| County | First Pay Period in January |
| Cities | First Full Payroll in February |
| Towns | First Full Payroll in March |
| Villages | First Full Payroll in August |
| School Districts | First Full Payroll in October |
| All other agencies or special districts | First Full Payroll in August |

c. The Director may, at any time, require any civil division under his/her jurisdiction to submit payrolls or accounts for certification in accordance with Section 100 (1) of Civil Service Law.

d. Annual certifications provided by the Director shall be valid for a period of no more than twelve (12) months following the scheduled date of certification established in these rules. Certifications provided at any other time during the year shall be valid for a period not to exceed the next scheduled certification established in these rules.

3. Temporary Certification

When the name of any person is first submitted for certification following his/her appointment, reinstatement, promotion, transfer, or any other change in status, and the Director requires further information or time to enable him/her to make a final determination, the Director may certify such person temporarily pending final determination. The Director shall immediately request the necessary additional information from the appointing authority, who shall furnish it immediately. If such information is not furnished promptly, or if the Director finds, following receipt of such information, that the employment of such person is not in accordance with the law and rules, the Director shall immediately withhold certification by notice to the appropriate fiscal or disbursing officer.

4. Withholding or Termination of Certification

a. The Director shall investigate any discrepancies between the payroll and the official roster and any other instances where the Director finds the employment of a person may be in violation of law and these rules.

b. In any case where the Director finds satisfactory evidence that the employment of a person is in violation of law and these rules, or the Director finds satisfactory evidence of intent to evade the provisions of law or these rules in regard to the employment of any person, the Director shall withhold certification of the person and terminate any current certification.

c. Any withholding, termination, or revocation of a certification of any person shall be communicated in writing to the appropriate fiscal or disbursing officer.

# RULE 23 - CLASSIFICATION PLAN

1. Definitions. For the purpose of this rule the following definitions shall apply:

a. Allocation means the assignment of a position to an appropriate class as determined by the duties, responsibilities, and minimum qualification requirements of the position

b. Appointing Authority means the person, body, or authority authorized to make appointments within a department or civil division.

c. Class means duties and responsibilities designated by a single descriptive title and treated as a unit for the purpose of recruiting, examination, establishing salary, and administering other personnel functions.

d. Class title means the designation given under these rules to a class and to each position allocated to such class.

e. Job classification specification means a formal written statement of the class which defines the general character and scope of the duties and responsibilities of positions in the class, lists typical work activities, knowledge, skills, abilities, and personal characteristics required for successful full performance of the work, states required minimum qualifications and indicates any special requirement of the class.

f. Reclassification means the reallocation of a position from one class to another because of a permanent and material change of duties of that position.

2. The Director's Duties and Responsibilities for Position Classification:

a. The Director shall classify and reclassify all positions in the civil service of all civil divisions under his/her jurisdiction.

b. The Director shall prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive, and labor

jurisdictional classes and establish appropriate minimum qualifications for each class.

c. The Director shall investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities, and qualification requirements of all positions under his/her jurisdiction and to make revisions in the classification of positions.

3. Classification of Vacant Positions

When a position has or is about to become vacant, the Director may require the appointing authority to file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Director. After an analysis of the detailed description of duties and responsibilities, the Director shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications.

4. Classification of New Position

When a new position is to be created, the appointing authority shall file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Director, prior to creating the position. After an analysis of the detailed description of duties and responsibilities, the Director shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such new class including a statement of appropriate minimum qualifications.

5. Reclassification of Positions - Either:

a. The Director may review the duties and responsibilities and qualification requirements of any position under his/her jurisdiction. Appointing authorities and employees in positions under review shall be required to complete a detailed description of the duties and responsibilities of the positions and provide such other information as determined necessary by the Director. After an analysis of the detailed description of the duties and

responsibilities, the Director shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications; or

b. Whenever a permanent and material change is made in the duties and responsibilities of any position, the appointing authority shall file a detailed description of the duties and responsibilities of the position with the Director. After an analysis of the duties and responsibilities of the position, the Director shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications; or

c. Any employee in the classified service may apply to the Director for a position reclassification. Such application shall include a detailed description of the duties and responsibilities of the position since the last determination with respect to its classification. After an analysis of the duties and responsibilities of the position, the Director shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a job classification specification for such position including a statement of appropriate minimum qualifications.

6. Notice of Appeals

The Director shall give reasonable notice of any proposal or application for a change in classification to the appointing authority and to the employee or employees affected. Any person desiring to submit facts orally or in writing in connection with the reclassification of any position shall be provided reasonable opportunity to do so. The Director shall then determine the proper allocation of the position. No employee, either by classification or reclassification, change of title or otherwise, shall be promoted, demoted, transferred, suspended, or reinstated except in accordance with the provisions of Civil Service Law and these Rules.

# RULE 24 – PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATION

No question in any examination or application or other proceeding by the Director or his/her staff shall elicit information concerning the political opinions or affiliations of any applicant, competitor, or eligible. No discrimination shall be exercised, threatened, or promised against or in favor of any applicant, competitor, or eligible because of his/her political opinions or affiliations.

# RULE 25 - LAYOFF OF COMPETITIVE CLASS EMPLOYEES

1. For this rule the following terms shall mean:

a. Greater rights as provided for in CSL 80.10 shall be determined by the Commission pursuant to their authority under section 17 of the Civil Service Law.

b. Direct Line of Promotion shall be strictly construed in that to be considered as direct line all titles must have the same generic root.

c. Next Lower Occupied Title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall bethe closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

d. Layoff Unit Each department of a county, city, town, or village; each school district; each community college; each special district; and each authority shall be deemed to be a layoff unit.

e. Satisfactory Service shall mean service in the last fiscal year by an employee during which they did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section Seventy- five of the Civil Service Law or negotiated disciplinary procedure which resulted in the imposition of any of the following penalties upon such employee:

1. Dismissal from the service; or

2. Suspension without pay for a period exceeding one month; or

3. Demotion in grade and title.

f. Permanent Service

1. Original Appointment

Permanent service shall start on the date of the incumbent's original appointment on a permanent or contingent permanent basis in the classified service; however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty months earlier than the actual date, while non-disabled veteransare considered to have been appointed thirty months earlier than their actual date of appointment. For the purposes of this rule the definition of what constitutes a veteran or disabled veteran is contained in Section Eighty-five of the Civil Service Law.

2. Resignation Followed by a Reinstatement or Reappointment

A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; the prior service would not count.

3. Temporary or Provisional Service

Temporary or provisional service preceding the original permanent appointment does not count. However, temporary, provisional or contingent permanent employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.

4. Seniority of Transferred Employees

The permanent service of any employee who was transferred from another civil division shall start on the date of their original permanent appointment in the classified service in the other civil division.

5. Seniority Date When Covered-In

If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which they were employed, their seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

2. Suspension

a. When an occupied position in the competitive, non-competitive or labor class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

c. A blind person may not backdate their permanent service if they also happen to be either a veteran or disabled veteran. A person is considered blind if they are so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

d. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.

e. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their

retention rights shall be determined by their rank on that eligible list; that person having the highest rank having greater retention rights over those having lower ranks.

f. All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.

g. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that titlewho has completed their probationary period. Probationary employees do, however, have greater retention rights to those of contingent permanent, temporary, and provisional employees.

h. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

i. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

3. Vertical Bumping

a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.

b. If an employee refuses to displace a junior incumbent, they must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

c. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent, temporary, provisional, contingent permanent, probationary or permanent, is considered occupied for the purposes of this section.

4. Retreat

a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbentlast served on a permanent basis prior to service in the title from which they are currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the same jurisdictional class, in the same layoff unit, and at a lower salary grade;
the service of the displacing incumbentwhile in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.

c. The service of the displacing incumbent in the title to which they are retreating need not have been in the same layoff unit as the one from which they are displaced.

d. An employee may also displace by retreat to a position in a titlethey last served on a permanent basis although they had intervening service in another title as long as their service in each of the intervening titles was on other than a permanent basis. They may also displace by retreat to a position, which does notcount in the computation of their continuous service.

e. Where a title change has been affected to better describe the duties of a position, but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.

6. An appointing authority may take such steps as it may deem necessary to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

# APPENDICES

APPENDIX A ---------- Exempt Positions

APPENDIX B ---Non-Competitive Positions

APPENDIX C ---------- Labor Positions

APPENDIX D ----------Unclassified Service

# APPENDIX A

## EXEMPT CLASS

### COUNTY SERVICE

Assistant County Attorney
Assistant District Attorneys (7)
Assistant Public Defender (7)
Chief Assistant District Attorney
Chief Assistant Public Defender
Confidential Secretary to County Attorney
Confidential Secretary to District Attorney
Confidential Secretary to the Public Defender
County Attorney
Deputy County Administrator
1st Deputy County Clerk
2nd Deputy County Clerk
Deputy County Treasurer
Executive Secretary to the County Administrator
Junior Assistant District Attorney
Junior Assistant Public Defender
Public Defender
Undersheriff

### SCHOOL DISTRICTS

Census Takers
Claims Auditor (CVES)
Confidential Secretary to the Superintendent of Schools
Deputy Claims Auditor (CVES)
School Attorney
Internal Claims Auditor (Beekmantown, Plattsburgh City School and Northern Adirondack Central School Districts)
School District Clerk
School District Tax Collector

School District Treasurer

## TOWN SERVICE

Budget Officer
Clerk to Town Justice (one for each Justice)
Constables
Deputy Receiver of Taxes and Assessment
Deputy Town Clerk
Dog Enumerator
Registrar of Vital Statistics
Town Attorney

Town of Altona
Secretary to the Supervisor
Town of Ausable
Secretary to the Supervisor
Town of Beekmantown
Deputy Highway Superintendent
Secretary to the Supervisor
Town of Black Brook
Secretary to the Town Board
Town of Champlain
Secretary to the Town Board
Town of Chazy
Secretary to the Town Board
Town of Clinton
Secretary to the Supervisor
Town of Dannemora
Deputy Highway Superintendent
Deputy Town Supervisor
Secretary to the Supervisor
Town of Ellenburg
Secretary to the Supervisor

Town of Mooers
Secretary to the Supervisor
Town of Peru
Deputy Highway Superintendent
Deputy Town Clerks (3)
Secretary to the Town Council
Town of Plattsburgh
Deputy Town Clerks (2)
Town Attorneys (2)
Secretary to the Supervisor
Town of Saranac
Secretary to the Supervisor
Town of Schuyler Falls
Secretary to the Supervisor

## VILLAGE SERVICE

Clerk to the Village Justice
Deputy Village Clerk
*Deputy Village Treasurer (Village of Rouses Point)
Registrar of Vital Statistics
*Village Administrator (Village of Rouses Point)
Village Attorney
Village Treasurer

## CITY SERVICE

Confidential Secretary to the Mayor
Corporation Counsel

*Under 5,000 population

## SPECIAL DISTRICT SERVICE

Ellenburg Center-Fire District
Fire Chief-Fire District
Ellenburg Depot-Fire District
Fire Chief-Fire District
Executive Director (Housing Authority)
Housing Authority Attorney (Housing Authority)
District 3-Fire District
Secretary-Fire District
Joint ACK-Fire District
Secretary-Fire District
Saranac-Fire District
Secretary-Fire District
South Plattsburgh-Fire District
Secretary/Deputy Treasurer-Fire District
Secretary to Soil and Water Conservation Board (Soil and Water Conservation District)
Altona-Fire District
Secretary/Treasurer-Fire District
Beekmantown-Fire District
Secretary/Treasurer-Fire District
Champlain-Fire District
Secretary/Treasurer – Fire District
Chazy-Fire District
Secretary/Treasurer – Fire District
Cumberland Head-Fire District
Secretary/Treasurer – Fire District
Ellenburg Center-Fire District
Secretary/Treasurer – Fire District
Ellenburg Depot-Fire District
Secretary/Treasurer – Fire District
Morrisonville-Fire District
Secretary-Fire District
Treasurer – Fire District

District 3-Fire District
Treasurer – Fire District
Joint ACK-Fire District
Treasurer – Fire District
Saranac-Fire District
Treasurer – Fire District
South Plattsburgh-Fire District
Treasurer – Fire District

# APPENDIX B

## NON-COMPETITIVE CLASS

### ALL CIVIL DIVISIONS

Account Clerks (HELP Program)
Account Clerks/Typists (HELP Program)
Accountant (HELP Program)
Administrative Aide (HELP Program)
Administrative Assistants (HELP Program)
Assessment Control Examiner (HELP Program)
Assessor (HELP Program)
Assistant Chief Wastewater Treatment Plant Operator (HELP Program)
Assistant Chief Water Treatment Plant Operator (HELP Program)
Assistant Computer Programmer (HELP Program)
Assistant Electric Meter Maintainer (HELP Program)
Assistant Electrician (HELP Program)
Assistant Finance Manager (HELP Program)
Assistant Recreation Director (HELP Program)
Assistant Recreation Director (PT or Seasonal)
Assistant Superintendent of Public Works (HELP Program)

Assistant Superintendent of Recreation (HELP Program)
Assistant Water and Wastewater Superintendent (HELP Program)
Automotive Mechanic Helpers
Automotive Mechanics
Benefits Director (HELP Program)
Benefits Specialist (HELP Program)
Bookkeeper (HELP Program)
Bookmobile Clerk-Drivers (PT)
Building Inspector (HELP Program)
Building Maintenance Mechanics
Building Maintenance Supervisor (HELP Program)
Building Maintenance Workers
Buildings and Grounds Maintenance Workers
Bus Drivers
Carpenters
Chief Lineworker (HELP Program)
Chief Wastewater Treatment Plant Operator (HELP Program)
Chief Water Treatment Plant Operator (HELP Program)
Chief Water Treatment Plant Operators, Type A (PT)
Chief Water Treatment Plant Operators, Type B (PT)
Chief Water Treatment Plant Operators, Type C (PT)
Civil Manager (HELP Program)
Clerk (HELP Program)
Clerk of the Works (HELP Program)
Clerks (PT)
Code Enforcement Officers (HELP Program)
Communications and Publications Assistant (HELP Program)
Community Engagement Coordinator (HELP Program)
Computer Coordinator (HELP Program)
Computer Lab Assistant (HELP Program)
Computer Programmer (HELP Program)
Computer Specialist (HELP Program)
Cooks
Court Attendants
Custodian (HELP Program)
Deputy Transportation Supervisor (HELP Program)

Director of Water and Wastewater Utilities (HELP Program)
Draftsperson (HELP Program)
Draftsperson II (HELP Program)
Economic Development Coordinator (HELP Program)
Economic Development Director (HELP Program)
Electric Meter Maintainer (HELP Program)
Electric Meter Supervisor (HELP Program)
Electric Superintendent (HELP Program)
Electricians
Employment and Training Counselors (HELP Program)
Engineering Aide (HELP Program)
Engineering Technician (HELP Program)
Environmental Services Supervisor (HELP Program)
Finance Manager (HELP Program)
Fiscal Officer (HELP Program)
Garage Supervisor (HELP Program)
Grant Procurement Supervisor (HELP Program)
Guards
Head Automotive Mechanic (HELP Program)
Head Custodian (HELP Program)
Head Lifeguards
Health Facility Comptroller (HELP Program)
Help Desk Technician (HELP Program)
Housing Assistance Specialists (HELP Program)
Job Placement Aide (HELP Program)
Junior Electrical Engineer (HELP Program)
Librarian III (HELP Program)
Library Aide/Typist (HELP Program)
Library Assistant (HELP Program)
Library Clerk (HELP Program)
Library Computer Specialists (HELP Program)
Library Director of CEF Library (HELP Program)
Library Director II (HELP Program)
Library Director III (HELP Program)
Library Technician (HELP Program)
Licensed Practical Nurses

Lifeguards
Line Supervisor (HELP Program)
Line Worker (HELP Program)
Medical Clerk/Typist (HELP Program)
Meter Reader (HELP Program)
Motor Equipment Operators I
Motor Equipment Operators II
Motor Equipment Operators III
Motor Equipment Operators IV
Motor Equipment Operator Mechanics
Network Administrator (HELP Program)
Network and Systems Coordinator (HELP Program)
Network and Systems Technician (HELP Program)
Network Engineer (HELP Program)
Nurses Aides
Office Manager (HELP Program)
Payroll Clerk (HELP Program)
Payroll/Purchasing Clerk (HELP Program)
Personnel Associate (HELP Program)
Planner (HELP Program)
Planning Assistant (HELP Program)
Planning Engineering Assistant (HELP Program)
Planning Technician (HELP Program)
Police Dispatcher (HELP Program)
Principal Account Clerks (HELP Program)
Principal Account Clerks/Typists (HELP Program)
Principal Clerk (HELP Program)
Principal Clerks/Typists (HELP Program)
Principal Library Clerk (HELP Program)
Principal Library Clerks (PT)
Program Assistant (HELP Program)
Project Coordinator (HELP Program)
Public Works Supervisor (HELP Program)
Publications Specialist (HELP Program)
Purchasing Agent (HELP Program)
Purchasing Clerks (HELP Program)

Real Property Tax Services Assistant (HELP Program)
Recording Clerks (HELP Program)
Records Inventory Planning Clerk (HELP Program)
Recreation Activity Specialist (HELP Program)
Recreation Activity Specialists (PT or Seasonal)
Recreation Assistants
Recreation Director (HELP Program)
Recreation Directors (PT or Seasonal)
Recreation Facility Manager (HELP Program)
Recreation Leader (HELP Program)
Recreation Leaders (PT or Seasonal)
Recreation Maintenance Worker (HELP Program)
Recreation Program Coordinator (HELP Program)
Recreation Supervisor (HELP Program)
Recreation Supervisors (PT or Seasonal)
Registered Behavior Technician (HELP Program)
Registered Professional Nurses
School Crossing Guards (PT)
Senior Account Clerk (HELP Program)
Senior Account Clerk/Typist (HELP Program)
Senior Assessment Control Examiner (HELP Program)
Senior Automotive Mechanic (HELP Program)
Senior Buildings Maintenance Workers
Senior Caseworker (HELP Program)
Senior Clerk (HELP Program)
Senior Clerks (PT)
Senior Computer Programmer (HELP Program)
Senior Custodial Workers
Senior Employment and Training Coordinator (HELP Program)
Senior Library Clerk (HELP Program)
Senior Library Clerks (PT)
Senior Library Page (HELP Program)
Senior Motor Equipment Operator Mechanics (County and Town of Plattsburgh only)
Senior Network Engineer (HELP Program)
Senior Payroll-Personnel Associates (HELP Program)
Senior Planners (HELP Program)

Senior Recreation Maintenance Worker (HELP Program)
Senior Stenographers (PT)
Senior Tax Clerk/Typist (HELP Program)
Senior Tax Map Technician (HELP Program)
Senior Typists (PT)
Sign Maintenance Supervisor (HELP Program)
Special Investigator (HELP Program)
Sports Officials
Stenographers (PT)
Storekeeper (HELP Program)
Storekeeper/Dispatcher (HELP Program)
Summer Youth Counselors (Seasonal)
Superintendent of Buildings and Transportation (HELP Program)
Superintendent of Public Works (HELP Program)
Superintendent of Recreation (HELP Program)
Supervising Programmer Analyst (HELP Program)
Supervisor of Fiscal Services (HELP Program)
Swimming Pool Director (Seasonal)
Traffic Signal Technician (HELP Program)
Transportation Supervisor (HELP Program)
Typist (HELP Program)
Typists (PT)
Van Drivers
Wastewater Treatment Plant Maintenance Supervisor (HELP Program)
Wastewater Treatment Plant Operator (HELP Program)
Wastewater Treatment Plant Operators (PT)
Water and Wastewater Facilities Mechanic (HELP Program)
Water and Wastewater Maintenance Supervisor (HELP Program)
Water and Wastewater Superintendent (HELP Program)
Water and Wastewater Treatment Plant Operator (HELP Program)
Water Maintenance Mechanic (HELP Program)
Water Maintenance Workers
Water Meter Maintainer (HELP Program)
Water Meter Supervisor (HELP Program)
Water Resource Chemist (HELP Program)
Water Safety Swimming Instructors

Water Superintendent (PT)
Water Treatment Plant Operator (HELP Program)
Water Treatment Plant Operators (PT)
Youth Supervisor (PT)

55-a Omnibus Clause:
Section 55-a designated positions in titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by blindness or by the New York State Office of the Vocational and Educational Services for individuals with disabilities.

## COUNTY SERVICE

Account Clerk/Typists (PT)
Addiction Counselor I (HELP Program)
Addiction Counselor II (HELP Program)
Administrative Assistant (Buildings & Grounds Only) (HELP Program)
+Administrator-Indigent Defendants
Administrative Service Officers (HELP Program)
Air Conditioning-Ventilating, Heating and Refrigeration Mechanic
Airport Fire & Safety Coordinators (HELP Program)
Airport Maintenance Coordinator (HELP Program)
Airport Maintenance Workers I
Airport Maintenance Workers II
Airport Maintenance Worker III
+Airport Manager
Airport Security Coordinator (HELP Program)
Assistant Director of Weights & Measures
Assistant Emergency Services Director (HELP Program)
Assistant Payroll Clerk (HELP Program)
Bridge Inspector (HELP Program)
Bridge Maintenance Workers
Bridge Repair Mechanic (HELP Program)
Case Manager for Elderly Services (HELP Program)
Case Supervisor Grade B (HELP Program)
Caseworkers (HELP Program)
Central Services Clerk (HELP Program)
Central Services Supervisor (HELP Program)
Child Advocacy Center Executive Director (HELP Program)
Child Support Specialist (HELP Program)
Children's Services Coordinator (HELP Program)
Children's Services Program Specialist (HELP Program)
+Commissioner of Social Services
Community Services Aides
Community Services Coordinator (HELP Program)
Cook-Managers
Coordinator of Child Support Enforcement (HELP Program)

Coordinator of Jail Health Services (HELP Program)
Coordinator of Services for the Aging (HELP Program)
Coordinator of Staffing and Organizational Development (HELP Program)
County Engineering Assistant (HELP Program)
+County Highway Superintendent
County Historian (PT)
County Purchasing Agent (HELP Program)
Court Aide
Court Navigator (HELP Program)
Court Referral Specialist (HELP Program)
Court Referral Specialist (PT)
+Deputy Airport Director (HELP Program)
+Deputy Commissioner of Social Services
+Director of Community Services
+Deputy Directors of Community Service
+Director of Information Technology
+Director of Office for the Aging
+Deputy Personnel Director (HELP Program)
Dietetic Services Supervisor (HELP Program)
Director/Engineer of Environmental Health (HELP Program)
Director of Health Care Services (HELP Program)
Director of Health Planning & Promotion (HELP Program)
Director of Jail Health Services (HELP Program)
Director of Nursing (HELP Program)
+Director of Planning
+Director of Real Property Tax Services
Director of Social Services (HELP Program)
+Director of Veterans Service Agency
Director of Weights and Measures A (HELP Program)
Emergency Communications Dispatcher (HELP Program)
Emergency Communications Dispatchers (PT)
Emergency Communications Dispatchers (HELP Program)
Emergency Medical Services Coordinator (HELP Program)
+Emergency Services Director (HELP Program)
Emergency Services Coordinator (HELP Program)
Equipment and Buildings Mechanics

Family Support Workers
+Finance Manager/Deputy Treasurer (HELP Program)
Fraud Specialist (HELP Program)
Highway Construction Supervisor (HELP Program)
Highway Inventory Clerks (HELP Program)
Highway Project Technician (HELP Program)
Jail Administrator (HELP Program)
Jail Staff Nurses (HELP Program)
Junior Audit Clerk (HELP Program)
Laborers (Airport)
Leisure Time Activities Director (HELP Program)
Mental Health Clinicians I (HELP Program)
Mental Health Clinician II (HELP Program)
Mental Health Clinician III (HELP Program)
Motor Vehicle License Clerk (HELP Program)
Motor Vehicle License Clerks (PT)
Motor Vehicle License Specialist (HELP Program)
+Nursing Home Administrator (HELP Program)
Nursing Home Social Worker (HELP Program)
Nutrition Aide (HELP Program)
Paralegal (HELP Program)
Patient Agents
+Personnel Director
Physical Therapist (PT)
Principal Account Clerk (Treasurer's Office) (HELP Program)
Principal Account Clerk/Typist (Treasurer's Office) (HELP Program)
Principal Audit Clerk (HELP Program)
Principal Public Health Educator (HELP Program)
Principal Public Health Sanitarian (HELP Program)
Probation Assistant (HELP Program)
Project Coordinator (WIC) (HELP Program)
Project Counselor (WIC) (HELP Program)
Property Tax Enforcement Specialist (HELP Program)
Property Tax Enforcement Supervisor (HELP Program)
+Public Health Director
Public Health Educators (HELP Program)

Public Health Emergency Preparedness Coordinator (HELP Program)
Public Health Nutrition Educator (HELP Program)
Public Health Nutritionist (HELP Program)
Public Health Sanitarians (HELP Program)
Public Health Technician (HELP Program)
Quality Coordinator (HELP Program)
Recreation Director (HELP Program)
Senior Account Clerk (Treasurer's Office) (HELP Program)
Senior Account Clerk/Typists (PT)
Senior Account Clerk/Typist (Treasurer's Office) (HELP Program)
Senior Audit Clerks (HELP Program)
Senior Child Support Specialist (HELP Program)
Senior Children's Services Program Specialist (HELP Program)
Senior Clinician (HELP Program)
Senior Emergency Communications Dispatcher (HELP Program)
Senior Employment and Training Instructor (HELP Program)
Senior Motor Vehicle License Clerk (HELP Program)
Senior Public Health Educator (HELP Program)
Senior Public Health Sanitarian (HELP Program)
Senior Public Health Technician (HELP Program)
Senior Recording Clerk (HELP Program)
Senior Social Welfare Examiner (HELP Program)
Senior Veteran Services Aide (HELP Program)
Senior WIC Nutritionist (HELP Program)
Senior WIC Program Aide (HELP Program)
Senior WIC Program Aide/Typist (HELP Program)
Services for the Aging Specialists (HELP Program)
Social Services Attorney (PT)
Social Services Investigator (HELP Program)
Social Welfare Examiners (HELP Program)
Social Workers I (HELP Program)
Social Worker II (HELP Program)
Special Investigators (PT)
+STOP-DWI Coordinator
Staff Development Aide (HELP Program)
Staff Nurses

Station Attendants
Supervising Public Health Educator (HELP Program)
Supervising Public Health Nurses (PT)
Supervising Public Health Nutritionist (HELP Program)
Supervisor (County Youth Programs) (HELP Program)
Transfer Station Operators
Veterans Counselor (HELP Program)
Veterans Services Aide (HELP Program)
Victims Services Advocate (HELP Program)
W.I.C. Nutrition Educator (HELP Program)
W.I.C. Nutritionist (HELP Program)
W.I.C. Nutritionist (PT)
W.I.C. Program Coordinator (HELP Program)
+Positions which are confidential or require the performance of functions influencing policy.

## SCHOOL DISTRICTS

Account Clerks (PT)
Accountant (Schools) (HELP Program)
Assistant to the Food Service Director (HELP Program)
Athletic Trainer (HELP Program)
Audio Visual Repair Technician (HELP Program)
Audio Visual Repair Technician (PT)
Behavior Analyst (HELP Program)
Bus Driver-Custodial Workers
Business Managers (HELP Program)
Chief Election Inspector (Schools) (HELP Program)
Communications and Publications Coordinator (Champlain Valley Educational Services) (HELP Program)
Communications and Publications Manager (Champlain Valley Educational Services) (HELP Program)
Communications Specialist (Champlain Valley Educational Services) (HELP Program)
Communications Specialist (PT) (Champlain Valley Educational Services)
Cook-Managers
Deputy School District Clerk (HELP Program)
Deputy School District Treasurer (HELP Program)

Digital Print Machine Operators
District Data Coordinator (HELP Program)
Education Grant Specialist (HELP Program)
Head Bus Driver
Health Safety and Risk Management Specialist (HELP Program)
Heating and Ventilating Mechanics
+Human Resource Director (Champlain Valley Educational Services)
Interpreters for the Deaf
Interscholastic Athletics Coordinators
Job Placement Aides (Champlain Valley Educational Services)
Junior Accountant (HELP Program)
Labor Relations Director (HELP Program)
Labor Specialist (HELP Program)
Library Aides
Licensed Practical Nurses (School)
Motor Equipment Operators
Musical Instrument Repair Technician
Microcomputer Repair Technician
Offset Printing Machine Operators (Champlain Valley Educational Services)
Personnel Specialist (Schools) (HELP Program)
Physical Therapist (PT)
Registered Professional Nurses (School)
School Bus Dispatcher (HELP Program)
School Bus Monitors
School Business Executive (HELP Program)
School District Physician (PT)
School District Tax Collector (HELP Program)
School District Treasurer (HELP Program)
School Food Service Director I (HELP Program)
School Lunch Cashiers (PT)
School Lunch Manager (HELP Program)
School Security Guards (HELP Program)
Senior Automotive Mechanics
Senior Groundskeeper
Supervisor of Adult Services and Programming (HELP Program)
Teacher Aide/Student Aides

+Positions which are confidential or require the performance of functions influencing policy.

## TOWN SERVICE

Accountant (PT) (Town of Ellenburg)
Assessor
Town of Beekmantown
  Buildings and Grounds Maintenance Worker/Cleaner
Code Enforcement Officer (PT)
Crematory Operators
Crew Supervisors
Dog Control Officer
Motor Equipment Operators
Municipal Bingo Inspectors (PT)
Town Historian (PT)
Town Recreation and Youth Directors (HELP Program)
*Wastewater Treatment Plant Operators
Water and Wastewater Maintenance Workers I
Water and Wastewater Maintenance Workers II
Water Maintenance Mechanic

*Under 5,000 population

## VILLAGE SERVICE
## (UNDER 5,000 POPULATION)

Account Clerk/Typist (PT) (Village of Dannemora)
*Chief Lineworker (Village of Rouses Point)
Chief Wastewater Treatment Plant Operator
Chief Water Treatment Plant Operator, Type A
Code Enforcement Officer (PT)
Library Technician (PT)
Line Workers
Line Supervisors
Line Helpers
*Meter Readers (Seasonal – May through September)
(Village of Rouses Point)
Motor Equipment Operators

Parking Enforcement Officers (HELP Program)
Police Officers (PT)
Public Works Maintenance Persons
Public Works Supervisor
*Recreation Center Mechanic (Village of Rouses Point)
*Recreation Maintenance Workers (Village of Rouses Point)
+Superintendent of Public Works
Town Recreation and Youth Directors (HELP Program)
Village Historian (PT)
Wastewater Treatment Plant Attendants
Wastewater Treatment Plant Operators
Water and Wastewater Treatment Plant Operators
*Water Plant Maintenance Mechanics (Village of Rouses Point)
Water Treatment Plant Operators

*Under 5,000 population

+Positions which are confidential or require the performance of functions influencing policy.

## CITY SERVICE

Account Systems Supervisor (HELP Program)
Accountant (City) (HELP Program)
Assessor
Assistant Beach Manager
Assistant Director of Community Development (HELP Program)
Assistant Environmental Manager (HELP Program)
Assistant Library Director (HELP Program)
Assistant Superintendent of Recreation (Seasonal)
Beach Manager
City Chamberlain (HELP Program)
City Clerk (HELP Program)
City Engineer
City Historian (PT)
Crew Supervisors
Deputy City Chamberlain (HELP Program)
Deputy City Clerk (HELP Program)

Director of Community Development (HELP Program)
Dog Control Officer
Electricians for MLD (HELP Program)
Engineering Aides (Seasonal)
Environmental Engineer (HELP Program)
Environmental Manager (HELP Program)
Evidence Clerk (HELP Program)
Finance Director (MLD) (HELP Program)
Housing Code Inspector (HELP Program)
+Human Resource Director
Manager of Municipal Lighting Department (HELP Program)
Marina Maintenance Worker (HELP Program)
Meter Readers (Seasonal)
Motor Equipment Operators
Municipal Bingo Inspector (PT)
Municipal Code Inspector (HELP Program)
Parking Enforcement Assistant (HELP Program)
Parking Enforcement Officer (HELP Program)
Plant Attendants
Principal Account Clerk (City Chamberlain) (HELP Program)
Public Works Maintenance Workers I
Public Works Maintenance Workers II
Recreation Maintenance Workers
School Crossing Guards
Senior Parking Enforcement Officer (HELP Program)
Tree Surgeons
Wastewater Treatment Plant Maintenance Workers I
Wastewater Treatment Plant Maintenance Workers II
Water and Wastewater Treatment Maintenance Workers I
Water and Wastewater Treatment Maintenance Workers II

+Positions which are confidential or require the performance of functions influencing policy.

## SPECIAL DISTRICT SERVICE

Assistant Educational Coordinator (HELP Program)
Assistant to the Executive Director (Housing Authority) (HELP Program)

Conservation District Manager (HELP Program)
Conservation District Technicians
Educational Coordinator
Ellenburg Center-Fire District
Emergency Vehicle Drivers-Fire District
Ellenburg Depot-Fire District
Emergency Vehicle Drivers-Fire District
Housing Assistance Supervisor (HELP Program)
Housing Authority Inspector (HELP Program)
Housing Tenant Relations Coordinator (HELP Program)
Joint ACK-Fire District
Firehouse Vehicle Caretakers-Fire District
Network and Systems Coordinator (PHA) (HELP Program)
Teacher Aide/Student Aides

# APPENDIX C

## LABOR CLASS

### ALL CIVIL DIVISIONS

Activities Aides
Building Maintenance Helpers
Cleaners
Cleaner/Messengers
Clinic Aides
Custodial Workers
Dietary Attendants
Environmental Services Workers
Food Service Helpers
Groundskeepers
Laborers
Library Pages
Messengers

Messenger/Custodial Workers
School Monitors
Work Study Students

# APPENDIX D

## UNCLASSIFIED SERVICE

### COUNTY SERVICE

Budget Officer
Clerk of the Board of Legislators and Auditor
Coroner
County Administrator
County Clerk
County Treasurer
District Attorney
Legislative Assistant
Legislators (10)
Officers and Employees of Board of Elections
Sheriff

### TOWN SERVICE

Assessors (Elected)
Council Members
Highway Superintendent
Justices
Receiver of Taxes and Assessment (Town of Plattsburgh)
Supervisor
Tax Collector
Town Clerk

## VILLAGE SERVICE

Mayor
Tax Collector
Trustees
Village Clerk
Village Clerk/Treasurer
Village Justices

## SCHOOL DISTRICTS

All persons who are defined in Section 35 of the Civil Service Law as teachers or supervisors of teachers of a school district, Champlain Valley Educational Services, Community or District Superintendent of Schools.

## CITY SERVICE

Aldermen
Mayor
Members of the Library Board of Trustees

## SPECIAL DISTRICT SERVICE

Housing Authority Members