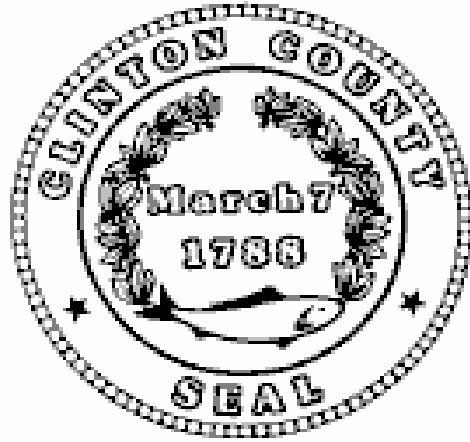


Revised 2/14/05



Civil Service Rules for Clinton County

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RULES FOR THE CLASSIFIED CIVIL SERVICE OF CLINTON COUNTY

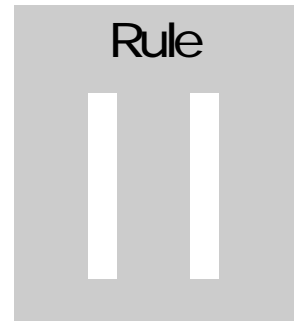
PURPOSE AND EFFECT

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. 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 and 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.

DEFINITIONS

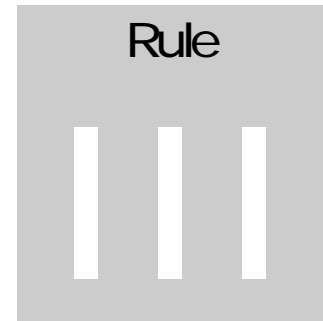
Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the several terms hereinafter mentioned, whenever used in these rules, shall be construed as follows:

1. "Director" means the Personnel Director of the County of Clinton.
2. "Employee" means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.
3. "Position" means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. "Compensation" means the remuneration of a position and shall include food, lodging, maintenance and commutation when the same is furnished.
5. "Eligible list" means an official record kept in the Department of Personnel as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final rating from the highest to the lowest rank.
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.
7. "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.
8. "Reassignment" means the change, without further examination of a permanent employee from one position to another similar position under the jurisdiction of the same appointing authority.
9. "Municipality" means county, town, city, village or special district.



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.



EXEMPT CLASS

1. Positions in the exempt class are those for which competitive or non-competitive examinations or other qualification requirements are not practicable. (Civil Service Law, Section 41)
2. Positions in the exempt class shall be listed in Appendix A of these rules and made a part hereof.



NON-COMPETITIVE CLASS

1. 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. A nomination for such an appointment shall state the qualifications of the nominee and shall be filed by the appointing authority with the Director. Such appointment shall become effective only after approval by the Director.
2. Positions in the non-competitive class shall be listed in Appendix B of these rules and made a part hereof.



LABOR CLASS

1. 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, and 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 practicable.
3. Positions in the labor class shall be listed in Appendix C of the rules and made a part hereof.



UNCLASSIFIED SERVICE

Positions in the unclassified service shall be listed in Appendix D of these rules and made a part hereof as though set forth in full herein.



RECRUITMENT OF PERSONNEL

1. Residence requirements for municipal positions.

An applicant must be at the time of examination and at the time of appointment, and for at least thirty (30) days prior thereto, a resident of the municipality in which appointment is to be made or any reasonable combination of municipalities both in and outside of New York State contiguous to the municipality in which appointment is to be made or contiguous to the municipality in which such municipality is located as determined by the Director. Residence requirements may be suspended or reduced by the Director in such cases where recruitment difficulty makes such requirements disadvantageous to the public interest. When preference in certification is given to residents of a municipality pursuant to subdivision 4 (a) of Section 23 of the Civil Service Law, an eligible must have been, at the time of examination and for at least one month prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality. (Change made in Public Hearing 8/21/81)

2. Announcements of examination.

The public announcement of an examination shall specify the application fee, if any, the title, salary or salary range, the duties of the position, the minimum qualifications required, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, and the date and place of the examination. Public notice of open-competitive examinations shall be made at least twenty-five days before the date of the examination and must be conspicuously posted in a public place for fifteen days. The last day for filing applications shall be at least ten days before the date of the examination.



APPLICATIONS

1. Applications of candidates for positions in the competitive class and for positions in the non-competitive class must be addressed to the Director at the Department of Personnel and be made on the form prescribed by the Director. (Revised 3/21/84)
2. The Director shall notify each applicant of the disposition of his/her application. Approved applicants for competitive examination shall be given notice of their approval at least four days before the examination, by mail to the address stated in the application, or one day's notice by telegram.
3. Appointing officer may see applications; restrictions. A candidate's application for examination may be exhibited, upon request, to the appointing officer to whom his/her name is certified, or to his/her 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 exhibited 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.



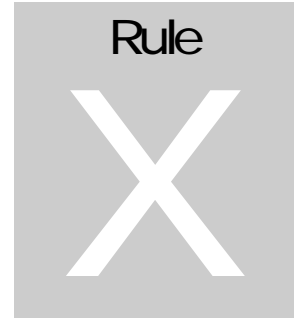
DISQUALIFICATION

1. Notification of Disqualification

An applicant who is disqualified for an examination or appointment shall be notified of the reasons for such disqualification and afforded an opportunity to submit facts in opposition to such disqualification. (Revised Public Hearing 10/10/03)

2. A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, 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.

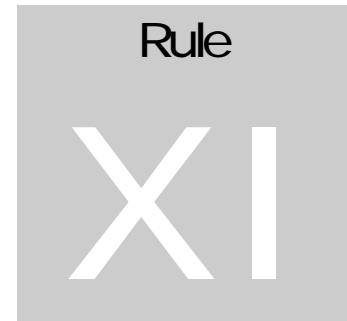


EXAMINATIONS

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 the passing score. The Director may, after the announcement of an examination is made, 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 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.

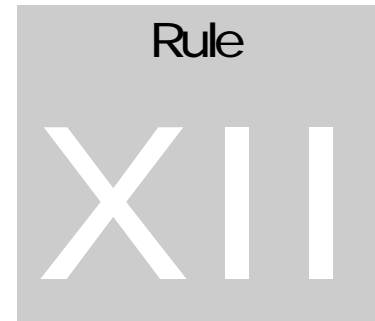
- e. Except for candidates in continuous recruitment examinations, any candidate receiving such notice may inspect his/her examination papers at the Department of Personnel and in the presence of a designated representative of the Director, provided he/she makes his/her request for such inspection, in 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 except 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 average 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. (Public Hearing 2/14/05)
 - g. There shall be no reviews 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 any examination whether prepared and rated by the Director, except as provided in 1(b), correct any clerical or computational errors in the ratings of candidates who competed in the examination.
 - b. Any change in an eligible list pursuant to this rule shall be made without prejudice to the status of any person previously appointed from such eligible list.
 - c. 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.
 - (i.) No person shall copy, record or transcribe any examination question or answer; or 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.
 - (ii.) A candidate in an examination shall not at any time 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.
-

- (iii.) 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 years.



ELIGIBLE LISTS

1. Every candidate who attains a passing mark in an examination as a whole 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; but if two or more eligibles receive the same final rating in the examination, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefore by the Director.
2. The date of the establishment of a list shall be the date fixed therefore by the Director, and shall be entered on such list. The duration of all eligible lists shall be fixed by the Director prior to the establishment of such lists, but shall not be less than one nor more than four 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 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 years, provided that eligibles on such list are notified in writing of the extension of the eligible list.
3. Eligible lists shall be open to public inspection at the Department of Personnel. The names of persons who failed to receive a passing grade on the examination shall not be disclosed to the public.
4. 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.



CERTIFICATION

1. The Director shall determine the eligible list most nearly 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 likewise be included in such certification.
2. A certification issued by the Director to an appointing officer shall be valid for a period of sixty days from the date of issuance. After the expiration of such sixty-day period, no appointment shall be made except from a new certification. (Public Hearing 2/14/05)
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. (Public Hearing 2/14/05)
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) insufficiency of compensation offered when below minimum grade of the position for which the examination was held; (b) location of employment; (c) temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing. The Director shall enter upon the eligible list the reasons for his/her action in such cases.
5. Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly 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 herein refers to the order in which the names of eligibles

appear on the eligible list as provided in rule eleven.

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.

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

8. Restriction on Certification for Reclassified Position.

An open-competitive, promotion, 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; but, 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. (Revised Public Hearing 10/10/03)

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. (Revised Public Hearing 10/10/03)

REVISED: 2/14/05



PROMOTIONS

1. In no case shall any person be eligible to participate in a promotion examination until he/she has served at least six months on a permanent basis in a lower grade position.
2. Any person who is nominated for non-competitive examination for promotion to a position and 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 established following competitive examination.
3. Promotion 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 at a salary level less than that assigned the position for which promotion examination is to be held.



PROBATIONARY TERM

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 nor more than twenty-six (26) weeks. (Public Hearing 2/14/05)
- b. The probationary term for training positions, 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. The probationary term for promotion shall be for a period of twelve (12) weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment. (Revised 3/21/84.)
- d. The probationary term for the positions of Airport Manager, Police Officer, Firefighter, Deputy Sheriff and Correction Officer shall not be less than eight (8) weeks nor more than fifty-two (52) weeks. (Revised Public Hearing 4/8/99.)
- e. The probationary term for the position of "Assessor" shall not be less than twelve (12) weeks nor more than fifty-two (52) weeks.

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 service, and on or before completion of the maximum period of service in the manner as prescribed in these rules.

2. 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 a minimum of eight weeks nor more than twenty-six 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 minimum period of probation, and on or before the completion of the maximum period of probation. (Revised Public Hearing 10/10/03)

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 a minimum of eight weeks up to a maximum of twenty-six 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 minimum period of probation, and on or before, completion of the maximum period of probation. The Director shall advise the prospective transferee in writing prior to approval of the transfer that an eight to twenty-six 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. (Revised Public Hearing 10/10/03)

c. Waiver

The appointing authority having jurisdiction over the position to which transfer is sought, may elect to waive the probationary term in (2a) or (2b) by written notification to the transferee and the Director. (Revised Public Hearing 10/10/03)

3. Restoration to permanent position.

When a permanent employee is promoted or transferred to a position in the same civil division 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, he/she shall be restored to his/her former permanent position at the end of his/her probationary term. (Revised Public Hearing 6/10/88)

4. Absence during probationary term.

Any periods of authorized or unauthorized absence aggregating 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 an aggregate 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. Nothing in this section shall be construed to except a probationer from the application of Rule XX, Section four of these rules.

5. Report on probationer's service.

The probationer's supervisor shall carefully observe his/her conduct and performance and, at least two (2) weeks prior to the end of the probationary term shall report thereon in writing to the proper

appointing authority. The supervisor shall also, from time to time during the probationary term, advise the probationer of his/her status and progress. A probationer whose services are to be terminated for unsatisfactory service shall receive written notice at least one (1) week 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 in his/her discretion determines that the probationer should be given a second opportunity for appointment.

7. Temporary or provisional service in higher level position.

When an employee who has not completed his/her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position may, in the discretion of the appointing authority, be considered as satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term, if it be one of fixed duration, the appointing authority shall, on request of such probationer, furnish his/her decision in writing as to whether or not service in such higher level position shall be considered as satisfactory probationary service. In the event of an adverse decision by the appointing authority, such probationer at his/her request, shall be returned to his/her lower position for sufficient time to permit him/her to complete his/her probationary term. The employment of such a probationer in his/her lower position shall not be terminated at the end of his/her probationary term on account of unsatisfactory service unless he/she shall have actually served in such position, in the aggregate, at least the minimum period specified for such probationary term or the entire probationary term if it be one of fixed duration.

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 seventy-five of the Civil Service Law, at any time during the probationary term, to remove a probationer for incompetency or misconduct.

9. Notwithstanding any other provisions of these rules, the appointment or promotion of a police officer shall not become permanent unless and until he/she has satisfied such requirements as may be applicable to him/her under Section two hundred nine-q of the general municipal law. If a police officer 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 two hundred nine-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 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.

10. An employee who is reinstated to a position after a separation of more than one year, either in his/her former jurisdiction or in another jurisdiction shall serve a new probationary period in the same manner and subject to the same requirements as apply upon the original appointment to such position.



SEASONAL AND EMERGENCY DEFENSE AND TRAINEE APPOINTMENTS

1. Appointment to seasonal positions in competitive class.
 - a. Positions in the competitive class where the nature of service is such that it is not continuous throughout the year, but recurs in each successive year, except as herein otherwise provided, shall be designated as seasonal positions and shall be subject to the provisions of these rules applicable generally to positions in such class.
 - b. Upon the expiration of the employment season, the names of all persons employed in such seasonal positions shall be entered upon a seasonal re-employment list in the order of their first appointment to the title vacated by them at the expiration of such employment season. Such seasonal re-employment list shall be certified to the appointing authority at the commencement of or during the next employment season, and the persons whose names appear thereon as still qualified shall be entitled to re-employment in such positions in the order in which their names appear on such list. Any such person may be re-examined by the Director with respect to his/her physical fitness for the performance of the duties of the position, and may be disqualified for re-employment in the same manner, and for any of the reasons applicable to the disqualification of an eligible on an eligible list resulting from open-competitive examination.
 - c. The name of any person on such list who is not reached for re-employment shall remain on such list and shall be certified in the order of the date of his/her first appointment to such position during subsequent employment seasons; provided, however, that the eligibility for re-employment of any such person shall not continue for a period longer than three (3) years from the date of his/her separation from such seasonal employment. A seasonal re-employment list shall not be deemed to be a preferred list as provided for in Section eighty-one of the Civil Service Law.
2. Emergency defense appointments.
 - a. Any position in a civil defense agency or any position created in a governmental agency to

perform civil defense or other national emergency functions which is unique and peculiar to civil defense or national emergency activities and which is not comparable to any regular, standard position in the classified civil service, may be designated, with the consent of the Director and upon the approval of the State Civil Service Commission, as an emergency defense position. No position involving conventional and stable duties of the nature of those performed in the regular and normal functions of civil government, or having as a counter part a position in any regular established department or agency of civil government, shall be designated as an emergency defense position. An emergency defense position may be filled on a temporary basis for a period not to extend beyond the duration of the New York State Emergency Defense Act. Appointments to such positions shall be designated as emergency defense appointments. All positions designated as emergency defense positions shall be listed in Appendix E of these rules and made a part hereof as though set forth in full herein.

- b. Any permanent employee who, with the consent of his/her appointing officer, accepts an emergency defense appointment under this subdivision shall be granted a leave of absence from his/her permanent position until the termination of such appointment.

3. The Director may require that permanent appointments or promotions to designated positions shall be conditioned 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 hereunder shall be subject to such probationary period as is prescribed in these rules. Also, the employment of such person may be discontinued if his/her conduct, capacity or fitness is not satisfactory, or at any time if he/she fails to pursue or continue satisfactorily such training or academic courses as may be required.



EFFECT OF TEMPORARY, PROVISIONAL OR CONTINGENT PERMANENT APPOINTMENT ON STATUS OF APPOINTEE

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. (Revised Public Hearing 10/10/03)
- 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 days of receipt of such written notice. (Revised Public Hearing 10/10/03)

3. 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 at his/her own discretion allow a third provisional appointment.

4. Temporary appointments 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 position left temporarily vacant by a leave of absence 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 or promotion eligible 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: (Revised Public Hearing 6/2/89)
 - (i.) 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.
 - (ii.) 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.
 - (iii.) Preferred List: Upon displacement, if the contingent permanent appointee was made from a promotion eligible list, he/she shall be restored to his/her permanent position and have their 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.
 - (iv.) 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.
 - (v.) Promotion: When a permanent competitive class employee accepts a contingent permanent appointment, 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.

- b. All appointments under this rule shall be canvassed as permanent-contingent. A copy of this rule must be included with the canvass letter.
- 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 positions.
- 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 in the class if the required probationary period as prescribed in this rule has been satisfactorily completed.



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:

- a. 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
- b. There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- c.
 - i. The Director determines that the examinations' scope and qualifications for the positions held and to which appointment is sought are identical, or
 - ii. 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
- d. The Director has determined that such appointment is for the good of the service.



REINSTATEMENT

1. Reinstatements

- a. A permanent competitive class employee who has resigned may be reinstated without further examination to the position from which he/she resigned, 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 had resigned.

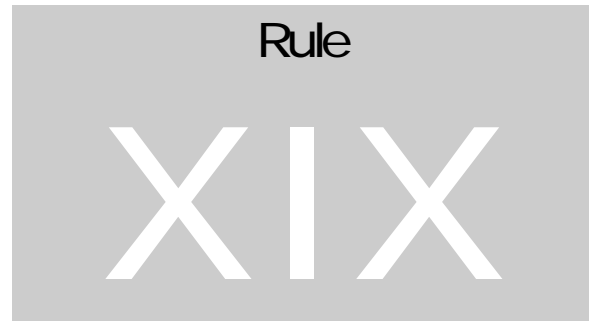
- (i.) All reinstatements are subject to the following terms and conditions:

- (a) The prospective appointing authority must request approval from the Director to reinstate an individual.
- (b) 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.
- (c) With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
- (d) The Director shall determine if the reinstatement is for the good of the service.
(Revised Public Hearing 2/14/05)

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

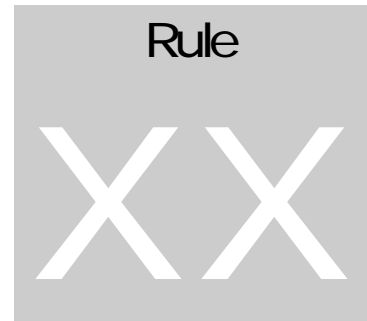
- (a) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Director that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.
- (b) If the position to which 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.

- b. An employee that is laid off from the civil service of a municipality shall be eligible for reinstatement in the same manner as an employee who had resigned.
2. a. Preferred lists shall be established for four years.
- b. Relinquishment of eligibility for reinstatement. The failure or refusal of a person on a preferred list, after reasonable notice, to accept reinstatement therefrom to his/her former position, or any similar position in the same salary grade for which such list is certified, shall be deemed to be a relinquishment of his/her eligibility for reinstatement, and his/her name shall thereupon be stricken from such preferred list. The name of such person may be restored to such preferred list and certified to fill such appropriate vacancies as may thereafter occur 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 grade position. A person on a preferred list shall not be deemed to relinquish his/her eligibility for reinstatement therefrom by reason of his/her failure or refusal to accept reinstatement to a position in a lower salary grade than the position from which he/she was suspended or demoted. The name of such person may be withheld from further certification for reinstatement to a position in the same or a lower salary grade 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 therefrom to positions in a lower salary grade 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.



LEAVE OF ABSENCE

1. A leave of absence without pay, not to exceed one year, may be granted to an employee by an appointing officer. Notice of such leave of absence shall be given to the Director. Where a leave of absence without pay has been granted for a period which aggregates one year, a further leave of absence without pay shall not be granted unless the employee returns to his/her position and serves continuously therein for three months immediately preceding the subsequent leave of absence. Notice of such subsequent leave of absence shall also be given to the Director. Absence on leave for more than one year shall be deemed the equivalent of a resignation from the service upon the date of commencement of such absence, except as provided in Subdivision 2 of this rule.
2. In an exceptional case, the Director may for good cause shown waive the provisions of this rule to permit an extension of the leave of absence for an additional one year period. In no case may such leave of absence exceed in aggregate two years from the date of commencement of the leave.
3. A leave of absence without pay, not to exceed four 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.



RESIGNATION

1. Resignation in writing.

Except as otherwise provided herein, every resignation shall be in writing.

2. Effective date.

If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of 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. 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.

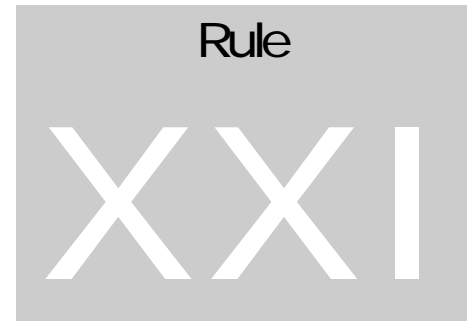
3. Withdrawal or amendment.

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

4. 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 present a 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 or relinquishment shall not take effect until the employee is reinstated to the lower level position.

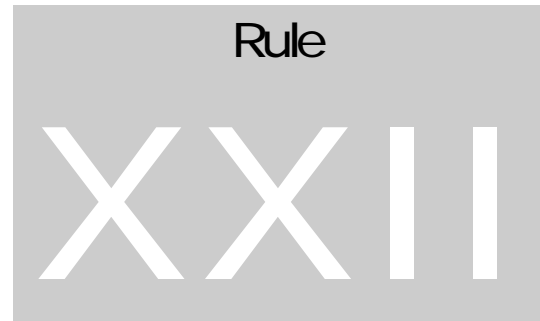
An employee may not be reinstated to a position for which a preferred eligible list is established.



REPORTS OF APPOINTING OFFICERS

For the purpose of certification of payrolls and to enable the Director to keep an official roster of the classified service as required by law, each appointing officer, from time to time, and upon the date of the official action in each case, shall report to the Director as follows:

- a. Every appointment or employment whether probationary, temporary or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position.
- b. Every failure to accept an appointment under him/her by a person eligible therefore, with copies of the offer or notice of appointment and the reply thereto if any.
- c. Every discharge during or at the end of probationary term with the date thereof.
- d. Every vacancy in a position, for whatever reason with the date thereof.
- e. Every position abolished, with the date of such abolition.
- f. Every change of compensation in a position, with the date thereof.
- g. Every promotion, giving positions from which and to which made, with the salaries and date thereof.
- h. Every transfer, giving the positions from which and to which made, with the date and salaries thereof.
- i. Every reinstatement in a position, with the date and salary thereof.
- j. Every leave of absence, with the date and duration thereof.
- k. Every new position, giving a complete description of the duties thereof.



CERTIFICATION OF PAYROLLS

1. Extended certification.

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 or compensation to such person, so long as his/her title and salary grade remain unchanged and during such stated period, except as to the first payment for services in each fiscal year and, if required by the Director, the first payment for services in the second half of each fiscal year. Nothing herein shall be construed to prevent or preclude the director from terminating or rescinding a certification at any time by giving notice thereof to the appropriate fiscal or disbursing officer.

2. Temporary certifications.

When the name of any person is first submitted for certification following his/her appointment, reinstatement, promotion, transfer, or other change in status, and the Director requires further information or time to enable him/her to make a final determination thereon, the Director may certify such person temporarily pending such final determination. In such event the Director shall immediately request the necessary additional information from the appointing authority, who shall furnish forthwith. 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 terminate such certification by notice to the appropriate fiscal or disbursing officer.

3. Refusal or termination of certification.

Upon satisfactory evidence of intention to evade the provisions of the law and of these rules in assigning any employee to perform duties other than those for which he/she was examined and certified or under any title not appropriate to the duties to be performed, the Director shall refuse certification or terminate a certification previously made and then in force.



CLASSIFICATION PLAN

1. Definitions. For the purpose of this rule the following definitions shall apply:
 - a. "Class" means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, establishing salary ranges, and administering other personnel functions.
 - b. "Class title" means the designation given under these rules to a class and to each position allocated to such class.
 - c. "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, enumerates, 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.
 - d. "Allocation" means the assignment of a position to an appropriate class as determined by the duties, responsibilities and minimum qualification requirements of the position.
 - e. "Reclassification" means the re-allocation of a position from one class to another because of a permanent and material change of duties of that position.
2. The Director shall prepare and maintain a list of class titles and class specifications for all positions in the Competitive, Non-Competitive and Labor Class of the civil division and shall allocate all such positions to an appropriate class.
3. Classification of Vacant Positions. When a position has or is about to become vacant, the appointing officer 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. 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 class 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 officer shall file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualification 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 class specification for such new class including a statement of appropriate minimum qualifications.

5. Reclassification of Positions. Either:

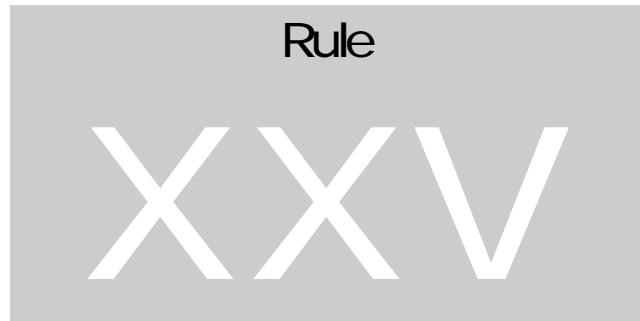
- a. The Director may, upon his/her own initiative, review the duties and responsibilities and qualification requirements of any position under his/her jurisdiction. Appointing authorities and employees in positions under review shall be required to complete a detailed description of the duties and responsibilities 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 class 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 class 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 class specification for such position including a statement of appropriate minimum qualifications.

6. Notice and 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 thereby. Any person desiring to submit facts orally or in writing in connection with the reclassification of any position shall be afforded 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 the Civil Service Law and these rules.



PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATION

No question in any examination or application or other proceeding by the Director or his/her examiners shall be so framed as to elicit information concerning, nor shall any other attempt be made to ascertain, the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the Director and his/her examiners. 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.



LAYOFF OF COMPETITIVE CLASS EMPLOYEES

1. For the purpose of this Rule the following terms shall mean:
 - a. Direct line of promotion shall be strictly construed in that in order to be considered as direct line all titles must have the same generic root.
 - b. 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 be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.
 - c. Layoff unit shall mean each department of a County, City, Town, Village, each School District and each special district. Authorities and community colleges shall be deemed to be separate civil divisions.
 - d. Satisfactory service shall mean service by an employee during which he/she did not receive an "unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section 75 of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee:
 - (i.) dismissal from the service, or
 - (ii.) suspension without pay for a period exceeding one month, or
 - (iii.) demotion in grade and title
 - e. (i.) Permanent Service shall start on that date of the incumbent's original appointment on a permanent basis in the classified service, however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty (60) months earlier than the actual date; while non-disabled veterans are considered to have been appointed thirty (30) 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 85 of the Civil Service Law.

- (ii.) A resignation followed by a reinstatement or re-appointment 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 re-employment, the prior service would not count.
- (iii.) Temporary or provisional service preceding the original permanent appointment does not count. However, temporary or provisional employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.
- (iv.) The permanent service of any employee who was transferred from another civil division shall start on the date of his/her original permanent appointment in the classified service in the other civil division.
- (v.) If an employee was covered-in to a classified position upon acquisition by a civil division of an agency in which he/she was employed, his/her 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 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 back-date his/her permanent service if he/she also happens to be either a veteran or disabled veteran.
- d. A person is considered blind if he/she is so certified by the Commission for the Visually Handicapped of the New York State Social Services Department.
- e. When two or more permanent incumbents of positions in the 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.
- f. When several employees were originally appointed on a permanent basis on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; that person having the highest rank having greater retention rights over those having lower ranks.
- g. All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.

- h. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees do, however, have superior retention rights to those of contingent permanent, temporary and provisional employees.
- i. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

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. 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.
- c. If an employee refuses to displace a junior incumbent he/she 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.
- d. 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, and 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 incumbent last served on a permanent basis prior to service in the title from which he/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class in the same layoff unit, and at a lower salary grade, the service of the displacing incumbent while 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 he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.
 - d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other titles as long as his/her service in each of the intervening titles was on other than a permanent basis. He/she may also displace by retreat to a position which does not count in the computation of his/her continuous service.
 - e. Where a title change has been effected 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 in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially effected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement. (Revised Public Hearing 10/10/03)

Appendices

APPENDIX A.....Exempt Positions

APPENDIX B..... Non-Competitive Positions

APPENDIX CLabor Positions

APPENDIX D.....Unclassified Service

APPENDIX E.....Emergency Defense Positions

CLINTON COUNTY

EXEMPT CLASS

COUNTY SERVICE

Assistant County Attorney - Public Hearing - 4/8/99
Assistant District Attorneys (5) - Public Hearing - 2/14/05
Confidential Secretary to County Attorney
Confidential Secretary to District Attorney
County Attorney
Deputy County Administrator
1st Deputy County Clerk - Public Hearing - 12/19/91
2nd Deputy County Clerk - Public Hearing - 12/19/91
Deputy County Treasurer
Executive Secretary to the County Administrator - Public Hearing 6/10/88
Undersheriff - Public Hearing 4/8/99

SCHOOL DISTRICTS

Census Takers
Confidential Secretary to the Superintendent of Schools - Public Hearing 8/24/90
School Attorney
School District Clerk
School District Tax Collector
School District Treasurer

TOWN SERVICE

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

Appendix A/Continued

Town of Plattsburgh

Town Attorney (2) - Public Hearing 12/19/91

VILLAGE SERVICE

Clerk to the Village Justice - Public Hearing 7/26/91

Deputy Village Clerk - Public Hearing 8/24/90

Registrar of Vital Statistics

Village Attorney

Village Treasurer

Village of Rouses Point *

Deputy Village Treasurer - Public Hearing 12/19/91

Village Administrator

*Under 5,000 population

CITY SERVICE

Corporation Counsel - Public Hearing 7/26/91

SPECIAL DISTRICT SERVICE

Executive Director, Housing Authority - Public Hearing 7/26/91

Housing Authority Attorney, Housing Authority – Public Hearing 10/10/03

Secretary to Soil and Water Conservation Board, Clinton County Soil and Water Conservation
District - Public Hearing 10/10/03



NON-COMPETITIVE CLASS

ALL CIVIL DIVISIONS

- Assistant Recreation Director (Part-time or Seasonal)
- Assistant Recreation Leaders (Seasonal)
- Automotive Mechanic Helpers
- Automotive Mechanics
- Bookmobile Clerk-Drivers (PT)
- Building Maintenance Mechanics
- Building Maintenance Workers- Public Hearing 7/27/87
- Bus Drivers
- Carpenters
- Chauffeurs
- Chief Water Treatment Plant Operators, Type A (PT)
- Chief Water Treatment Plant Operators, Type B (PT)
- Chief Water Treatment Plant Operators, Type C (PT)
- Clerks (PT)
- Cooks
- Court Referral Director (PT)
- Electricians
- Guards - Public Hearing 7/27/87
- Licensed Practical Nurses
- Lifeguards (Seasonal)
- Motor Equipment Operators I – Public Hearing 10/10/03
- Motor Equipment Operators II – Public Hearing 10/10/03
- Motor Equipment Operators III – Public Hearing 10/10/03
- Motor Equipment Operators IV – Public Hearing 10/10/03
- Motor Equipment Operator Mechanics - Public Hearing 8/9/83
- Nurses Aides - Public Hearing 2/14/05
- Plumbers
- Principal Library Clerks (PT)
- Recreation Activity Specialists (Seasonal)
- Recreation Assistants (Seasonal)
- Recreation Directors (PT or Seasonal) - Public Hearing 12/19/91
- Recreation Leaders (Seasonal)

Appendix B/Continued

Recreation Supervisors (Seasonal)
Registered Professional Nurses
School Crossing Guards (PT)
Senior Buildings Maintenance Workers - Public Hearing 8/24/90
Senior Clerks (PT)
Senior Custodial Worker - Public Hearing 7/27/87
Senior Library Clerks (PT)
Senior Stenographers (PT)
Senior Typists (PT) - Public Hearing 7/27/87
Sports Officials (Seasonal)
Stenographers (PT)
Summer Youth Counselors (Seasonal)
Swimming Pool Director (Seasonal)
Typists (PT)
Van Drivers - Public Hearing of 8/9/83
Wastewater Treatment Plant Operators (PT) - Public Hearing 4/8/99
Water Maintenance Workers - Public Hearing 7/27/87
Water Safety Swimming Instructors (Seasonal)
Water Superintendent (PT)
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. - Public Hearing 2/14/05

COUNTY SERVICE

Account Clerk/Typists (PT) - Public Hearing 6/10/88
Activity Leaders (PT)
Administrator-Indigent Defendants - Public Hearing 4/8/99
Air Conditioning- Ventilating, Heating and Refrigeration Mechanic - Public Hearing 8/9/83
Airport Maintenance Workers
Airport Maintenance Workers I - Public Hearing 7/27/87
Airport Maintenance Workers II - Public Hearing 2/14/05
+Airport Manager
Alcoholism Rehabilitation Aides
Assistant Sealer of Weights and Measures (PT)

Appendix B/Continued

Bridge Maintenance Workers - Public Hearing 7/27/87
Car Seat Grant Aide (PT) - Public Hearing 7/27/87
+Commissioner of Social Services
Community Services Aides
Consulting Dietitian (PT)
Consulting Pharmacist (PT)
Cook-Managers - Public Hearing 4/8/99
Coroner's Physician (PT)
+County Highway Superintendent - Public Hearing 7/26/91
County Historian (PT)
Court Aide - Public Hearing 6/10/88
Court Attendants (5) - Public Hearing 4/8/99
+Court Referral Director (PT) - Public Hearing 2/4/86
Court Referral Specialist (PT) - Public Hearing 6/10/88
Dental Care Director (PT)
+Deputy Commissioner of Social Services - Public Hearing 4/8/99
+Deputy Health Commissioner (PT)
Dietary Technician (PT) - Public Hearing 6/2/89
+Director of Community Services – Public Hearing 2/14/05
+Director of Data Processing - Public Hearing 7/27/87
+Director of Office for the Aging - Public Hearing 7/26/91
+Director of Planning - Public Hearing 6/10/88
+Director of Real Property Tax Services II - Public Hearing 8/9/83
+Director of Veterans Service Agency
Emergency Communications Dispatchers (PT) - Public Hearing 6/2/89
+Employment and Training Director II - Public Hearing 6/2/81
Equipment and Buildings Mechanics - Public Hearing 8/24/90
+Executive Director (Youth Bureau) - Public Hearing 6/2/81
+Health Commissioner
Homemakers
Housekeepers
Infirmary Physician (PT)
Instructors of Beginner Swimming (Seasonal)
Keypunch Operators (PT) - Public Hearing 6/2/81
Medical Director (PT)
Motor Vehicle License Clerks (PT)
Patient Agent - Public Hearing 8/24/90
+Personnel Director - Public Hearing 5/16/86
Physical Therapist (PT)
+Public Health Director- Public Hearing 7/26/91
Senior Account Clerk/Typists (PT) - Public Hearing 10/10/03

Appendix B/Continued

+STOP-DWI Coordinator-Public Hearing 3/21/84
Social Services Attorney (PT)Social Service Investigators (PT) - Public Hearing 3/21/84
Staff Nurses- Public Hearing 7/27/87
Staff Psychiatrists (PT)
Station Attendants - Public Hearing 4/8/99
Stop-DWI Educational Specialist (PT) - Public Hearing 7/27/87
Supervising Public Health Nurses (PT) - Public Hearing 6/2/89
Transfer Station Operator - Public Hearing 4/8/99
Welder/Fabricator - Public Hearing 7/27/87
W.I.C. Nutritionist (PT) - Public Hearing 7/27/87
W.I.C. Nutrition Consultant (PT)

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

SCHOOL DISTRICTS

ALL SCHOOL DISTRICTS

Account Clerks (PT)
Audio Visual Repair Technician (PT) - Public Hearing 7/27/87
Bus Driver-Custodial Workers
Cook-Bus Drivers
Cook-Managers
Head Bus Driver
Heating and Ventilating Mechanics
Interpreters for the Deaf - Public Hearing 8/24/90
Library Aides - Public Hearing 8/24/90
Lifeguards - Public Hearing 6/2/89
Musical Instrument Repair Technician - Public Hearing 8/9/83
Microcomputer Repair Technician
Painter - Public Hearing 7/27/87
Physical Therapist (PT) - Public Hearing 6/2/81
Registered Professional Nurses (School) - Public Hearing 12/1/80
School Bus Monitors - Public Hearing 2/14/05
School District Physician (PT)
Senior Automotive Mechanics - Public Hearing 8/24/90
Senior Groundskeeper - Public Hearing 7/27/87
Student Aides - Public Hearing 4/8/99
Supervisor of Attendance (PT)
Teacher's Aides

Appendix B/Continued

Water Safety Swimming Instructors (PT) - Public Hearing 8/24/90

BOCES

Communications Specialist (PT) - Public Hearing 4/8/99

Job Placement Aides - Public Hearing 8/24/90

+Human Resource Director - Public Hearing 10/10/03

TOWN SERVICE

ALL TOWNS

Accountant (PT) - (Town of Ellenburg) - Public Hearing 7/26/91

Assessor - Resolution 9/19/91

Buildings and Grounds Maintenance Workers – Public Hearing 10/10/03

Buildings and Zoning Enforcement Officer (PT) - Public Hearing 8/24/90

Code Enforcement Officer (PT) - Public Hearing 6/10/88

Crew Supervisors – Public Hearing 10/10/03

Dog Control Officer

Fire and Building Code Inspectors (PT) - Public Hearing 8/24/90

Fire Code Inspector (PT) - Public Hearing 8/9/83

Flood Damage Control Officer (PT) - (Town of Altona) - Public Hearing 12/19/91

Health Officer (PT)

Motor Equipment Operators - Public Hearing 6/2/81

Municipal Bingo Inspectors (PT)

Outreach Workers*

Town Historian (PT)

Wastewater Treatment Plant Operators* - Public Hearing 4/8/99

Water and Wastewater Maintenance Workers I - Public Hearing 4/8/99

Water and Wastewater Maintenance Workers II - Public Hearing 4/8/99

Water Maintenance Mechanic - Public Hearing 10/10/03

Water Systems Maintainer (PT) - Public Hearing 7/27/87

Zoning Officer (PT)

*Under 5,000 Population

Appendix B/Continued

VILLAGE SERVICE

ALL VILLAGES (Under 5,000 population)

Account Clerk/Typist (PT) (Village of Dannemora) - Public Hearing 7/26/91
Chief Wastewater Treatment Plant Operator - Public Hearing 4/8/99
Chief Water Treatment Plant Operator, Type A
Code Enforcement Officer (PT) - Public Hearing 7/27/87
Dog Control Officer (PT) (Village of Mooers) - Public Hearing 7/26/91
Health Officer (PT)
Fire and Building Code Inspectors (PT) - Public Hearing 7/26/91
Library Technician (PT)
Line Workers - Public Hearing 7/27/87
Line Supervisors - Public Hearing 7/27/87
Line Helpers - Public Hearing 7/27/87
Motor Equipment Operators - Public Hearing 6/2/81
Police Officers (PT) - Public Hearing 8/9/83
Public Works Maintenance Persons
Public Works Supervisor - Public Hearing 4/8/99
+Superintendent of Public Works
Village Historian (PT) - Public Hearing 7/26/91
Wastewater Treatment Plant Attendants - Public Hearing 8/24/90
Wastewater Treatment Plant Operators - Public Hearing 4/8/99
Water Treatment Plant Operators
Zoning Officer (PT) - Public Hearing 4/8/99

*Village of Rouses Point

Chief Lineworker – Public Hearing 10/10/03
Meter Readers (Seasonal - May through September) - Public Hearing 4/8/99
Police Officer (Seasonal) - Current incumbent only – Public Hearing 6/2/89
Public Works Supervisor
Recreation Maintenance Workers - Public Hearing 8/24/90
Recreation Center Mechanic
Water and Wastewater Treatment Plant Operator - Public Hearing 4/8/99
Water Plant Maintenance Mechanics - Public Hearing 3/21/84
Wastewater Treatment Plant Operator

*Under 5,000 Population

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

Appendix B/Continued

CITY SERVICE

Assessor - Public Hearing 7/26/91
Assistant Beach Manager (Seasonal) - Public Hearing 7/26/91
Assistant Superintendent of Recreation (Seasonal) - Public Hearing 7/26/91
Beach Manager - Public Hearing 7/26/91
Carpenter-Mason - Public Hearing 7/26/91
City Engineer - Public Hearing 7/26/91
City Historian (PT) - Public Hearing 4/8/99
Dog Control Officer - Public Hearing 7/26/91
Engineering Aides (Seasonal) - Public Hearing 7/26/91
Head Lifeguards - Public Hearing 7/26/91
+Human Resource Director - Public Hearing 10/10/03
Meter Readers (Seasonal) - Public Hearing 7/26/91
Motor Equipment Operators - Public Hearing 7/26/91
Municipal Bingo Inspector (PT) - Public Hearing 7/26/91
Plant Attendants - Public Hearing 7/26/91
Public Works Maintenance Workers I – Public Hearing 10/10/03
Public Works Maintenance Workers II – Public Hearing 10/10/03
Recreation Maintenance Workers - Public Hearing 7/26/91
School Crossing Guards - Public Hearing 7/26/91
Street Maintenance Workers I - Public Hearing 7/26/91
Street Maintenance Workers II - Public Hearing 7/26/91
Tree Surgeons - Public Hearing 7/26/91
Wastewater Treatment Plant Maintenance Workers I - Public Hearing 4/8/99
Wastewater Treatment Plant Maintenance Workers II - Public Hearing 4/8/99
Water and Wastewater Treatment Maintenance Workers I - Public Hearing 4/8/99
Water and Wastewater Treatment Maintenance Workers II - Public Hearing 4/8/99

SPECIAL DISTRICT SERVICE

Educational Coordinator - Public Hearing - 7/26/91
Teacher Aide - Public Hearing - 7/26/91
Conservation District Manager, Clinton County Soil and Water Conservation District - Public Hearing 10/10/03 **

**until first vacated after February 27, 2004, at which time it is to be filled competitively



LABOR CLASS

ALL CIVIL DIVISIONS

- Activities Aides (PT) - Public Hearing 7/27/87
- Building Maintenance Helpers - Public Hearing 7/26/91
- Child Care Aides - Public Hearing 7/26/91
- Cleaners
- Cleaner/Messengers - Public Hearing 8/24/90
- Custodial Workers
- Dietary Attendants - Public Hearing 3/21/84
- Environmental Services Workers – Public Hearing 10/10/03
- Food Service Helpers
- Groundskeepers - Public Hearing 7/27/87
- Home Health Aides
- Laborers
- Library Pages - Public Hearing 7/26/91
- Messengers
- Messenger/Custodial Workers – Public Hearing 4/8/99
- Recreation Attendants - Public Hearing 7/26/91
- School Monitors
- Work Study Students - Public Hearing 7/27/87



UNCLASSIFIED SERVICE

COUNTY SERVICE

Budget Officer
Clerk of the Board of Legislators and Auditor
Coroner
County Clerk
County Treasurer
District Attorney
Legislative Assistant
Legislators (10)
Officers and Employees of Board of Elections
Sheriff
County Administrator - Public Hearing 10/3/80

TOWN SERVICE

ALL TOWNS

Assessors
Council Members - Public Hearing 7/27/87
Highway Superintendent
Justices
Receiver of Taxes and Assessment (Town of Plattsburgh) - Public Hearing 6/10/88
Supervisor
Tax Collector
Town Clerk

Appendix D/Continued

VILLAGE SERVICE

ALL VILLAGES

Collector
Mayor
Trustees
Village Assessors
Village Clerk
Village Clerk/Treasurer - Public Hearing 6/10/88
Village Justices - Public Hearing 7/26/91

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, BOCES, Community or District Superintendent of Schools.

CITY SERVICE

Aldermen - Public Hearing 7/26/91
Commissioners of Assessments & Taxation - Public Hearing 7/26/91
Mayor - Public Hearing 7/26/91
Members of the Library Board of Trustees - Public Hearing 7/26/91

SPECIAL DISTRICT SERVICE

Housing Authority Members - Public Hearing 7/26/91

