

Mechanicville Civil Service Commission
Meeting Agenda
November 6, 2024
6:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of October 2, 2024
- 3) Communications – Policy Advisory Reports 13-24, 14-24, 15-24 and 16-24
- 4) **Report of Personnel Changes**

City of Mechanicville

- a) Richard Allen resigned as HEO effective 6/6/24

Mechanicville School District

- a) Brandon Danforth was appointed as Mechanic (NC) effective 9/16/24
- b) Karla Monahan was appointed as Teacher Aide (NC) effective 9/18/24-6/27/25
- c) Stephen Lester was appointed as Network Technician (Prov) effective 10/7/24
- d) David Rose resigned as cleaner effective 9/13/24

5.) **Old Business**

Score for the Safety Liaison examination received

6.) **New Business**

- a) Examinations scheduled for Librarian 1, Microcomputer Technician Trainee and Network Technician
- b) Approve Eligible List for Safety Liaison

7.) **Appearances**

8.) **Next Meeting** – December 4, 2024

9.) **Adjournment**



**Department of
Civil Service**

KATHY HOCHUL

Governor

TIMOTHY R. HOGUES
Commissioner

PAR-13-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Model Rule Update – Layoff of Competitive, Non-competitive, and Labor Class Employees

DATE: October 11, 2024

As mentioned in PAR-04-24, on November 21, 2023, Governor Hochul signed Chapter 676 of the Laws of 2023 which amended Section 80 of the Civil Service Law to extend reduction in force provisions to non-competitive and labor class employees in local governments.

To bring the Model Rule into harmony with the revised law and to correct a prior omission, updates to Rule XXV - Layoff of Competitive, Non-competitive, and Labor Class Employees were approved by the State Civil Service Commission on March 13, 2024, and September 18, 2024.

Please review the attached updated Model Rule. The Municipal Services Division strongly recommends that your agency revise their Layoff Rule to conform to the newly changed statute.

Adoption of this new Model Rule must be done by following the procedures detailed in Section 20 of the Civil Service Law and by submitting a rules resolution to amend your Civil Service Rules to the Municipal Services Division for presentation to the Commission. Please note that, because this change would be made to conform your rule with a change in statute, Section 20 of the Civil Service Law does not require a public hearing for this rule to be amended, although a rules resolution would still need to be submitted.

If you are experiencing layoffs in any title, including those in the NY HELPS program, and require technical assistance, please contact us. Please send questions to assistance.request@cs.ny.gov.

RULE XXV

LAYOFF OF COMPETITIVE, NON- COMPETITIVE AND LABOR 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. Each department of a county, city, town, or village; each school district; each community college; each special district; and, each authority shall be deemed to be a layoff unit.

d. Satisfactory Service shall mean service in the last fiscal year 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 Seventy-five of the Civil Service Law or negotiated disciplinary procedure which resulted in the imposition of any of the following penalties upon such employee:

- 1) Dismissal from the service; or
- 2) Suspension without pay for a period exceeding one month; or
- 3) Demotion in grade and title.

e. Permanent Service

1) Original Appointment

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

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

2) Resignation Followed by a Reinstatement or Reappointment

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

3) Temporary or Provisional Service

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

4) Seniority of Transferred Employees

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

5) Seniority Date When Covered-In

If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which 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, non-competitive, or labor class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

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

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

c. A blind person may not backdate his/her permanent service if he/she also happens to be either a veteran or disabled veteran. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

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

e. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their retention rights shall be determined by their rank on that eligible list; that person having the highest rank having greater retention rights over those having lower ranks.

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

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

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

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

3. Vertical Bumping

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

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

b. 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.

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

4. Retreat

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

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing 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 same jurisdictional 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 title 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 affected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS
EMPLOYEES -contd.

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 affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.



PAR-14-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Updated Local Master Examination Schedule (Sept. 2024 – June 2025)

DATE: October 11, 2024

The purpose of this Policy Advisory Report (PAR) is to provide a complete copy of the Local Master Examination Schedule for the 2024-2025 examination year and relay important information pertaining to the schedule. The PDF schedule will also be posted on the [Master Exam Schedule page](#) on MSD Online.

This PAR supersedes [PAR 10-24 Master Exam Schedule \(September 2024 to February 2025\)](#) which provided agencies with a portion of the schedule for the testing year.

The schedule contains:

- Dates of Examination
- Deadlines by which to request examinations.
- Exam Series/Holding Name and Description
- Typical Titles included in the Series/Holding
- Frequency Offered
- Test Administration Information

Schedule Highlights

The Master Exam Schedule contains 68 examination holdings over 9 examination dates from September to June. As requested by local civil service agencies, no centralized written multiple-choice holdings have been scheduled for July and August.

The schedule includes 22 holdings which are only scheduled periodically. Please carefully review the descriptions of these exam programs (listed below) to determine if you have positions that need to be tested in these holdings which are not offered on a

regular basis. It is recommended that agencies hold exams in anticipation of future vacancies in positions covered by these holdings.

- Legal Services
- Stormwater Management
- Child Protective/Victim Services
- Traffic
- Higher Level Employment & Training
- Central Medical Supply
- Water and Wastewater Treatment Plant Operators
- Soil and Water Conservation
- Chemist
- Higher Level Social Welfare Examiner
- High-level Custodians/Janitors
- Housing and Community Development
- Occupational Health & Safety
- Nursing
- Mechanical/Electrical Engineers
- Building Construction & Rehabilitation
- Health Care Review
- Worker's Compensation
- Veterans Services
- Dietetics and Nutrition
- Research
- Electrical
- GIS/Mapping

Agencies participating in the **2/8/25 Public Safety Dispatcher** holding should watch for an update to be sent in October about changes to the program, including the replacement of listening test CDs with a downloadable version that will be made available online.

The schedule also includes two **Correction Officer Training & Experience Exam** periods – November and February. We expect to add one or two more submission periods to the schedule. Please watch for emailed updates concerning this program.

Exam Request Deadlines

Important deadlines are found on the accompanying spreadsheet and in the [Date and Deadline Schedule](#) on MSD Online. Requests for late additions are considered on a case-by-case basis. Please follow the request format outlined in the [Municipal Services Division \(MSD\) Common Exam - Related Email Correspondence Guide](#) available on MSD Online.

Exam Requests

It is your agency's responsibility to ensure that you have exam requests on order for any positions filled by provisional appointment within 30 days of the appointment being made. Given the current job market, it is critical that you have an exam request in place for any positions for which you do not currently have an eligible list. If you are new to civil service administration, please review [How to Use the Date and Deadline Schedule](#) and the [Master Examination Schedule](#).

You can review your current requests and make new requests using the Exam Request Management Application (ERMA) at: <https://www.cs.ny.gov/hr/erma/>.

As a reminder, agencies are asked to include the **previous holding name** in the comments section of new exam requests. Please review IM 05-24 Exam Dates & Exam Requests - 2024-2025 Testing Year for more information.

General Exam Resources and Trainings on MSD Online

The following exam-related resources are available on MSD Online.

- The Examination Services page contains links to several exam-related resources.
- The Manuals and Guides page contains several exam-related manuals.
- The Forms and Surveys page includes links to many exam-related forms and surveys.
- The Monitor Training Materials page contains resources to prepare test administration staff for upcoming exam dates, including those with high-security exams.
- The Contact MSD page includes the *Municipal Services Division (MSD) Common Exam - Related Email Correspondence Guide* and *Testing Services Division (TSD) Support Units - Exam-Related Correspondence Guide*. Agency staff are asked to refer to them before contacting our department regarding examinations.
- Two recordings for recent exam-related webinars: Exam Requests and Exam Processes and Test Administration Processes.
- The Training Archive offers other pre-recorded examination-related training sessions.

If you have any questions, please contact us at assistance.request@cs.ny.gov.

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
9/14/2024	5/7/2024	6/6/2024	Legal Services	Paralegal and legal assistant titles. MQ's vary widely but include possession of a paralegal certificate, graduation from college, or one year of clerical work in the legal field.	Court Assistant, Legal Assistant, Paralegal	Periodically Scheduled	Multiple-Choice	N	N
9/28/2024	5/21/2024	6/20/2024	Entry-level Law Enforcement Officer Examination	Entry-level police titles. Minimum qualifications are prescribed in Section 58 of NYS Civil Service Law. Some agencies require additional education.	Police Officer, Deputy Sheriff	Annual	Multiple-Choice	U	Y
10/26/2024	6/18/2024	7/18/2024	Stormwater Management	Para-professional through professional titles involving stormwater management mitigation. MQ's range from high school diploma plus experience to Bachelor's degree.	Stormwater Manager, Stormwater Specialist, Stormwater Management Specialist, Stormwater Control Officer, Stormwater Engineer	Periodically Scheduled	Multiple-Choice	N	N
10/26/2024	6/18/2024	7/18/2024	Personnel Operations	Clerical titles involving performance of personnel practices or monitoring and calculating employee benefits. Min. Quals include high school diploma with Employee Benefits Clerk positions usually requiring one or more year of clerical experience.	Personnel Clerk, Benefits Specialist	Annual	Multiple-Choice	N	N
10/26/2024	6/18/2024	7/18/2024	Business Operations	Professional and paraprofessional titles involving budgeting, grant management, contract management and risk/insurance management. MQ's vary widely but generally candidates need a college education or equivalent.	Budgeting Analyst, Contract Administrator, Grants Manager, Risk/Insurance Manager, Grants Assistant	Annual	Multiple-Choice	N	N
10/26/2024	6/18/2024	7/18/2024	First Line Correction Supervisor	Exam program for FIRST-LINE security supervisory positions in LOCAL correctional facilities/jails. Positions in these titles are typically filled by promotion from Correction Officer titles with two / three years of experience.	Correction Corporal, Correction Sergeant	Periodically Scheduled	Multiple-Choice	U	N
10/26/2024	6/18/2024	7/18/2024	Senior Clerical/Special Operations	Titles involving specialized clerical duties. Minimum qualifications usually consist of a high school diploma or GED and one or more years of clerical experience. Titles are typically, but not exclusively, first-line, working supervisors of small groups of Data Processing Operators. Minimum qualifications include a high school diploma and one plus years experience operating data entry equipment or the successful completion of a training course in its operation.	Senior Clerk, Assessment Clerk, Medical Clerk, Cashier, Recording Clerk, Motor Vehicle Clerk, Motor Vehicle Representative Information Processing Specialist, Senior Data Entry Operator, Senior Control Clerk	Annual	Multiple-Choice	N	N
11/1/2024	9/25/2024	Available on MSD Online	Entry-Level Correction Officer	Exam program for entry-level positions having responsibility for maintaining the security of inmates in custody within municipal or State correctional facilities. MQ's typically include a high school diploma.	Correction Officer, Correction Officer Trainee, Deputy Jailor	Multiple times per year	Online Training & Experience Exam	U	N
11/9/2024	7/2/2024	8/1/2024	Child Protective/Victim Services	Professional level child protective services, crime victim services, and domestic violence service titles. MQ's include a bachelor's or master's degree in behavioral science field and one plus years of work related experience. Professional level titles involved in providing services to crime victims, victims of domestic violence, and children who have been abused and/or neglected.	Child Protective Coordinator, Family Violence Prevention Coordinator, Crime Victim Case Worker, Domestic Violence Specialist, Victim Assistant Counselor, Crime Victims Specialist 1,2, Child Protective Services Specialist 2,3	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
11/9/2024	7/2/2024	8/1/2024	Second and Third Line Police Supervisors	Second and third line police supervisor titles. Appointments are typically made by promotion of individuals serving in the next lower title.	Police Lieutenant, Police Captain, Deputy Sheriff Lieutenant, Deputy Sheriff Captain, Detective Lieutenant, Detective Captain	Annual	Multiple-Choice	U	Y
11/9/2024	7/2/2024	8/1/2024	Traffic	Sub-professional and professional engineering titles involving planning, design, implementation and oversight of traffic safety programs. MQ's include associate's or bachelor's Degree.	Traffic Engineering Tech, Traffic Planning Tech, Traffic Engineer (all levels), Engineer (Traffic) (all levels), Director of Traffic Safety/Engineering, Traffic Analyst Traffic.	Periodically Scheduled	Multiple-Choice	N	N
11/9/2024	7/2/2024	8/1/2024	Higher Level Employment and Training	Exam program for positions that are responsible for coordinating and administering employment and training programs. MQ's typically include bachelor's or master's degree as well as experience in the delivery of human services.	Employment / Senior Employment Program Coordinator, One Stop Center Manager, Director of Employment and Economic Development, Administrator of Employment and Training, Assistant Workforce Program Director, Workforce Development Project Coordinator	Annual	Multiple-Choice	N	N
11/9/2024	7/2/2024	8/1/2024	Public Information/Marketing/Tourism/Special Events	Titles that involve marketing and promoting cultural or recreational resources or specific programs through written materials, publicity, special events. MQ's range from high school to Bachelor's or master's degree in marketing. Also titles that involve developing goals and strategies to increase public awareness of a public agency by publicizing programs using print/electronic media and special events. MQ's include a Bachelor's degree in journalism, public relations, communications, marketing. Also titles that involve determining the cost, feasibility, quality control, customer service and/or publication production activities. MQ's include an Associate's Degree in graphic arts or a related field or a Bachelor's degree in electronic publishing or print mgt.	Marketing Coordinator, Marketing and Public Relations Assistant, Project Coordinator (Public Relations), Tourism Specialist, Cultural Programming Specialist, Tourism Information Assistant, Public Information Coordinator, Senior Public Relations Specialist, Community Relations Coordinator, Digital Printing Coordinator, Editorial Assistant/Aide, Graphic Artist/Technician	Annual	Multiple-Choice	N	N
11/9/2024	7/2/2024	8/1/2024	Central Medical Supply	Titles that involve the disinfection of patient care equipment and processing of instruments for use in surgery and patient care, including decontamination, inspection, assembly, packaging, sterilization, storage and distribution.	Central Supply Clerk, Central Service Technician, Medical Supply Supervisor	Periodically Scheduled	Multiple-Choice	N	N
11/9/2024	7/2/2024	8/1/2024	Water and Wastewater Treatment Plant Operators	Above Entry-level wastewater and water treatment titles. MQ's of Plant Operator titles are those required for the appropriate operator's certificate pursuant to Department of Environmental Conservation or Health Department regulations.	Junior thru Chief, Wastewater/Water Treatment Plant Operator - Junior thru Chief, Process Control Operator/Technician Shift Operations Supervisor, Lead Operator, Pure Waters Technician	Periodically Scheduled	Multiple-Choice	N	N
12/7/2024	7/30/2024	8/29/2024	Information Technology Managers - Local	Higher level IT Manager positions at the local level.	Senior Network Manager, Technology Services Coordinator, Systems Analyst, Project Manager, Director of Information Technology	Annual	Multiple-Choice	N	N
12/7/2024	7/30/2024	8/29/2024	Social Welfare Examiner	This examination program is used for entry and second-level (senior) titles involving determining clients eligibility for public financial assistance programs. MQ's include two years of college education or two years of experience examining, investigating/evaluating claims for assistance.	Social Welfare Examiner, Senior Social Welfare Examiner, Income Maintenance Specialist, Social Services Program Specialist, Social Welfare Worker	Twice Per Year	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
12/7/2024	7/30/2024	8/29/2024	Program Administrators	Titles which are largely managerial or administrative. Any required technical knowledge will have been examined for at a lower level. Additionally, it is assumed that appointment to any of the qualifying titles demonstrates that candidates have an adequate level of technical knowledge.	Executive Director, Director, Assistant Director, Associate Director, Administrator, Assistant Administrator, Assistant Vice President, Operations Manager	Annual	Multiple-Choice	N	N
12/7/2024	7/30/2024	8/29/2024	Soil and Water Conservation	Sub-Professional and Professional level titles involving planning, supervising and/or performing soil and water conservation practices. MQ's include Associate's or Bachelor's Degree.	Conservation District Tech/Field Manager / Executive Director / Specialist, Natural Resource Assistant / Conservationist / Program Specialist / Technician, Nutrient Management	Periodically Scheduled	Multiple-Choice	N	N
12/7/2024	7/30/2024	8/29/2024	Chemist	Professional level chemist titles. MQ's include a Bachelor's degree in chemistry or a closely related field or a Bachelor's degree in a physical science which included 30 credit hours in chemistry.	Chemist, Environmental Chemist, Inorganic Chemist, Organic Chemist, Sanitary Chemist	Periodically Scheduled	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	Higher-Level Account Clerical	Titles generally involving double-entry bookkeeping although some do not require this knowledge. MQ's include an associate degree in accounting or business or equivalent experience.	Senior and Principal Account Clerk, Supervisor of Accounts	Annual	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	Higher level Social Welfare Examiner	This exam program is for local titles, usually higher level or administrative in nature, that administer Social Services programs such as Food Stamps, Public Assistance, HEAP, Child Support, etc.	Principal Social Welfare Examiner, Social Services Mgr., Director of Eligibility, Director of Income Maintenance and Child Support	Periodically Scheduled	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	Employment and Training/Volunteer Services	Titles involving direct delivery of employment and training services and volunteer services. MQ's include an Associate's or Bachelor's degree.	Employment and Training Assistants, Counselors, Coordinators, Job Coaches, Job Development, Hospice Volunteer Coordinator, Volunteer Programs Coordinator, Supervisor of Volunteers (Hospitals)	Periodically Scheduled	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	Human Services Paraprofessionals	Primarily entry level paraprofessional title involving the delivery of human services activities. MQ's vary widely but often include experience providing assistance to clients and rarely require education beyond the level of an Associate degree.	Community Service (or Outreach) Worker, Tenant Relations Assistant (or Specialist), Community Mental Health Aide	Annual	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	Inspection	Para-professional level titles involving inspection and enforcement activities relative to construction and zoning regulations and code compliance. MQ's include an Associate's degree and experience in building construction.	Building/Housing/Zoning/Plumbing/Code Compliance/Code Enforcement Inspector/Officer/Specialist (all levels), Director of Building Code Enforcement, Building Plans Examiner, Residential Plan Review Inspector	Periodically Scheduled	Multiple-Choice	N	N
1/18/2025	9/10/2024	10/10/2024	High-level Custodians/Janitors	Above entry-level Custodian and Janitor titles.	Head Custodian, Senior Custodian, Supervising Custodian, Custodial Operations Supervisor, Housekeeping Supervisor, Supervising Janitor	Periodically scheduled	Multiple-Choice	N	N
2/1/2024	12/15/2024	Available on MSD Online	Entry-Level Correction Officer	Exam program for entry-level positions having responsibility for maintaining the security of inmates in custody within municipal or State correctional facilities. MQ's typically include a high school diploma. Agency will	Correction Officer, Correction Officer Trainee, Deputy Jailor	Multiple times per year	Online Training & Experience Exam	U	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
2/8/2025	10/1/2024	10/31/2024	Public Safety Dispatcher	Entry, second and most third level titles involved in the supervision and/or performance of public safety dispatching. Entry-level positions include 911 performance qualifying test. (pass/fail)	Emergency Services Dispatcher, Telecommunicator, Senior Dispatcher, Dispatch Coordinator	Annual	Multiple-Choice	N	N
3/1/2025	10/22/2024	11/21/2024	Office Support Services	Principal (third-level) titles in the typist, secretarial and office assistant classes. MQ's include high school/GED plus three to five years of experience or an Associate's degree and two to three years of experience. Senior (second-level) titles in the typist or secretarial classes which require specialized experience. MQ's include high school plus two years of the required experience or graduation from an Associate's Degree program in the specialty area.	Administrative Secretary, Office Assistant 3, Departmental Secretary, Executive Secretary, Secretary to the Commissioner of _____, Legal Typist, Office Assistant	Annual	Multiple-Choice	N	N
3/1/2025	10/22/2024	11/21/2024	Accounting and Auditing	Professional level accounting and auditing titles. MQ's include a minimum of 24 credit hours in accounting or a bachelor's degree in accounting. Some MQ's include 18 credit hours in accounting.	Professional level accounting and auditing titles. Minimum qualifications include a minimum of 24 credit hours in accounting or a Bachelor's degree in accounting. Some minimum qualifications include 18 credit hours in accounting.	Annual	Multiple-Choice	N	N
3/1/2025	10/22/2024	11/21/2024	Social Work Services	Titles involving the provision of social work services including advocacy, education, referral, counseling, research, assessment and treatment. Services are rendered in hospitals, nursing homes, mental health clinics, schools and government offices and cover the following specialties: medical and public health, child, family and schools, and mental health and substance abuse. Minimum qualifications range from high school plus experience to Master's level education and include licensure at various levels.	Alcohol and Drug Counselor, Case Manager, Clinical Therapist, Intensive Case Manager, Licensed Social Worker, Mental Health Coordinator, Social Worker, Social Work Assistant, Student Assistance Supervisor	Annual	Multiple-Choice	N	N
3/1/2025	10/22/2024	11/21/2024	Firefighter	Exam program for entry-level firefighting positions within municipal fire departments. Minimum Qualifications include a high school diploma.	Firefighter, Fire Driver	Annual	Multiple-Choice	U	Y
3/1/2025	10/22/2024	11/21/2024	Housing and Community Development	Titles determine the eligibility of applicants for public housing, administer the Section 8 program, and manage public housing projects. MQs include associate's or bachelor's degree.	Housing Supervisors, Occupancy Specialists, Tenant Relations Examiners, Community Development Coordinators, Leasing Specialists	Periodically Scheduled	Multiple-Choice	N	N
3/1/2025	10/22/2024	11/21/2024	Occupational Safety and Health	Exam program for professional and non-professional level positions involved with the planning, coordinating, analyzing and/or implementing occupational health and safety practices. The MQ's typically include Associate's Degree and experience in the field.	Safety & Health Inspector, Safety & Health Inspector Trainee, Senior Safety & Health Inspector	Periodically Scheduled	Multiple-Choice	N	N
3/15/2025	11/5/2024	12/5/2024	PC Operators	Entry, technical and supervisory level titles that operate a mainframe and/or a personal computer and peripheral equipment for routine production work. MQ's include high school and 6 months of experience in data processing/pc operations or Associate's degree in computer science.	Computer Operator, Console Operator, Senior Computer Operator, Data Center Supervisor, Microcomputer Operator/Specialist, Computer Aide, Computer Specialist, Micro-computer Technician, Information Technology Assistant	Annual	Multiple-Choice	N	N
3/15/2025	11/5/2024	12/5/2024	Nursing	Includes titles in the nursing field that do not involve direct nursing of patients. Most, but not all, require RN/RPN licensure or some related experience.	Nursing In-Service Instructor, Coordinator of Nursing Training, Nurse Case Manager, Nurse Coordinator, Nurse Data Reviewer, Clinical Nurse Instructor	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E: Written Test 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
3/15/2025	11/5/2024	12/5/2024	Police Chief/Assistant Police Chief	Exam program for high level police administrator positions within local government police departments. Minimum Qualifications typically include experience in lower level positions within police department -- typically by promotion of individuals in the next lower title.	Police Chief, Assistant Police Chief, Deputy Police Chief	Annual	Multiple-Choice	U	Y
3/15/2025	11/5/2024	12/5/2024	Safety & Security	Exam program for entry and promotion level positions having responsibility for enforcing peace and order in and/or on the grounds of public buildings. MQ's include a high school diploma. Appointees may have peace officer powers.	Security Guard/Officer, School Safety Officer, Security Supervisor, Special Patrol Officer (GML 209V)	Annual	Multiple-Choice	N	N
3/15/2025	11/5/2024	12/5/2024	Mechanical/Electrical Engineers	Technical and professional level titles involving mechanical or electrical engineering maintenance. MQ's range from high school and related experience to a Bachelor's degree in mechanical/electrical engineering.	Mechanical Engineer, Electrical Engineer, Assistant Mechanical Engineer, Assistant Electrical Engineer, Junior Mechanical Engineer, Junior Electrical Engineer	Periodically Scheduled	Multiple-Choice	N	N
3/15/2025	11/5/2024	12/5/2024	Audio-Visual/Electronic/Computer	Titles from professional and technical positions involving the inspection and repair of digital and analog equipment including sophisticated biomedical equipment. MQ's range from a high school diploma to a Bachelor's degree with specialized experience.	Audio-visual Equipment Technician, Computer Repair Technician, Biomedical Technician, Instrumentation Maintenance Technician/Coordinator, Biomedical Engineer	Annual	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	Building and Grounds Maintenance	Titles involving the supervision of and/or building maintenance and repair. MQ's include a high school diploma and one plus year of journey level experience in a skilled building trade such as carpentry, plumbing or electrical.	Building Maintenance Mechanics, Supervisors/Managers, Superintendents of Buildings, Maintenance Superintendents. Please note that Director of School Facilities are tested in their own series due to special legislation.	Annual	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	Building Construction and Rehabilitation	Exam program for positions within municipal agencies having the responsibility for preparing or reviewing plans and specifications for and managing and inspecting building construction and rehabilitation projects. MQ's range from high school diploma and years of experience in a building construction trade to bachelor's degree and courses in architecture/civil engineering.	Construction Inspector, Clerk of the Works, Building Construction Estimator, Building Plans Examiner, Housing Rehabilitation Inspector/Specialist/Supervisor, Cost Analyst/Specialist, Property Maintenance Supervisor, Public Housing Inspector	Periodically Scheduled	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	Public Works	Para-professional and professional titles involved in public works/engineering projects. MQ's include a high school diploma and experience.	Highway/Road/Street Maintenance Supervisor/Superintendent/Foreman, Public Works/Labor/Highway Zone/Street Supervisor, Director/Superintendent of Public Works (all levels)	Annual	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	Personnel & Employee Benefits	Professional titles involving coordinating or managing employee benefits. Min. Quals typically include a Bachelor's Degree and two plus years of experience administering employee benefits.	Personnel Analysts, Personnel Specialists, Personnel Administrators, Personnel Directors	Annual	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	Purchasing/Storekeeping	Professional, para-professional and clerical purchasing and stores titles. MQ's vary widely but generally include prior knowledge or experience of purchasing and/or stores.	Buyer, Storekeeper, Purchaser, Purchasing Agent, Purchasing Clerk	Annual	Multiple-Choice	N	N
4/5/2025	11/26/2024	12/26/2024	ELLEC - Consent Decree (Onondaga County)	Entry-level police titles. Minimum qualifications are prescribed in Section 58 of NYS Civil Service Law. Some agencies require additional education.	Police Officer, Deputy Sheriff	Mandated to hold twice a year for Onondaga County	Multiple-Choice	U	Y

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
4/5/2025	11/26/2024	12/26/2024	Fire Chief/Assistant Fire Chief	Exam program for positions having overall administrative operations and control responsibilities of fire service personnel within a municipal fire department. Appointments are typically made by promotion of individuals with one plus year of experience at the next lower level title.	SBattalion Chief, Deputy Fire Chief, Assistant Fire Chief, Fire Chief	Annual	Multiple-Choice	U	Y
4/5/2025	11/26/2024	12/26/2024	Emergency Services	Exam program for positions having responsibility for the professional planning and coordination of emergency services within a community. MQ's typically include varied educational requirements and one plus years of experience in emergency management or emergency services.	Assistant Director of Emergency Services, Emergency Management Program Coordinator, Radiological Officer, Emergency Medical titles, Public Health Preparedness, and Bioterrorism titles	Every 2 Years	Multiple-Choice	N	N
5/3/2025	12/24/2024	1/23/2025	Higher Level Clerical	Clerical titles beyond the entry-level involving moderately complex to complex duties and/or supervision. MQ's include an Associate degree or high school diploma and two or more years of work-related experience.	Administrative Aide, Administrative Assistant, Principal Clerk, Principal Registry Clerk, Principal Program Assistant, Clerk II, III, IV, Office Manager, Clerk I (Monroe County)	Annual	Multiple-Choice	N	N
5/3/2025	12/24/2024	1/23/2025	Investigators	Entry and higher level non-police investigators. MQ's include an Associate's or Bachelor's degree plus experience.	Investigator, Welfare Investigator, Social Services Investigator, Consumer Affairs Investigator	Annual	Multiple-Choice	N	N
5/3/2025	12/24/2024	1/23/2025	Food Service	Require the administration, management, or directing of food service and/or lunch programs. MQ's include an Associate's or Bachelor's degree in institutional food service management, hotel management, or dietary studies.	School Lunch Director, School Lunch Manager, Food Service Manager, Head Cook, Cook Manager, Assistant Director of Food Service, Cafeteria Manager, Dietary Services Supervisor, Food Service Instructor, Jail Cook Manager	Annual	Multiple-Choice	N	N
5/17/2025	1/7/2025	2/6/2025	Health Care Review	Professional Registered Nurse titles involving evaluation of health care in areas such as utilization review, quality assurance, discharge planning, resident assessment, etc. MQ's include certification as a Professional Registered Nurse and related experience.	Utilization Review Coordinator, Discharge Planning Nurse, Quality Assurance Coordinator, Director of Admitting, Minimum Data Set (MDS) Coordinator	Periodically Scheduled	Multiple-Choice	N	N
5/17/2025	1/7/2025	2/6/2025	Workers Compensation	Professional titles involving the administration of a workers' compensation program and/or processing compensation claims. Min Quals include Associate Degree.	Workers' Compensation Assistant, Insurance Program Assistant, Workers' Compensation Specialist, Claims	Periodically Scheduled	Multiple-Choice	N	N
5/17/2025	1/7/2025	2/6/2025	Veterans Services	Titles which provide services to veterans. Min Quals range from high school diploma to Associate Degree.	Veterans Services Aide, Veterans Service Officer, Veterans Specialist, Veterans Benefits Rep.	Periodically Scheduled	Multiple-Choice	N	N
5/17/2025	1/7/2025	2/6/2025	Dietetics and Nutrition	Professional, technical and aide/assistant dietetic and nutrition titles involved in supporting or providing oversight of dietary aspects of a food delivery system. Minimum qualifications typically range from a high school diploma for the aide/assistant positions to a Bachelor's degree in food science or nutrition, plus dietetic internship or registration with American Dietetic Association for the professional Dietician/Nutritionist titles.	Dietitian, Nutritionist, Dietetic Aide, Nutrition Assistant, WIC titles (non-clerical), Dietetic Technician	Periodically Scheduled	Multiple-Choice	N	N
5/17/2025	1/7/2025	2/6/2025	Research	Entry-level and higher positions responsible for statistical analysis of program operations. MQ's include a bachelor's degree or higher, with some educational background or experience in statistics or research.	Research Assistant, Research Analyst (various levels), Statistician (various levels), Biostatistician, Program Analyst	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
6/14/2025	2/4/2025	3/6/2025	Real Property Tax Services	Titles involved in searches for deeds and real estate searches. MQ's vary from a paralegal certificate to a high school diploma and two/three years of related experience. The series also includes Appraisers and Assessors as well as Real Property Directors of Real Property Tax Services.	Data-collector, assessment aide/assistant, appraisal aide/assistant, title searcher, real property appraiser, assessor, deputy director of real property tax services, director of real estate	Annual	Multiple-Choice	N	N
6/14/2025	2/4/2025	3/6/2025	Staff and Development Training	Titles involving supervising or performing activities directly related to staff development and training. MQ's include Bachelor's Degree.	Staff Development Assistant, Training Instructor, Training Specialist, Professional Development	Annual	Multiple-Choice	N	N
6/14/2025	2/4/2025	3/6/2025	Fiscal Management/School Business Management	Professional and some para-professional titles requiring a broad knowledge of fiscal matters, e.g., accounting, purchasing, inventory control, governmental accounting. MQ's include a bachelor's degree in business administration or similar and experience.	School Business Manager/Executive, Agency Fiscal Managers	Annual	Multiple-Choice	N	N
6/14/2025	2/4/2025	3/6/2025	Entry Level Professional	Lower-level titles that engage in a variety of work activities that do not require specialized training prior to employment. Job duties may involve planning, developing, and/or coordinating small programs. Some titles may be traineeships. MQs may require a Bachelor's degree.	Computer Programmer Trainee, Personnel Technician Trainee, Administrative Aide Trainee, Child Support Outreach Coordinator, After School Program Coordinator, District Family Advocate, Citizen Advocate, Community Outreach Specialist, Parent Liaison, Data Coordinator/Analyst, Educational Information Technician, Resource Specialist, Data Liaison Specialist - Schools, Residency Program Coordinator	Annual	Multiple-Choice	N	N
6/14/2025	2/4/2025	3/6/2025	Police Supervisors/Investigators	Exam program for positions having FIRST-LINE police supervisory responsibilities as well as for police positions where the duties are primarily investigative in nature. Appointments are usually made by promotion of individuals serving in the next lower level title.	Police Sergeant, Deputy Sheriff Sergeant, Investigator, Detective	Annual	Multiple-Choice	Y	Y
6/14/2025	2/4/2025	3/6/2025	Higher Level Caseworker	Professional caseworker positions above the entry-level involving supervision and/or case management. MQ's include a Bachelor's or Master's degree in a behavioral science field and one or more years of professional casework or counseling experience.	Senior Caseworker, Case Supervisor - Grade B, Case Supervisor - A	Annual	Multiple-Choice	N	N
6/14/2025	2/4/2025	3/6/2025	Automotive	Titles involving the performance and or the supervision of automotive and other motor equipment maintenance and repair, including both auto body repair and mechanical and electronic repairs. MQ's include a high school diploma and specialized training.	Automotive Mechanic Grade, Automotive Shop Supervisor, Automotive Body Technician, Fleet Maintenance Manager, Heavy Equipment Mechanic, Motor Equipment Maintenance Mechanic	Every 2 Years	Multiple-Choice	N	N
6/28/2025	2/18/2025	3/20/2025	Electrical	Exam program for para-professional and technician positions that involve the installation, repair, and/or inspection of electrical systems. The MQ's typically range from high school diploma and three years of experience in electrical/electronic maintenance/repair to ten plus years of experience.	Electrical Inspector, Signal Electrician, Line Worker, Electrician, Traffic Signal Technician, Fire Alarm Technician	Periodically Scheduled	Multiple-Choice	N	N
6/28/2025	2/18/2025	3/20/2025	GIS/Mapping	Professional and technical level titles that plan and develop digital and analog maps, GIS databases and/or other depictive items such as visual aids and graphics. MQ's usually require an Associate or Bachelor's degree and specialized experience.	Cartographer, Map Supervisor, GIS Technician / Analyst / Specialist / Program Manager/Coordinator (all levels), Geographic Database Specialist, Tax Map Technician/CAD Specialist, Manager of GIS	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Uniformed Service (U) or Not (N)	High Security Y/N
6/28/2025	2/18/2025	3/20/2025	Social Welfare Examiner	This examination program is used for entry and second-level (senior) titles involving determining clients eligibility for public financial assistance programs. MQ's include two years of college education or two years of experience examining, investigating/evaluating claims for assistance.	Social Welfare Examiner, Senior Social Welfare Examiner, Income Maintenance Specialist, Social Services Program Specialist, Social Welfare Worker	Annual	Multiple-Choice	N	N
6/28/2025	2/18/2025	3/20/2025	Probation	Exam program for entry and promotion level positions having professional probation related responsibilities. MQ's typically includes bachelor's Degree plus casework experience. Refer to Probation Regulations, Appendix H-10 for MQ's for Probation positions.	All professional-level probation titles from Probation Officer Trainee to Director of Probation, including Alternatives to Incarceration Program titles	Annual	Multiple-Choice	N	N
6/28/2025	2/18/2025	3/20/2025	Lower Level Fire Promotion	Exam program for positions having FIRST AND SECOND-LINE supervisory responsibility of fire service personnel within municipal fire departments. Appointments to these positions are typically made by promotion of individuals with three or more years of experience as a Firefighter.	Fire Lieutenant, Fire Captain	Annual	Multiple-Choice	U	Y
6/28/2025	2/18/2025	3/20/2025	Fiscal and Office Operations	Clerical and para-professional titles performing office tasks and activities such as providing general clerical support, maintaining payroll records, providing customer service, maintaining tax records, recording payments, and ensuring the accuracy of vouchers. MQs typically require a high school diploma (or G.E.D.) and experience. Technical knowledge is not required at the time of appointment.	Ward Clerk, Index Clerk, Real Property Tax Aide, Registry Clerk, Assessor's Aide, Administrative Aide, Payroll Clerk, Senior Payroll Clerk, Associate Tax Clerk, Medical Billing Clerk	Annual	Multiple-Choice	N	N



PAR-15-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Promotion Qualifications

DATE: October 28, 2024

Civil Service Law 52 was amended by Chapter 307 of the Laws of 2024. This change provides for crediting of time spent as a provisional appointee for promotional examinations and eligibility for appointment from the resulting eligible lists. The intent is to enhance the eligibility for promotion for certain classified service employees and requires a change to how you write promotion qualifications on your examination announcement.

This change became effective **September 4, 2024**.

Who is impacted by this change?

Permanently appointed employees participating in promotion examinations.

What are the changes?

This change allows for an employee's provisional service to count towards meeting the qualifications for promotion once the employee has obtained a permanent appointment in the same title as well as eligibility for appointment from the resulting eligible list.

Sample Language for Examination Announcements:

Minimum Qualifications for Examination:

On or before (date of examination), to be eligible for the promotional examination, employees must meet the promotion qualifications listed below.

- *6 months of service in title one, or*
- *12 months of service in title two.*

According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

Note: If your agency uses anticipated eligibility for promotion examinations, your qualifications to participate in the examination may differ from your qualifications for certification from the eligible list. In that case, both qualifications must be announced. See additional sample announcement language below.

Qualifying Experience for Appointment from The Eligible List:

Successful candidates will be eligible for appointment from the eligible list when they meet the time in title listed below:

- *12 months of service in title one, or*
- *24 months of service in title two.*

According to Civil Service Law, section 52.10(b) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title that an employee needs to meet for appointment from an eligible list.

Please send questions to assistance.request@cs.ny.gov.



PAR-16-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Age and Educational Requirements – Anticipated Eligibility

DATE: October 28, 2024

Civil Service Law 54 was amended by Chapter 303 of the Laws of 2024. This change requires that applicants be allowed to take competitive civil service exams if they will meet the minimum age requirement or attain the minimum education requirement within twelve months. The intent of this law is to reduce the amount of time prospective employees must wait to begin a career in the public sector.

This change became effective **September 4, 2024**.

Who is impacted by this change?

All potential applicants for civil service examinations.

What are the changes?

This change allows for applicants who are within 12 months of meeting the minimum age or attaining the minimum education requirements needed to meet the minimum qualifications, to take the civil service exam for the position.

Due to this change in Civil Service Law, when offering a training and experience format examination, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements, may take the civil service examination and receive a score but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Sample Language for Examination Announcements:

On or before (date of examination), to be eligible for this examination, applicant must meet the following minimum qualifications:

(Insert your agency's minimum qualifications)

Anticipated Eligibility – Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Please send questions to assistance.request@cs.ny.gov.

TITLE OF ELIGIBLE LIST Safety Liaison #86217		MECHANICVILLE CIVIL SERVICE COMMISSION					Date List Established: 6-Nov-24 Expiration Date: 6-Nov-27 By Commission Action		Date and Nature of Appt.
Standing on List	NAME	ADDRESS	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications		
1	J Eric Muller		95	0	95				