

WASHINGTON COUNTY  
CIVIL SERVICE RULES



Revised March 2020

RULES FOR THE CLASSIFIED SERVICE  
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RULES FOR THE CLASSIFIED CIVIL SERVICE OF  
WASHINGTON 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 Washington 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 Washington County as well as the Towns, Villages and Special districts therein. These rules may be amended by the Personnel Officer after public hearing and subject to the approval of the State Civil Service Commission.

## RULE I 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. "Personnel Officer" means the Personnel Officer of Washington County.
2. "Employee" means the incumbent of a position appointed to the position in accordance with these rules and the Civil Service Law.
3. "Position" means an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. "Compensation" means the remuneration authorized for a position and shall include food, lodging, maintenance and commutation when the same is furnished.
5. "Eligible List" means an official public record established and maintained by the Personnel Officer as a public record which contains the names of those persons who have successfully completed examinations, listed in order of their final ratings from the highest to the lowest rank.
6. "Part-time employment" means any employment or a combination of one or more employments in a civil division in which an individual works 50% or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the Civil Division or where 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 similar position 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 position in the same title under the jurisdiction of the same appointing authority.
9. "Municipality" means County, Town, Village, School District or Special District.

## RULE II PERSONNEL OFFICER

These rules shall be administered by a Personnel Officer pursuant to Section 15(b) of the Civil Service Law. The Personnel Officer shall appoint such other subordinates and employees within available appropriations as he/she may deem necessary or proper to carry out the purposes of these rules and the law, and shall fix the duties of these employees. The Personnel Officer shall maintain clear and accurate records of all actions which he/she takes.

## RULE III EXEMPT CLASS

Positions approved by the State Civil Service Commission for allocation to the exempt class shall be listed in Appendix A of these rules and made a part hereof.

## RULE IV NON-COMPETITIVE CLASS

1. Positions approved by the State Civil Service Commission for allocation to the non-competitive class shall be listed in Appendix B of these rules and made a part hereof.
2. A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Personnel Officer. A nomination for such an appointment shall state the qualifications of the nominee and shall be filed by the appointing authority with the Personnel Officer. Such appointment shall become effective only after approval by the Personnel Officer.

## RULE V LABOR CLASS

1. Positions approved by the State Civil Service Commission for allocation to the labor class shall be listed in Appendix C of these rules and made a part hereof.
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 Personnel Officer may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable.

**RULE VI  
UNCLASSIFIED SERVICE**

Positions approved by the State Civil Service Commission for allocation to the unclassified service shall be listed in Appendix D of these rules and made a part hereof.

**RULE VII  
RECRUITMENT OF PERSONNEL**

1. Residence requirements for municipal positions.
  - a. An applicant must be at the time of examination and for at least one month 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 Personnel Officer. Residence requirements may be suspended or reduced by the Personnel Officer in cases where recruitment difficulty makes such requirements disadvantageous to the public interest.
  - b. 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 a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.
2. Announcements of examinations.

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 issue date, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, and the date 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 not less than ten days before the date of the open-competitive examination.

## RULE VIII APPLICATIONS

1. Applications of candidates for positions in the competitive class and for positions in the non-competitive class must be addressed to the Personnel Officer at the office of the Personnel Officer.
2. The Personnel Officer shall notify each applicant of the disposition of his/her application. Applicants for competitive examination shall be given notice of their approval or disapproval at least four days before the examination.
3. 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 reference therein to the candidate's national origin or to the basis of his/her citizenship shall be concealed.

## RULE IX DISQUALIFICATION

1. 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.
2. The burden of establishing qualifications to the satisfaction of the Personnel Officer shall be upon the applicant. Any applicant who refuses to permit the Personnel Officer to investigate matters necessary for the verification of his/her qualifications or who otherwise hampers, impedes or fails to cooperate with the Personnel Officer in such investigation shall be disqualified for examination or, after examination, for certification and appointment.
3. Any applicant whose application 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 prior to final disposition of such application.

RULE X  
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 errors in rating upon appeal or otherwise.
2. Examinations prepared and/or rated by the Personnel Officer.
  - a. The Personnel Officer 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 the scale of 100, with 70 the passing score. The Personnel Officer 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 examination, 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 examination, any candidate receiving such notice may inspect his/her examination papers in the office of the Personnel Officer and in the presence of a designated representative of the Personnel Officer, 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 Personnel Officer 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 Personnel Officer from his/her rating in one, or more, or all of the subjects of an examination must submit such appeal in

writing within twenty 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.

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 Personnel Officer may at any time during the life of an eligible list, resulting from any examination, correct any clerical or computational errors in the rating 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.

### 4. Examination Material Security.

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

a. No person shall copy, record, or transcribe any examination questions 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.

b. 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.

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 Personnel Officer 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.

## RULE XI ELIGIBLE LISTS

1. Every candidate who attains a passing grade 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 the order of his/her final rating; but if two or more eligibles receive the same final grade, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefore by the Personnel Officer.

2. The date of the establishment of a list shall be the date fixed therefore by the Personnel Officer, and shall be entered on such list. The duration of all eligible lists shall be fixed by the Personnel Officer 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 Personnel Officer 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 office of the Personnel Officer. The names of persons who failed to receive a passing examination grade shall not be disclosed to the public.
4. The Personnel Officer shall have power in his/her discretion to correct any error and amend any eligible list where it appears that an error has been made. The Personnel Officer shall have 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 recorded by the Personnel Officer and reported to the State Civil Service Commission.

## RULE XII CERTIFICATION

1. The Personnel Officer 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 rating as such eligible shall likewise be included in such certification.
2. A certification issued by the Personnel Officer to an appointing officer shall be valid for a period of thirty days from the date of its issuance. After the expiration of such thirty day period, no appointment shall be made except from a new certification. The Personnel Officer, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.
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 five business days after the mailing of such canvass or offer, he/she may be considered ineligible for purposes of making selection for such particular appointment.
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 examination was held;
  - (b) location of employment;
  - (c) temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing. The Personnel Officer shall enter upon the eligible list the reasons for its 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 final 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 lists 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 Personnel Officer 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. Whenever 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 service or a class-wide increase, within a period of six months after his/her appointment beyond that offered to the persons so declining.
8. An open-competitive, promotion or preferred eligible list shall not be certified for filling a permanent competitive class vacancy created by reclassification of 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.
9. When a vacancy exists in a permanent competitive class position and a permanent competitive class candidate in direct line of promotion, as defined in these rules, is nominated for non-competitive promotion examination in accordance with Section 52(7) of Civil Service Law, the Personnel Officer may determine that the appropriate examination for such non-competitive promotion shall consist of a review of the candidate's training and experience at the time of nomination.

If the Personnel Officer determines the candidate's training and experience meets or exceeds the open-competitive qualifications for the position, the candidate shall be certified as eligible for permanent promotion appointment to the position subject to a probationary period.

### RULE XIII PROMOTIONS

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

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.

#### RULE XIV PROBATIONARY TERM

##### 1. Probationary term.

- a. Except as herein otherwise provided, every permanent appointment from an open-competitive list and every original 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 weeks.
- b. The probationary term for a Trainee position, in which an appointee is required to serve a specified training term, shall be not less than twelve nor more than fifty-two weeks.
- c. The probationary term for Police Officer and Deputy Sheriff positions shall not be less than eight (8) nor more than seventy-eight (78) weeks;  
The probationary term for Caseworker and Social Services Examiner shall not be less than eight (8) nor more than fifty-two (52) weeks;  
The probationary term for Assessor and Fire Fighter positions shall be not less than twelve (12) nor more than fifty-two (52) weeks.
- d. Every permanent appointment from a promotion list resulting from a departmental or inter-departmental examination, and every permanent appointment pursuant to Rule XII(9) shall be for a probationary period of twelve(12) weeks.
- e. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Personnel Officer.

If the conduct or performance of a probationer is not satisfactory, his/her employment may be terminated at any time after 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. Transfers.

###### Interdepartmental transfers.

- a. An interdepartmental transfer means a transfer from a position in one department to a position in another department. Every interdepartmental transfer shall be for probationary term of twelve weeks. If the conduct or performance of the probationer is not satisfactory, his/her employment in such position shall be discontinued at the end of such term.

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

b. 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 Personnel Officer 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.

#### 3. Restoration to permanent position.

When a permanent employee is promoted or transferred to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary 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.

#### 4. Absence during probationary term.

Any periods of authorized or unauthorized absence aggregating up to ten work 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 work days shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his/her absence which pursuant to this section, are not considered as time served in the probationary term.

#### 5. Report on probationer's service.

The probationer's supervisor shall carefully observe his/her conduct and performance and, at least two 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 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 Personnel Officer 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. Reinstatement.

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.

10. 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 209Q 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 209Q 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.

### RULE XV TRAINEE APPOINTMENTS

1. The Personnel Officer 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 Personnel Officer. 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.

### RULE XVI

EFFECT OF TEMPORARY OR  
PROVISIONAL 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 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. Provisional appointment of permanent employee.

When a permanent competitive class employee is given a provisional appointment to another competitive class position in the same department or agency, the position thus vacated by him/her shall not be filled on other than a temporary basis pending his/her reinstatement thereto upon failure of the provisional appointment to mature into permanent appointment.

3. Successive provisional appointment.

No provisional employee who has twice failed an examination for permanent appointment or has refused to take such examination shall be given a third and final provisional appointment in the same position; provided, however, that where an examination fails to produce any qualified eligibles, or where an eligible list is depleted of all eligibles immediately following its establishment, such employee, at the discretion of the Personnel Officer may be given a third and final provisional appointment in the same position.

4. Temporary appointments to permanently encumbered positions.

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 on 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. 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 appointment or promotion from such a list would require the lay-off of a permanent competitive class employee; but this provision shall not apply if the incumbent whose position was reclassified, following such reclassification, either refused to take an examination for such reclassified position or failed to qualify for appointment, examination or promotion to the reclassified position.

RULE XVII  
TRANSFERS

1. 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 Personnel Officer, 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) 1. The Personnel Officer determines that the examinations scopes and qualifications for the positions held and to which appointment is sought are identical;

2. 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 Personnel Officer has determined that such appointment is for the good of the service.

#### RULE XVIII REINSTATEMENT

1. 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.

All reinstatements are subject to the following terms and conditions:

The prospective appointing authority must request approval from the Personnel Officer to reinstate an individual.

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.

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 name of three or more eligibles willing to accept appointment.

The Personnel Officer shall determine if the reinstatement is for the good of the service.

Reinstatement following a break in service of more than one year must also satisfy the following additional conditions:

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

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

2. Refusal or failure to accept reinstatement from preferred list.

(a) Preferred list 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 there from 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 Personnel Officer for his/her previous failure or refusal to accept reinstatement.

(c) Effect of 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 there from 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 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 there from 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.

#### RULE XIX 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 Personnel Officer. 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 Personnel Officer.

2. In an exceptional case, the Personnel Officer 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 days after the termination of his/her courses of study.

#### RULE XX 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 with the appointing official. 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 incompetency 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, canceled or amended after it is delivered to the appointing official, 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 shall submit a statement of relinquishment to the appointing authority. Upon receipt of the statement of relinquishment by the appointing authority, the employee may be reinstated to any vacant lower salary level position for which he/she is eligible for such reinstatement as provided in these rules. Such statement of relinquishment shall not take effect until the employee is reinstated to the lower level position.

#### RULE XXI REPORTS OF APPOINTING OFFICERS

For the purpose of certification of payrolls and to enable the Personnel Officer 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 Personnel Officer as follows:

- (a) Every appointment or employment whether permanent, probationary, provisional, 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.

#### RULE XXII CERTIFICATION OF PAYROLLS

1. Extended certifications.

The Personnel Officer 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 Personnel Officer, the first payment for services in the second half of each fiscal year. Nothing herein shall be construed to prevent or preclude the Personnel Officer from terminating or rescinding a certification at any time by giving notice thereof to the appropriate fiscal or disbursing officer.

## 2. Temporary certification.

When the name of any person is first submitted for certification following his/her appointment, reinstatement, promotion, transfer, or any other change in status, and the Personnel Officer requires further information or time to enable him/her to make a final determination thereon, the Personnel Officer may certify such person temporarily pending such final determination. In such event the Personnel Officer 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 Personnel Officer finds, following receipt of such information, that the employment of such persons is not in accordance with the law and rules, the Personnel Officer 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 Personnel Officer shall refuse certification or terminate a certification previously made and then in force.

## RULE XXIII POSITION CLASSIFICATION

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

(a) "Class" - 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, examinations, salary and administering other personnel functions.

(b) "Class title" - the designation given under these rules to a class and to each position allocated to such class.

(c) "Job classification specification" - 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" - 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 reallocation of a position from one class to another because of a permanent and material change of the duties of that position.

### 2. Powers and duties. The Personnel Officer shall have power and duty to:

- (a) Classify and reclassify all positions in the civil service of all civil divisions under his/her jurisdiction.
  - (b) Prepare and maintain job classification specifications for each class of positions in the competitive, non- competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
  - (c) Prepare and maintain a classification specification for each class in the competitive, non-competitive and labor jurisdictional classes of the civil divisions under its jurisdiction.
  - (d) Investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities and qualification requirements of all positions under its jurisdiction and to make revisions in the classification of positions.
3. 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 qualifications for the position with the Personnel Officer. After an analysis of the detailed description of duties and responsibilities, the Personnel Officer 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.
4. Reclassification of Positions. Either:
- (a) The Personnel Officer may, upon his/her 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 Personnel Officer. After an analysis of the detailed description of the duties and responsibilities, the Personnel Officer 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 Personnel Officer. After an analysis of the duties and responsibilities of the position, the Personnel Officer 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 Personnel Officer 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 Personnel Officer 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.
5. Notice and Appeals. The Personnel Officer 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 Personnel Officer 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.

RULE XXIV  
PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION  
CONCERNING POLITICAL AFFILIATION

No question in any examination or application or other proceeding by the Personnel Officer 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 Personnel Officer 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 affiliation.

RULE XXV  
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 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 in competency pursuant to section seventy-five 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 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.

(ii) 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 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 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 backdate 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 Blind and Visually Handicapped of the New York State Social Services Department.

(e) 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.

(f) 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.

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

WASHINGTON COUNTY  
APPENDIX A EXEMPT CLASS - COUNTY

Assistant County Attorney

Assistant District Attorney (7)

Assistant Public Defender (8)

Chaplain (PT)

County Attorney

County Historian

Deputy County Attorney

Deputy County Clerk

Deputy County Treasurer

Deputy Superintendent of Public Works

Director of Emergency Services

Public Defender

Secretary to Compensation Committee (PT)

Secretary to Chairman, Board of Supervisors

Secretary to County Administrator

Secretary to County Attorney

Secretary to District Attorney

Secretary to Public Defender

Secretary to Sheriff

Secretary to Superintendent of Public Works

Secretary to Treasurer

Senior Investigator

Undersheriff

APPENDIX A  
EXEMPT CLASS - SOIL & WATER CONSERVATION DISTRICT

Secretary to Board of Directors

APPENDIX A  
EXEMPT CLASS - TOWNS

IN ALL TOWNS WHERE THE POSITION EXISTS

Budget Officer

Clerk to Supervisor

Clerks to Town Justice (one for each Town Justice)

Constables (PT)

Deputy Registrar of Vital Statistics (PT)

Deputy Superintendent of Highways (Wherever Superintendents are elected)

Deputy Tax Collector

Deputy Town Clerk

Deputy Town Supervisor

Historian

Registrar of Vital Statistics (PT)

Secretary to Planning Board

Town Attorney

IN THE TOWN OF HEBRON

Deputy Town Clerk and Tax Collector

IN THE TOWN OF KINGSBURY

Deputy Town Clerks (2)

Town Comptroller

APPENDIX A  
EXEMPT CLASS - VILLAGES

IN ALL VILLAGES WHERE THE POSITION EXISTS

Acting Village Justice

Deputy Village Clerk

Deputy Village Clerk-Treasurer

Deputy Village Treasurer

Village Attorney

Village Historian

Village Treasurer

IN THE VILLAGE OF WHITEHALL

Executive Director of Housing Authority

IN THE VILLAGE OF FORT EDWARD

Clerk to the Village Justice

APPENDIX A  
EXEMPT CLASS - SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS

Census Takers

School Attorney

School District Clerk

School District Treasurer

School Tax Collector

Secretary to Superintendent of School District

IN BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Claims Auditor

Clerk to Board of Cooperative Educational Services

Treasurer to Board of Cooperative Educational Services

APPENDIX B  
NON-COMPETITIVE CLASS

IN ALL CIVIL DIVISIONS WHERE THE POSITION EXISTS

Account Clerks (PT)

Automotive Mechanics

Building Guards

Building Maintenance Mechanics

Building Maintenance Workers

Carpenters

Clerks (PT)

Custodians (PT)

Data Entry Machine Operators (PT)

Environmental Health Aides

Heavy Equipment Operators

Lifeguards (Seasonal)

Masons

Motor Equipment Operators

Motor Vehicle Operators

Painters

Recreation Directors (PT or Seasonal)

Recreation Leaders (PT or Seasonal)

Recreation Maintenance Workers

Recreation Specialists (PT or Seasonal)

Recreation Supervisors (PT or Seasonal)

Senior Lifeguard (Seasonal)

APPENDIX B  
NON-COMPETITIVE CLASS

IN ALL CIVIL DIVISIONS WHERE THE POSITION EXISTS - CONTINUED

Stenographers (PT)

Typists (PT)

Working Supervisors

IN ALL CIVIL DIVISIONS WHERE THE POSITION EXISTS

Section 55a - Designated positions in titles where the incumbent is certified by the Office of Vocational Rehabilitation, State Education Department or Commission for the Blind and Visually Handicapped, State Department of Social Services.

APPENDIX B  
NON-COMPETITIVE CLASS - COUNTY

Activity Aides

Aging Services Preparedness Coordinator (PT)

Arson Investigator (PT)

Assistant Cooks

Assistant Director of Weights and Measures (PT)

Automotive Mechanic-Welders

Bridge Repair Persons

Cashier (PT)

Commissioner of Social Services\*

Community Services Aides

Computer Operator (PT)

Cook-Managers

Cooks

Correction Administrator\*

County Youth Director\*

Court Attendants (PT)

Court Referral Director (PT)\*

Court Referral Specialists (PT)

Deputy County Highway Superintendent (PT)

Deputy Director of Real Property Tax Services (PT)

Deputy Director, Veterans' Service Agency

Deputy Fire Coordinators (PT)

Director of Community Mental Health Services\*

APPENDIX B  
NON-COMPETITIVE CLASS COUNTY - CONTINUED

Director of Data Processing\*

Director, Office for the Aging\*

Director of Information and Historic Preservation\*

Director of Planning\*

Director of Real Property Tax Services\*

Director, Veterans' Service Agency\*

Disaster Preparedness Coordinator (PT)

Dispatchers (PT)

Economic Development Coordinator\*

Energy Coordinator (PT)

Examination Proctors (PT)

Fire Coordinator (PT)

Fixed Assets Officer (PT)

Head Building Maintenance Workers

Head Nurses

Heavy Equipment Operators (Solid Waste Program)

Highway Workers

Home Health Aides

Investigator (PT), Compensation Committee

Licensed Practical Nurses

Matrons (PT)

Meal Site Managers

Medical Consultants (PT)

APPENDIX B  
NON-COMPETITIVE CLASS - COUNTY (CONTINUED)

Medical Director, Physically Handicapped Program (PT)

Mortgage Tax Clerk (PT)

Personnel Officer\*

Pharmacist (PT)

Physicians (PT)

Psychiatric Social Workers (PT)

Public Health Nurses (PT)

Registered Professional Nurses

Second Deputy County Treasurer (PT)

Senior Cleaner

Sewer Maintenance Workers

Solid Waste Manager (PT)

Staff Social Workers (PT)

Stop DWI Coordinator (PT)

Supervisor of Laundry and Cleaning

Supervising Psychiatric Social Workers (PT)

Waste Station Attendants

\*Positions excluded from tenure protection of Section 75 of the Civil Service Law.  
Policy influencing/confidential positions.

APPENDIX B  
NON-COMPETITIVE CLASS - TOWNS

IN ALL TOWNS WHERE THE POSITION EXISTS

Assessors

Assessors Clerk (PT)

Attendance Officer (PT)

Bingo Inspectors (PT)

Building Inspectors (PT)

Deputy Tax Collectors (PT)

Deputy Registrar of Vital Statistics (PT)

Dog Control Officers

Enforcement Officers (PT)

Landfill Caretakers

Police Officers (PT)

Sanitary Landfill Caretakers

Town Health Officer (PT)

Youth Program Aides (PT)

Zoning Officers (PT)

IN THE TOWN OF GREENWICH ONLY

Town Recycling Program Coordinator (PT)

APPENDIX B  
NON-COMPETITIVE CLASS - VILLAGES

IN ALL VILLAGES WHERE THE POSITION EXISTS

Assessor's Clerk (PT)

Assistant Superintendent of Public Works\*\*

Automotive Mechanic - Motor Equipment Operators

Bingo Inspectors (PT)

Building Inspectors (PT)

Chief Water Treatment Plant Operator\*\*

Dog Control Officers

Firefighters (PT)

Library Technicians\*\*

Meter Readers (PT)

Police Chief (PT)

Police Dispatchers (PT)

Police Matrons (PT)

Police Officers (PT)

Police Sergeants (PT)

Public Works Manager\*\*

Public Works Superintendent

Sewage Plant Maintenance Workers

Tree Trimmers

Village Assessors (PT)

Village Health Officer (PT)

Water Maintenance Workers

Water Treatment Plant Operators\*\*

APPENDIX B  
NON-COMPETITIVE CLASS - VILLAGES

IN ALL VILLAGES WHERE THE POSITION EXISTS - CONTINUED

Water Treatment Plant Operator Trainees\*\*

Zoning Officer (PT)

\*\*Under 5,000 population

IN THE VILLAGE OF ARGYLE, FORT EDWARD, GRANVILLE, GREENWICH AND WHITEHALL:

Chief Wastewater Treatment Plant Operator\*\*

Wastewater Treatment Plant Operators\*\*

Wastewater Treatment Plant Operator Trainees\*\*

IN THE VILLAGE OF FORT EDWARD

Village Engineer (PT)

IN THE VILLAGE OF GRANVILLE

Museum Director \*\*

Museum Education Specialist \*\*

Library Manager \*\*

IN THE VILLAGE OF HUDSON FALLS

Mason

Veterinarian (PT)

IN THE VILLAGE OF WHITEHALL

Veterinarian (PT)

\*\*Under 5,000 population

APPENDIX B  
NON-COMPETITIVE CLASS - SPECIAL DISTRICTS

IN CONSOLIDATED HEALTH DISTRICTS

Health Officer (PT)

IN WATER DISTRICT NO. 1., TOWN OF GRANVILLE

Pumping Station Operator and Collector (PT)

IN SOIL & WATER CONSERVATION DISTRICT

District Manager (Present Incumbent Only)

APPENDIX B  
NON-COMPETITIVE CLASS - SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS WHERE THE POSITION EXISTS

Assistant Audio-Visual Mechanics

Assistant Cashiers (PT)

Assistant Cooks

Automotive Mechanic/School Bus Drivers

Bakers

Building Maintenance Helper/School Bus Driver

Cashiers (PT)

Contract Negotiators (PT)

Cooks

Cook-Managers

General Mechanics

Groundskeeper-Automotive Mechanic Helpers

Groundskeepers

Handicapped Student Interpreters

Head Automotive Mechanics

Head Building Maintenance Workers

Health Office Assistants (PT)

Library Aides

Occupational Therapists (PT)

School Bus Drivers

School Bus Driver-Cleaners

School Bus Driver-Helpers

School Dentists (PT)

APPENDIX B  
NON-COMPETITIVE CLASS - SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS WHERE THE POSITION EXISTS- CONTINUED

School Grounds Monitors

School Lunch Manager (PT)

IN ALL SCHOOL DISTRICTS WHERE THE POSITION EXISTS

School Nurses

School Physicians (PT)

Supervisor of Attendance (PT)

Teacher Aides

Transportation Aides

Transportation Supervisor (PT)

IN BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Handicapped Student Interpreters

School Bus Driver-Building Maintenance Workers

School Couriers

IN THE WHITEHALL SCHOOL DISTRICT

Office Machine Operator

APPENDIX C  
LABOR CLASS

IN ALL CIVIL DIVISIONS WHERE THE POSITION EXISTS

Building Maintenance Helpers

Cemetery Caretakers

Cleaners

Crossing Guards

Food Service Helpers

Groundskeepers

Laborers

Recreation Attendants

Student Aides

APPENDIX C  
LABOR CLASS - COUNTY

Aging Services Aides

Carpenter Helpers

Infirmity Aides

Laundry Workers

Maintenance Helpers

APPENDIX C  
LABOR CLASS - VILLAGES

IN THE VILLAGE OF HUDSON FALLS

Sewage Plant Attendants

APPENDIX C  
LABOR CLASS - SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS WHERE THE POSITION EXISTS

Audio Visual Attendants

Automotive Mechanic Helpers

School Bus Attendants

School Monitors

APPENDIX D  
UNCLASSIFIED SERVICE - COUNTY

Budget Officer

Clerk to Board of Supervisors

Coroners

County Administrator

County Clerk

County Treasurer

Deputy Clerk to Board of Supervisors

District Attorney

Infirmity Administrator

Officers and Employees of Board of Elections

Sheriff

Superintendent of Public Works

Supervisors

APPENDIX D  
UNCLASSIFIED SERVICE - TOWNS

IN ALL TOWNS WHERE THE POSITION EXISTS

Assessors (Where Elected)

Council Members

Election Inspectors

Planning Board Members

Superintendent of Highways

Supervisor

Tax Collector

Town Clerk

Town Justice

Voting Machine Custodians

APPENDIX D  
UNCLASSIFIED SERVICE - VILLAGES

IN ALL VILLAGES WHERE THE POSITION EXISTS

Election Inspectors

Mayor

Trustees

Village Clerk

Village Clerk-Treasurer

Village Justice