

CLINTON COUNTY DEPARTMENT OF PERSONNEL CERTIFICATION REQUEST FORM

Complete all three sections below before submitting this request.

1. Determine your vacancy, before submitting this request.

Confirm there is a vacancy in your department. If necessary, create a new position, using an MSD-222, New Position Duties Statement. Check with the Personnel Department to determine if an active Eligible List exists for the title. If a **preferred list** exists for the title, the preferred candidate(s) MUST be considered first. Then if a **promotional list** exists for the title, the promotional list must be considered. Only when the preferred and promotional lists have been exhausted can the open competitive list be considered.

Position/Title: _____
Starting Salary: _____ Yearly if permanent full-time
_____ Hourly for temporary or fewer hours than standard full-time workweek

Number of Vacancies: _____
Last person in position OR _____
If newly created date approved: _____
Reason position became vacant: _____
Date position became vacant: _____
Indicate residency preference: _____
(Preference must already be established with our office.)

2. Determine the appropriate status of your vacancy, before you submit this request.

If the position is vacant due to a promotion, and the incumbent is serving a probationary period, the vacant position cannot be filled permanently until the promoted candidate successfully serves his/her probationary term. The position would be filled on a contingent-permanent basis (if there is an Eligible List) or on a temporary basis. If the probationary term of the promoted candidate is waived, the vacancy can be filled on a permanent basis. There are several types of appointments to the classified service: Permanent, Contingent-Permanent, and Temporary. See reverse for description of appointments.

Status of Vacancy:

- Permanent (FT)
 Permanent (PT): _____
If fewer hours than standard full-time workweek, indicate hours worked per week for this position.
- Contingent-Permanent
 Temporary/Duration: _____
If temporary, you must indicate approximate duration.

3. Appointing Authority Information

I understand a Preferred List and Promotional List MUST be exhausted before an Open Competitive List is used.

55-a (entry-level competitive class positions)

- Check this box ONLY if you would like this vacancy posted on our website for qualified 55-a candidates.

Transfers:

- Check this box ONLY if you would like this vacancy posted on our website for transfer candidates.

Civil Agency with Vacancy: _____ Date: _____

Department: _____ Contact Person: _____ Contact Phone#: _____

Signature of Appointing Officer: _____ Title _____

Return Original To: Clinton County Personnel Department – Phone #: 565-4676

Action by Personnel Department:

1. Verify vacancy and accuracy of request
2. Verify backfill approved (County)
3. Check for Preferred List - Promotional List before using OC List
Initial: _____ Date Approved: _____

Appointments – There are several types of appointments to the classified service:

1. **Permanent Appointment** – Permanent appointments in the competitive class are made from eligible lists established as a result of competitive examinations. Employees appointed from such eligible lists and who successfully complete a probationary period (as described below) are considered permanent. A permanent appointment cannot be terminated, interrupted or discontinued except in accordance with the laws, rules and regulations governing the classified service. A permanent appointment can also be made to the non-competitive, exempt, and labor classes subject to successful completion of the probationary period.

2. **Contingent-Permanent Appointment** – A contingent-permanent appointment is an appointment made from an eligible list to a position which is permanently encumbered by another employee. Although the contingent-permanent appointee serves a probationary period in the same manner as a permanent employee, full permanency cannot be gained until the position becomes unencumbered, at which time the contingent-permanent employee is granted permanent competitive class status retroactive to the date of their original appointment in that position.

3. **Temporary Appointment** – Temporary appointments are made when there is a need for emergency work, when a position is scheduled to terminate within a short period of time, or to fill in for a permanent employee who is on a leave of absence. If the position is in the competitive class, it is subject to the following provisions:
 - a. A temporary appointment may be made for up to three months where the need for such service is important and urgent without regard to any existing eligible lists.
 - b. A temporary appointment may be made for more than three months and up to six months by the selection of anyone on an appropriate eligible list regardless of ranking.
 - c. A temporary appointment for more than six months must be made from an appropriate eligible list from among the top three candidates willing to accept the appointment. Temporary appointments should not exceed six months. The Personnel Director may approve the extension of such appointments not to exceed an additional six months. In exceptional situations involving certain federally funded programs, appointments may be made for a longer period in accordance with Section 64.3 of the New York State Civil Service Law. In the absence of an appropriate eligible list, any qualified applicant may be given a temporary appointment.