

CLINTON COUNTY DEPARTMENT OF PERSONNEL
Clinton County Government Center
137 Margaret Street
Plattsburgh, NY 12901

RESOLUTION TO AMEND MUNICIPAL CIVIL SERVICE RULES
FOR CLINTON COUNTY

At a Public Hearing held on **August 17, 2026, at 10:00 a.m.**, in the Clinton County Personnel Meeting Room, 2nd Floor of the Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, the Personnel Director determined that the following resolution was adopted:

WHEREAS the Clinton County Personnel Director deems it necessary to make certain changes in the Appendices of the Civil Service Rules for Clinton County; and

WHEREAS the Clinton County Personnel Director has duly advertised and has on **August 17, 2026, at 10:00 a.m.**, held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following attached changes be made to the Appendices of the Civil Service Rules for Clinton County:

RULE 12: CERTIFICATION FOR APPOINTMENT

ADD:

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.

Certification of Submission

I attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. I have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law and the criteria for the HELP Program. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.



Personnel Director