ROCKLAND COUNTY
CIVIL SERVICE RULES

Incorporates all changes and amendments

Approved through September 13, 2016

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Commissioner of Personnel
County of Rockland

Department of Personnel
18 New Hempstead Road
New City, New York 10956

ROCKLAND COUNTY

CIVIL SERVICE RULES

AS AMENDED THROUGH 01.12.2016 (TEXT) & 09.13.2016 (APPENDICES)

ROCKLAND COUNTY CIVIL SERVICE RULES

TABLE OF CONTENTS

RULE	TITLE	PART	PAGES
	Purpose and Effect		ii
I	Definitions	01	011-012
II	Exempt Class	02	021-021
III	Non-Competitive Class	03	031-031
IV	Labor Class	04	041-041
V	Unclassified Service	05	051-051
VI	Recruitment of Personnel	06	061-061
VII	Applications	07	071-071
VIII	Disqualification	08	081-081
IX	Examinations	09	091-093
X	Eligible Lists	10	101-101
XI	Certification	11	111-113
XII	Special Classes of Appointments	12	121-122
XIII	Contingent Permanent Status	13	131-132
XIV	Effect of Temporary or Provisional Appointment on Status of Appointee	14	141-142
XV	Promotions	15	151-152
XVI	Probationary Term	16	161-164
XVII	Transfers	17	171-172
XVIII	Reinstatement	18	181-183
XIX	Leave of Absence	19	191-191
XX	Resignation	20	201-202
XXI	Reports of Appointing Authorities	21	211-212
XXII	Certification of Payrolls	22	221-221
XXIII	Position Classification	23	231-233
XXIV	Grading of Positions	24	241-241
XXV	Prohibition Against Questions Eliciting Information Concerning Political Affiliation	25	251-251
XXVI	Layoff of Competitive Class Employees	26	261-266

APPENDICES

A.	Classified Service: Exempt Class	40	401-407
B.	Classified Service: Non-Competitive Class	50	501-518
C.	Classified Service: Labor Class	60	601-602
D.	Unclassified Service	70	701-703

RULES FOR THE CLASSIFIED CIVIL SERVICE

OF ROCKLAND 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 Rockland County on the basis of merit and fitness as mandated by the Constitution of the State of New York and further provided for in the Civil Service Law of the State. These Rules have the force and effect of law and apply to all positions in the classified service of the County as well as of the towns, villages, school districts, public libraries, and special districts therein. These Rules may be amended by the Commissioner of Personnel after a public hearing and the approval of the State Civil Service Commission.

TEXT

ROCKLAND COUNTY

CIVIL SERVICE RULES

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. "Commissioner of Personnel" means the Commissioner of Personnel of the County of Rockland.

2. "Employee" means the incumbent of a position holding the position in accordance with these Rules and the Civil Service Law.

3. "Position" means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.

4. "Compensation" means the remuneration of a position and shall include food, lodging, maintenance and commutation when the same is furnished. Compensation is here defined as a rate of pay based upon specific time or service units, such as per hour, per year, per child examined, etc.

5. "Eligible list" means an official record, kept in the office of the Commissioner of Personnel as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.

6. "Part-time employment" means any employment or a combination of one or more employments of similar kinds of work in a civil division in which an individual works less than fifty percent of the time prescribed as a normal work week by the appropriate governing body or other appropriate authority of the civil division.

7. "Seasonal employment" means any employment of a recurring nature which is not continuous throughout the year in which the total number of days worked, whether full or part-time, is less than one hundred thirty days in any calendar year.

8. "Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority or to a position in a different title in the same or a higher salary grade under the jurisdiction of the same appointing authority.

RULE I (continued)

9. "Reassignment" means the change, without further examination, of a permanent employee from one position in the same title under the jurisdiction of the same appointing authority.

10. "Municipality" means county, town, village, school district, public library, authority or special district.

RULE II

EXEMPT CLASS

1. Positions in the exempt class are those for which competitive or non-competitive examinations or other qualification requirements are not practicable. (Civil Service Law, Section 41.)

2. Positions in the exempt class shall be listed in Appendix A of these Rules and made a part hereof.

RULE III

NON-COMPETITIVE CLASS

1. A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Commissioner of Personnel. A nomination for such an appointment, with an application stating the qualifications of the nominee, shall be filed, prior to any appointment, by the appointing authority with the Commissioner of Personnel. Such appointment shall become effective only after approval by the Commissioner of Personnel.

2. Positions in the non-competitive class shall be listed in Appendix B of these Rules and made a part hereof.

RULE IV

LABOR CLASS

1. The labor class shall include all unskilled laborers.

2. A position in the labor class may be filled by the appointment of any person selected by the appointing authority. However, the Commissioner of Personnel may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable.

3. Positions in the labor class shall be listed in Appendix C of these Rules and made a part hereof.

RULE V

UNCLASSIFIED SERVICE

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

RULE VI

RECRUITMENT OF PERSONNEL

1. Residence requirements for applicants for competitive examinations and for certification as a resident eligible of a municipality

   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 at the time of certification, and for at least 60 days prior to such certification, be a resident of the municipality 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 title, salary or salary range, the duties of the position, the minimum qualifications required, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, if known at the time of announcement, and the date of the examination. Public notice of open competitive examinations shall be made at least thirty-five days before the date of the examination and must be conspicuously posted in a public place for at least fifteen days.

3. The Rockland County Commissioner of Personnel shall include in examination announcements, and such other recruitment materials as feasible, the fact that the County and its Civil Service operations adhere to the principles of nondiscrimination and equal employment opportunity in all public service positions.

RULE VII

APPLICATIONS

1. Applications of candidates for positions in the classified service must be submitted on a form and completed in the manner prescribed by the Commissioner of Personnel and addressed to the Commissioner of Personnel, 18 New Hempstead Road, New City, New York 10956.

2. Approved applicants for competitive examination shall be given notice of their approval at least four days before the examination, by mail to the address stated in the application.

3. The provisions of subdivisions 3 and 4, Section 50 of the Civil Service Law, shall apply to the classified service without regard to the jurisdictional class of the position for which applied.

4. The application and associated papers of any candidate or applicant shall be available for subsequent review only by the applicant or by a person designated in writing by the applicant; provided, however, that the application of an eligible or other qualified applicant or candidate who is being considered for appointment may be shown to the appointing officer concerned or to his/her designated representative.

RULE VIII

DISQUALIFICATION

1. Good moral character and habits and a satisfactory reputation shall be requirements for appointment to any position subject to these Rules. Any applicant who is found to lack such requirements shall be disqualified for examination, certification, and/or appointment as circumstances warrant.

2. A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, may be grounds for disqualification for examination, certification, and/or appointment as circumstances warrant.

3. The burden of establishing his/her qualifications to the satisfaction of the Commissioner of Personnel shall be upon the applicant. Any applicant who refuses to permit the Commissioner of Personnel to investigate matters necessary for the verification of his/her qualifications or who otherwise hampers, impedes, or fails to cooperate with the Commissioner of Personnel in such investigation shall be disqualified for examination, certification, and/or appointment as circumstances warrant.

4. Disqualification on any of the above grounds may be made prior to or after a candidate's taking of an examination and whether or not such candidate received a passing score on such examination.

5. An applicant who fails to meet the established qualifications for the position concerned shall be disqualified for temporary and provisional as well as for permanent appointment to such position, provided, however, that the Commissioner of Personnel may in his/her discretion allow a temporary appointment pending the conclusion of an investigation of the applicant's qualifications.

RULE IX

EXAMINATIONS

1. Examinations prepared and rated by the State Civil Service Department

    a. For examinations prepared and rated by the State Civil Service Department and used by Rockland County Department of Personnel, 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 Rockland County Department of Personnel

    a. The Commissioner of Personnel 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 Commissioner of Personnel may, after the announcement of an examination is made, subdivide the written examination into 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 test shall be prescribed as part of an examination, a stenographic or recording device record of all the questions and answers shall 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.

RULE IX (continued)

2. Examinations prepared and/or rated by the Rockland County Department of Personnel (continued)

    e. Except for candidates in continuous recruitment examinations, any candidate receiving such notice may inspect his/her examination papers in the office of the Commissioner of Personnel and in the presence of a designated representative of the Commissioner 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.

    f. A candidate who wishes to appeal to the Commissioner of Personnel 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. Reviews of examinations conducted on a continuous recruitment basis and reviews of examinations prepared by the State Department of Civil Service which are decentralized for local administration and rating shall be limited to a computational check of the candidates' answers against the key answers. Upon the request of a candidate, the Commissioner of Personnel shall have the candidate's test paper(s) rescored, verify the accuracy of his/her score, and notify the candidate in writing. There shall be no reviews of practical or performance examinations.

RULE IX (continued)

3. Examinations generally

a. The Commissioner of Personnel may at any time during the life of an eligible list, resulting from any examination whether or not prepared and rated by the Commissioner of Personnel, except as provided above in 1.b., correct any clerical or computational errors in the ratings of candidates who competed in the examination. If, during the life of an eligible list, investigation reveals that an individual placed thereon did not possess the qualifications required for admission to the examination, the name of such individual may be removed from the eligible list, provided, however, that such individual be given notice in writing prior to such action, specifying the reasons such action is being taken and affording the individual an opportunity to submit facts in opposition to such removal.

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.

RULE X

ELIGIBLE LISTS

1. Every candidate who attains a passing mark in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but if two or more eligibles receive the same final rating in the examination, including the award of veterans and/or seniority credits, if any, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefor by the Commissioner of Personnel.

2. The date of the establishment of a list shall be the date fixed therefor by the Commissioner of Personnel and shall be entered on such list. The duration of each eligible list shall be fixed by the Commissioner of Personnel prior to its establishment 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. When the duration of an eligible list is fixed at less than four years, the Commissioner of Personnel 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 Commissioner of Personnel. The names of persons who failed to receive a passing grade on the examination shall not be disclosed to the public.

4. The Commissioner of Personnel 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 Commissioner of Personnel shall have power to revoke any eligible list where the provisions of these Rules and/or the Civil Service Law 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 on the eligible list and reported to the State Civil Service Commission.

RULE XI

CERTIFICATION

1. Determination of appropriate eligible list

   The Commissioner of Personnel 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. Duration of validity of a certification

   A certification issued by the Commissioner of Personnel to an appointing authority shall be valid for a period of 45 days from the date of its issuance, except that such period shall be 30 days in the case of a certification from a continuous recruitment list and shall be 90 days in the case of certifications from open competitive eligible lists for law enforcement and correctional positions. After the expiration of such period, no appointment shall be made except from a new certification, provided, however, that the Commissioner of Personnel may extend the life of the certification for an additional such period provided there has been no change in the ranking or composition of the eligibles in the range certified.

3. Effect of failure of eligible to reply positively to canvass

   a. 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 seven 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.

   b. The name of any eligible who fails to reply to an offer of or canvass for appointment, or who fails to report for a scheduled interview, or who declines or otherwise indicates unwillingness to accept appointment under the conditions offered to all other eligibles, or who fails to report for work after accepting an offer of appointment, may be withheld from further certification from the eligible list. Notice shall be given to any such eligible whose name has thus been withheld. The name of such eligible may again be certified

RULE XI (continued)

3. Effect of failure of eligible to reply positively to canvass (continued)

upon his/her own request, or upon the request of any appointing authority, and the submission in writing to the Commissioner of Personnel by such eligible of reasons satisfactory to the Commissioner for his/her declination or failure to reply or to report for interview or to accept appointment or to report to work.

c. The name of an eligible declining appointment in a particular civil division or jurisdiction because of the geographical location of such civil division or jurisdiction or because of insufficient compensation offered may nevertheless continue to be certified for appointment to other civil divisions or jurisdictions which meet the geographical and/or minimum compensation requirements of such eligible. An eligible may modify such requirements for subsequent certification at any time by informing the Commissioner of Personnel in writing.

4. Selection of one in three

Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term “ranking” as used herein refers to the order in which the names of eligibles appear on the eligible list as provided in Rule X.

5. Increase in salary prohibited

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

RULE XI (continued)

6. Certification without competitive examination

a. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly announced results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Commissioner of Personnel one of the applicants who may be certified to fill the vacancy without further examination, provided that such applicant has already qualified in an examination appropriate to the duties and responsibilities of the position within the last four years from the date of nomination.

b. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three or fewer approved applicants, and the announced minimum qualifications for the position included a requirement of possession of a license or certificate in a profession issued by the State of New York, the Commissioner of Personnel may waive the examination and certify for appointment to the appointing authority the names of such qualified applicants, provided, however, that such applicants have been licensed or certified in the profession by the State of New York.

RULE XII

SPECIAL CLASSES OF APPOINTMENTS

1. Trainee appointments

   a. The Commissioner of Personnel 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 position or in an appropriate lower training title, or upon the completion of specified training or academic courses, or both. The period of such term of training shall be as prescribed by the Commissioner of Personnel. Upon 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 prescribed in these Rules, provided, however, that the employment of a Trainee may be discontinued at any time if his/her conduct, capacity, or fitness is not satisfactory, or if he/she fails to pursue or continue satisfactorily such training or academic courses as may have been required.

   b. For the purposes of this Rule, appointment or promotion to a position where by statute or rule the State of New York has prescribed certain in-service training requirements for appointees thereto shall be considered as Trainee appointments. The term of training shall conform to the maximum time prescribed by statute or rule for successful completion of required training programs.

2. Seasonal, substitute, and/or relief appointments

   a. A seasonal, substitute, or relief employee shall qualify for appointment in the same manner as would a full-time competitive class employee in the title when the full position title is in the competitive class and when any one of the following conditions of employment is met:

      (1) The employee is to work, or is permitted to work, more than three consecutive months on other than a part-time basis as defined in these rules;

      (2) The employee is to work, or is permitted to work, six months or more on a cumulative basis during any fiscal year on other than a part-time basis as defined herein;

RULE XII (continued)

2. Seasonal, substitute, and/or relief appointments (continued)

(3) The employee is to work, or is permitted to work, on a cumulative basis during any fiscal year, half or more of the total number of hours that a regular full-time employee in his or her title would normally work in such fiscal year.

b. A seasonal, substitute, or relief employee shall qualify for appointment in the same manner as a non-competitive class employee when the full position title is in the non-competitive class or when it is in the competitive class and none of the three conditions of employment set forth above in paragraph a. is met.

c. For the purpose of computing time to be served in a probationary status, only the days actually worked will be utilized in computing the minimum and maximum periods of probationary service prescribed elsewhere in these rules. Five (5) days, whether full or part-time, shall be deemed equivalent to one week.

d. Any agency utilizing seasonal, substitute, and/or relief employees appointed pursuant to paragraph b. above shall report quarterly in writing to the Commissioner of Personnel the number of hours and days worked by each such employee.

e. (1) Failure of a seasonal, substitute, or relief employee to report for duty upon due notice to said employee and failure of such employee to explain in writing to the appointing authority the reasons for not reporting for duty as directed within ten (10) days thereof shall be deemed to be an unqualified resignation by the employee, effective upon the date of notification;

(2) Nothing herein shall be deemed to excuse the failure of an employee to report for duty when so directed nor to waive any rights the appointing authority may have to take appropriate disciplinary action with respect to such failure.

f. A copy of this Rule shall be provided to each seasonal, substitute, or relief employee by his/her appointing authority.

RULE XIII*

CONTINGENT PERMANENT STATUS

1. A vacant permanent position in any civil division which is encumbered by the leave of absence of the permanent incumbent thereof may be filled on a contingent permanent basis upon the request of the appropriate appointing authority by appointment or promotion from an eligible list certified as appropriate for filling the position, provided that such appointee be among the top three ranking eligibles willing to accept such appointment.

2. In accordance with the provisions of Section 64(4) of the Civil Service Law, an employee holding a position on a contingent permanent basis shall have the rights and be subject to the conditions herein stated.

    a. Any such employee who upon his/her contingent permanent appointment holds a permanent appointment in another position in the same civil division under the same appointing authority shall be deemed to be on leave of absence from such position while on contingent permanent status in his/her new position. He/she may, at his/her election and after reasonable notice, be restored to his/her permanent position at any time during such leave of absence and shall be restored to such position upon the return from leave of the incumbent to his/her position and shall also be restored to such position in the event of the elimination of the position to which he/she was contingently appointed.

    b. Contingent permanent status shall not adversely affect or impair such an individual's eligibility for permanent appointment or promotion to such vacancies as may occur for which he/she is otherwise eligible including appointment from the eligible list from which he/she received the contingent permanent appointment during the life of such list.

    c. He/She shall be deemed to hold his/her position on a permanent basis for the purposes of Section 75 of the Civil Service Law but shall be deemed to hold his/her position only on a temporary basis for the purposes of Section 80 of such law.

    d. A contingent permanent appointee may only participate in a promotion examination on the basis of such employee's permanent civil service status, if any, immediately preceding the examination date. Appropriate contingent permanent service shall be credited as permanent service in meeting length of service requirements, provided, however, that seniority credit shall be given only from the date of appropriate permanent appointment in the classified service of the municipality or civil division in which employed.

*Formerly Rule XXIV; renumbered, effective 1.9.70

RULE XIII (continued)

2. (continued)

   e. An individual who has served at least six (6) consecutive months in contingent permanent status shall, upon termination of such status by the return from leave of the permanent incumbent of the position or by the abolition of the position held, be eligible for permanent reinstatement to such position whether in the same or another civil division under the same conditions as though he/she had held such position on a permanent basis.

   f. An employee in contingent permanent status may transfer to any other similar vacant position which is encumbered by the leave of absence of the permanent incumbent thereof, provided that such transfer is otherwise permissible under these Rules.

   g. When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.

   h. In the event a preferred eligible list is established in the same or comparable title as that of the contingent permanent employee and is applicable to the department or agency in which he/she is employed, the civil service status of each such contingent permanent employee there shall be changed to temporary during the effective life of the preferred list. However, when the preferred eligible list is exhausted insofar as that department or agency is concerned, any such employee shall be restored to contingent permanent status. In the event of subsequent displacement by the return of the permanent incumbent of the position or by the appointment of a preferred list eligible, the period of such temporary service by the former contingent permanent employee shall be credited for reinstatement purposes under paragraph 2.e. of this Rule as though it were contingent permanent service.

3. The probationary term of an employee appointed pursuant to this Rule shall be governed by Rule XVI of these Rules and shall be deemed to have begun as of the date of his/her contingent permanent appointment.

RULE XIV

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 a permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment.

2. Provisional appointment of permanent employee

   a. When a permanent employee is given a provisional appointment to a 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 or contingent permanent basis pending his/her reinstatement thereto upon failure of his/her provisional appointment to mature into permanent appointment.

   b. Such provisional appointee may return to his/her permanent position at any time during provisional term of appointment by providing written notice to the appointing authority requesting to be returned to such permanent position. The appointing authority shall return such provisional appointee to his/her permanent position within fifteen days of receipt of such written notice.

3. Effect of refusal or failure to take scheduled examination

   a. A provisional employee who has refused to take or without justifiable cause has failed to appear for a scheduled examination for permanent employment shall be terminated no later than two months from the date of such refusal or failure. No such provisional employee shall be given another provisional appointment in the same or comparable position or title until a period of three years shall have elapsed after such refusal or failure.

   b. No individual who, as a provisional employee, has twice failed an examination for permanent appointment shall be given another provisional appointment in the same or comparable position or title until a period of two years shall have elapsed since the most recent failure or a period of three years since the penultimate failure whichever shall be the longer period.

RULE XIV (continued)

4. Certification to fill vacancies created by reclassification

An open competitive 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 list would require the layoff 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 XV*

PROMOTIONS

1. In no case shall any person be eligible to participate in a promotion examination until he/she has served at least six months on a permanent basis in a lower grade position.

2. Any person who is nominated for non-competitive examination for promotion to a position and who fails to pass two successive examinations for such promotion shall not thereafter be eligible for employment in such position, except by appointment or promotion from an eligible list established following competitive examination.

3. Non-competitive class candidates in a promotion examination held pursuant to Section 52(12) of the Civil Service Law shall be awarded seniority credits in the same manner and to the same extent as are competitive class candidates.

4. a. When a vacancy exists in a permanent competitive class position and a permanent competitive class candidate in direct line of promotion for promotion examination, as defined in these Rules (paragraph 5, below), is nominated for non-competitive promotion examination in accordance with Section 52(7) of the Civil Service Law, the Commissioner of Personnel may determine that the appropriate examination for such non-competitive promotion may consist, in whole or in part, of a review of the candidate's training and experience at the time of nomination.

   b. If the Commissioner of Personnel determines that such candidate's training and experience meets or exceeds the open competitive qualifications for the position, the candidate shall then be certified as eligible for permanent appointment to the promotional position without further examination but subject to the successful completion of the probationary term as prescribed in these Rules.

5. Definition of "Direct Line of Promotion for Promotion Examination".

   A "direct line of promotion for promotion examination", as determined by the Commissioner of Personnel, shall be among persons with permanent status in a position under the appointing authority for which a vacant position exists in a lower grade in the same type of position to be filled. A position title deemed to be in "direct line of promotion for promotion examination" shall meet <u>all</u> of the following requirements:

   a. The position title must include a key word or words that are also included in related titles in higher and lower salary grades. Key words characterize the essential functions of the position title and represent the core occupation and the fundamental purpose for which the position exists.

*Formerly Rule XII; renumbered, effective 1.9.70.

RULE XV (continued)

b. There shall be a hierarchical relationship (as would be depicted on an organizational chart) between position titles in higher and lower salary grades within the “direct line of promotion for promotion examination.”

c. Comparable knowledge, skills, and abilities shall be required for higher and lower level titles deemed to be in “direct line of promotion for promotion examination” such that required knowledge, skills, and abilities shall be in mostly related categories.

d. The knowledge, skills, abilities required for the lower-level title shall provide adequate preparation for the knowledge, skills, and abilities required in a higher-level position title. Adequate preparation shall mean that the required knowledge, skills, and abilities required for lower-level titles in the “direct line of promotion for promotion examination” shall be related to and provide preparation for the performance of the essential duties of the higher-level position title.

e. The minimum qualifications for the higher-level and lower-level titles in the “direct line of promotion for promotion examination” shall be related such that required training and experience in the lower-level title(s) shall provide adequate preparation for the duties and the knowledge, skills, and abilities required for the higher-level position title.

f. Lower-level titles in a “direct line of promotion for promotion examination” do not have to be in the next lower salary grade.

g. Position titles deemed to be in “direct line of promotion for promotion examination” shall be under the same appointing authority.

RULE XVI*

PROBATIONARY TERM

1. Probationary term

   a. Except as otherwise provided, every permanent appointment or promotion to a position in the competitive, non-competitive, or labor class of the classified service shall be for a probationary term of not less than eight nor more than twenty-six weeks, except as otherwise provided herein.

   b. The probationary term for a trainee in a position in which the appointee is required to serve a specified training period in order to meet the minimum qualifications for the position shall run concurrently with the training period established by the Commissioner of Personnel in accordance with the provisions of paragraph 1. of Rule XII of these Rules.

   c. The probationary term for all law enforcement positions of any rank to include such positions as police officer, patrol officer, correction officer, and their superior officers through the rank of chief or equivalent shall be not less than twenty-six weeks nor more than one hundred and four weeks.

   d. 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 to the probationer at any time after the completion of the minimum period of service that his/her probationary term is successfully completed. If the conduct or performance of the probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of service and on or before the completion of the maximum period of service. A probationer whose services are to be terminated, shall receive written notice prior to such termination, and copy of such notice shall be sent to the Commissioner of Personnel.

   e. The probationary term for the position titles Caseworker, Social Welfare Examiner, and Support Investigator I shall not be less than eight nor more than fifty-two weeks.

2. Departmental promotions

   A departmental promotion means a promotion from one position to another position on a permanent basis in the classified service under the jurisdiction of the same appointing authority.

*Formerly Rule XIII; renumbered, effective 1.9.70.

RULE XVI (continued)

2. Departmental promotions (continued)

The probationary term for any such probationer may be shortened or waived entirely by the appointing authority with written concurrence of the probationer. In the event the probationary term is shortened or waived entirely, written notice thereof shall be given to the promotee. A copy of such notice together with a copy of the employee's concurrence shall be sent to the Commissioner of Personnel.

3. Interdepartmental and intergovernmental promotions and transfers

a. An interdepartmental promotion or transfer means a promotion or transfer within the same municipality or civil division from a position in the classified service under the jurisdiction of one appointing authority to one under another appointing authority. Each such promotion or transfer shall have a probationary term of not less than eight nor more that twenty-six weeks, provided, however, that the gaining appointing authority may shorten or waive the probationary term in the same manner as provided herein for departmental promotions.

b. An intergovernmental promotion or transfer means a promotion or transfer from a position in the classified service in a municipality or civil division to one in another municipality or civil division, whether or not both governmental entities are under the jurisdiction of the Department of Personnel. No probationary term is required in connection with such promotion or transfer.

4. Restoration to permanent position

When a permanent employee is appointed, promoted, or transferred to a competitive class position or is granted a permanent appointment to a position in the non-competitive or labor class within the same civil division, the position vacated by such employee shall not be filled, except on a temporary basis, during the probationary period required to be served by the employee in such new position. 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 previous permanent position at the end of his/her probationary term.

5. 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

RULE XVI (continued)

5. Absence during probationary term (continued)

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. Nothing in this section shall be construed to except a probationer from the application of paragraph four of Rule XX of these Rules.

6. 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 and, upon request, shall be granted an interview with the appointing authority or his/her representative.

7. 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 Commissioner of Personnel in his/her discretion determines that the probationer shall be given a second opportunity for appointment.

8. 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 its decision in

RULE XVI (continued)

8. Temporary or provisional service in higher level position (continued)

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.

9. 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 75 of the Civil Service Law or to applicable negotiated disciplinary procedures, at any time during the probationary term, to remove a probationer for incompetency or misconduct. A probationary employee shall not be deemed to have greater tenure rights than an employee who has satisfactorily completed his/her probationary term.

10. Notwithstanding any other provisions of these Rules, the appointment or promotion of a police officer or correction officer shall not become permanent unless and until he/she has satisfied such requirements as may be applicable to him/her under Section 209-q of the General Municipal Law or Section 45, subdivision nine, of the Corrections Law, as appropriate. If such officer is promoted to a higher rank for which he/she has met all requirements of eligibility for permanent promotion except training requirements cited above, 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 contingent permanent or temporary basis. In the event of his/her failure to complete such training successfully within the time allowed therefor, he/she shall be restored to such lower rank position.

11. An employee who is reinstated pursuant to the provisions of Rule XVIII, either in his/her former jurisdiction or in another jurisdiction, shall serve a probationary term of the same duration and in the same manner as though he/she had been appointed, promoted, or transferred to the position in accordance with these Rules.

RULE XVII*

TRANSFERS

1. General conditions and limitations

Any individual having permanent competitive class status in a position may be permanently transferred to another competitive class position subject to these Rules, provided that in addition to the conditions and limitations prescribed by statute or in other provisions of these Rules, transfers shall be subject to the following requirements:

a. A transfer may be allowed only if it is impracticable to fill the position to which transfer is sought by promotion from among persons holding lower grade positions in the department or agency in which such position exists.

b. A transfer may not be made to a position for which a preferred list containing the name of an eligible willing to accept reinstatement to such position exists.

c. Every transfer shall require the consent, in writing, of the transferee and of the prospective appointing authority.

d. Where both the position to which and the position from which transfer is sought fall under the jurisdiction of the Commissioner of Personnel, an employee may not, during the life of the eligible list from which he/she was appointed or for at least one year, whichever is the longer, be transferred unless he/she would be eligible for appointment in the new position from such eligible list if his/her name were to be returned to said list.

e. The prospective transferee holds a position to which he/she was appointed from an eligible list resulting from an examination prepared and rated by the New York State Department of Civil Service which examination is or would be appropriate for filling the position to which transfer is sought.

f. The Commissioner of Personnel has determined that the examinations' scopes and qualifications for the positions held and to which appointment is sought are comparable in that they would involve essential tests and qualifications the same as or greater than those of the position to which transfer is sought.

g. The Commissioner of Personnel has determined that such transfer is for the good of the service and has approved the transfer.

*Formerly Rule XV; renumbered, effective 1.9.70

RULE XVII (continued)

2. Transfer of personnel upon transfer of function

a. Application

This Rule shall apply only to the transfer of functions between two or more appointing authorities within a single civil division under the jurisdiction of the Commissioner of Personnel.

b. Procedure

1) Upon the adoption of a local law, resolution, budget, executive order, or other action directing the transfer of a function from the jurisdiction of one appointing authority to that of another within the same civil division, the Commissioner of Personnel shall identify those employees who are substantially engaged in the function to be transferred. All such personnel shall be transferred with the function unless the action directing the transfer specifies otherwise and/or an objection is made as indicated below. Each such employee shall immediately be notified of the impending transfer in writing by the Commissioner of Personnel with copies thereof to the respective appointing authorities.

2) Any of the employees or either of the appointing authorities concerned may object to the transfer. Any such objection must be made in writing to the Commissioner of Personnel within seven calendar days of the notice of transfer. In the event that one or more of the employees objects to being transferred and/or either or both the appointing authorities involved object to the transfer of one or more of the employees slated for transfer, the position of each such employee shall be deemed to have been abolished as of the date of transfer of function and the provisions of Rule XXVI herein shall apply, provided, however, that in applying this Rule the transfer of the other employees involved shall be deemed to have occurred before the abolishment of such position or positions.

c. Status of employees transferred

All employees transferred upon the transfer of a function shall retain their respective civil service classifications, rights, status, and seniority in the department, office, or agency to which transferred that they had in the department, office, or agency from which transferred.

RULE XVIII*

REINSTATEMENT

1. A permanent employee who has resigned from his/her position may be reinstated without examination within four years from the date of such resignation in the position from which he/she resigned, if then vacant, or in any vacant position to which he/she 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 has resigned.

All reinstatements are subject to the following terms and conditions:

a. In computing the four-year period within which a person may be reinstated after resignation, the day the resignation takes effect, any time spent in active service in the military or naval forces of the United States or of the state of New York shall not be considered.

b. Any time served in another position in the Civil Service of the same municipality (i.e., same civil division) shall not be considered in computing the four-year period within which a person may be reinstated after resignation.

c. For the purpose of this rule, where an employee on leave of absence without pay resigns, such resignation shall be deemed effective as of the date of the commencement of such leave.

d. The prospective appointing authority must request approval from the Commissioner of Personnel to reinstate an individual.

e. 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.

f. With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.

g. In an exceptional case, the Commissioner of Personnel may, for good cause shown and where the interest of the government would be served, waive the provisions of this rule to permit the reinstatement of a person more than four years after resignation. Reinstatement following a break in service of more than one year must satisfy the following additional conditions:

*Formerly Rule XVI; renumbered, effective 1.9.70

(1) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commissioner of Personnel that the individual requested to be reinstated possesses current knowledge, skills, and abilities in the occupational field to which reinstatement is sought.

(2) 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. Relinquishment of eligibility for reinstatement

The failure or refusal of a person on a preferred eligible list, after reasonable notice, to accept reinstatement therefrom to his/her former position, or any similar position in the same salary grade for which such list is certified, shall be deemed to be 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 Commissioner of Personnel for his/her previous failure or refusal to accept reinstatement.

b. Effect of refusing to accept reinstatement to a lower grade position

A person on a preferred list shall not be deemed to relinquish his/her eligibility for reinstatement therefrom by reason of his/her failure or refusal to accept reinstatement to a position in a lower salary grade than the position from which he/she was suspended or demoted. The name of such person may be withheld from further certification for reinstatement to a position in the same or a lower salary grade than the position to which he/she failed or refused to accept reinstatement.

c. Restoration to eligibility for reinstatement not to affect previous appointments

The restoration of the name of a person to a preferred list, or his/her restoration to eligibility for certification therefrom to positions in a lower salary grade than his/her former position, shall not invalidate or in any manner adversely affect any appointment, promotion, reinstatement, or demotion previously made to any position to which such person would otherwise have been eligible for reinstatement from such preferred list.

RULE XVIII (continued)

3. A permanent employee who has been laid off from his position due to reorganization or reduction in force, in addition to reinstatement rights pursuant to being on any preferred eligible list, may be reinstated in any jurisdiction other than the one in which layoff occurred, without examination, in the same manner and under the same conditions as an employee who has resigned, provided, however, that the time limitations imposed by Rule XVII, paragraph 1.d., may be waived by the Commissioner of Personnel if deemed to be in the public interest.

4. An individual eligible for reinstatement may be reinstated on a permanent basis to a vacant unencumbered position or on a contingent permanent basis to a vacant encumbered position.

RULE XIX*

LEAVE OF ABSENCE

1. A leave of absence without pay may be granted by the appointing authority in conformance with the rules and regulations established by the appropriate legislative body or with the provisions of an appropriate labor agreement, provided, however, that this section shall not be construed to authorize any employment beyond the time at which it would otherwise terminate by operation of law, rule, or regulation.

2. 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.

*Formerly Rule XVII; renumbered, effective 1.9.70

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 in the office of the appointing authority. If an effective date is specified in a resignation, it shall take effect on such specified date. However, if a resignation is submitted while the employee is on leave of absence without pay, such resignation, for the purpose of determining eligibility for reinstatement, shall be deemed to be effective as of the date of the commencement of such absence. Notwithstanding the provisions of this section, when charges of 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, cancelled, or amended after it is delivered to the appointing authority without the consent of the appointing authority.

4. Unauthorized absence; when deemed a resignation

When an employee who is granted a leave of absence and is notified in writing at the onset of such leave that he/she must return to his/her position within ten work days following the expiration of such leave of absence or forfeit his/her position fails to return to work on the appointed date and fails to submit any explanation whatsoever before the expiration of ten work days therefrom, he/she shall be deemed to have resigned his/her position.

For purposes of determining eligibility for reinstatement any such resignation shall be deemed to be effective as of the date of the commencement of the leave of absence. Nothing herein shall be deemed to excuse the failure of an employee to return to his/her position upon the expiration of an authorized leave of absence and such failure may be regarded as misconduct in an appropriate disciplinary proceeding.

*Formerly Rule XVIII; renumbered, effective 1.9.70

RULE XX (continued)

5. Voluntary demotion

A permanent competitive class employee may voluntarily elect to relinquish his/her permanent competitive class status in a position to accept a demotion to a lower level position, provided that a written statement of relinquishment is given to the appointing authority with a copy to the Commissioner of Personnel. Thereafter, the employee may be granted permanent status in any lower competitive class position under the same appointing authority, provided, however, that all the following conditions are met:

a. There is no existing preferred eligible list for the position for which demotion is sought; and

b. The employee meets the minimum qualifications established for the position sought; and

c. The employee has qualified in an examination appropriate to the duties and responsibilities of the position sought or is otherwise eligible for reinstatement to such position pursuant to these Rules; and

d. The Commissioner of Personnel has reviewed and approved the proposed voluntary demotion.

The statement of relinquishment shall not take effect until the employee has been duly appointed to and granted permanent status in the lower level position. A voluntary demotion pursuant to this Rule shall not be subject to any probationary period.

RULE XXI*

REPORTS OF APPOINTING AUTHORITIES

1. To enable the Commissioner of Personnel to maintain an official roster of the classified service and to certify payrolls as required by law, each appointing authority, from time to time, and upon the date of the official action in each case, shall report to the Commissioner of Personnel as follows:

    a. Every appointment or employment whether probationary, temporary, or otherwise in the classified service, with the name of the appointee, date of commencement of service, the title, and compensation of the position;

    b. Every declination of an offer of appointment by a person eligible therefor, with copies of the offer and the reply thereto, if any;

    c. Every discharge or termination of employment, with the date thereof;

    d. Every change of compensation in a position, with the date thereof;

    e. Every promotion, giving positions from which and to which made, with the salaries and date thereof;

    f. Every transfer, giving the positions from which and to which made, with the date and salaries thereof;

    g. Every reinstatement in a position, with the date and salary thereof;

    h. Every leave of absence, with the date and duration thereof;

    i. Every establishment of a classified service position following its classification or reclassification and prior to or concurrently with its being filled;

    j. Every suspension, with or without pay, of an employee for disciplinary reasons.

*Formerly Rule XIX; renumbered, effective 1.9.70

RULE XXI (continued)

2. Every payroll submitted for civil service certification pursuant to law or these Rules shall contain at the minimum the following information for each employee in the classified service named thereon:

   a. The period of time covered by the payroll;

   b. The name of the employee as officially reported to the Commissioner of Personnel;

   c. The civil service title (or approved title code) of the employee;

   d. The rate of compensation as reported pursuant to the preceding subdivision of this Rule;

   e. The gross pay for the employee for the payroll period.

RULE XXII*

CERTIFICATION OF PAYROLLS

1. Extended certifications

a. The Commissioner of Personnel may certify the employment of persons for the first payment for services in each fiscal year and, if necessary, for the first payment for services in the second half of each fiscal year. No further certification shall be necessary for the payment of salary or compensation to such persons as long as their titles and salary grades remain unchanged during the stated period. Nothing herein shall be construed to prevent or preclude the Commissioner of Personnel from terminating or rescinding a certification at any time by giving notice thereof to the appropriate fiscal or disbursing officer.

b. The Commissioner of Personnel shall require certification of the first payroll of the fiscal year for every town, village, library and special district under her jurisdiction, except school districts. The Commissioner of Personnel shall certify the first full payroll of all school districts under her jurisdiction in October of every calendar year.

2. Temporary certifications

When the name of any person is first submitted for certification following his/her appointment, reinstatement, promotion, transfer, or other change in status and the Commissioner of Personnel requires further information or time to enable him/her to make a final determination thereon, the Commissioner of Personnel may certify such person temporarily pending such final determination. In such event, the Commissioner of Personnel shall immediately request the necessary additional information from the appointing authority, who shall furnish the same forthwith. If such information is not furnished promptly, or if the Commissioner of Personnel finds, following receipt of such information, that the employment of such person is not in accordance with the law and these Rules, the Commissioner of Personnel shall immediately terminate such certification by notice to the appointing authority and 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/or 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 Commissioner of Personnel shall refuse certification or terminate a certification previously made and then in force.

*Formerly Rule XX; renumbered, effective 1.9.70

RULE XXIII*

POSITION CLASSIFICATION

1. Definitions

For the purpose of this Rule the following definitions shall apply:

"Class" means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, examinations, establishing salary ranges, and administering other personnel functions.

"Class Title" means the designation given under these Rules to a class and to each position assigned to such class.

"Class Specification" means a formal written statement of the class which defines the distinguishing features, general character and scope of duties and responsibilities of positions in the class, lists typical or illustrative work activities, enumerates the knowledges, skills and abilities and personal characteristics required for successful full performance of the work, states the required minimum experience and training qualifications, and indicates any special requirement of the class.

"Classification" means the assignment of a position to an appropriate class as determined by the duties, responsibilities, and minimum qualification requirements of the position.

"Reclassification" means the reassignment of a position from one class to another because of a permanent and material change in the duties of that position.

2. Powers and duties

The Commissioner of Personnel shall have the 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 class specifications for each class of positions in the competitive, non-competitive, labor, and exempt jurisdictional classes and establish minimum qualifications for each class as appropriate.

c. 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 his/her jurisdiction and make revisions in the classification of positions.

*Formerly Rule XXI; renumbered, effective 1.9.70

RULE XXIII (continued)

3. Classification of vacant positions

The appointing authority, upon request, shall file a prescribed form with the Commissioner of Personnel when a classified position which has or is about to become vacant is to be filled. Such form shall contain a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications for the position. After an analysis of the position description, the Commissioner of Personnel shall classify the position by assigning it to an appropriate class or, if no appropriate class exists, shall create a new class, assign the position to it, and prepare a class specification for such new class.

4. Classification of new positions

When a new position is to be created, the appointing authority shall file a prescribed form setting forth a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications for the position prior to the establishment of the position. After an analysis of the position description, the Commissioner of Personnel shall classify the position by assigning it to an appropriate class or, if no appropriate class exists, shall create a new class, assign the position to it and prepare a class specification for such new class.

5. Reclassification of existing positions

a. Whenever a permanent and material change is made in the duties and responsibilities of any position, the appointing authority shall immediately file with the Commissioner of Personnel a prescribed form setting forth a detailed description of the duties and responsibilities of the position and specifically including the changes therein since the last determination of its classification. After an analysis of the duties and responsibilities and the changes therein, the Commissioner of Personnel shall either confirm the existing classification of the position or shall reclassify the position and reassign it to another appropriate class or, if no appropriate class exists, shall create a new class, assign the position to it and prepare a class specification for such new class.

b. Any employee in the classified service in a civil division under the jurisdiction of the Commissioner of Personnel may at any time apply, either through his/her appointing authority or directly, to the Commissioner of Personnel for a reclassification of his/her position in the same manner as prescribed above for an appointing authority. The Commissioner of Personnel shall process such application for reclassification in the manner prescribed above in 5.a.

RULE XXIII (continued)

5. Reclassification of existing positions (continued)

c. The Commissioner of Personnel may at any time, upon his/her own initiative, review the duties and responsibilities of any position, or group of positions, under his/her jurisdiction. Appointing authorities and employees in the positions under review shall complete a detailed description of the duties and responsibilities of the positions and provide such other information as determined necessary by the Commissioner of Personnel. After an analysis of each such description, the Commissioner of Personnel shall either confirm the existing classification of the position or shall reclassify the position and reassign it to another appropriate class or, if no appropriate class exists, shall create a new class, assign the position to it, and prepare a class specification for such new class.

6. Notice and appeals

The Commissioner of Personnel 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 Commissioner of Personnel shall then determine the proper classification 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*

GRADING OF POSITIONS

Each civil division with positions in the classified service under the jurisdiction of the Commissioner of Personnel shall provide him/her with a current compensation plan and/or labor agreement setting forth the salary grades and compensation ranges for each position in the classified service of such civil division.

*Formerly Rule XXII; renumbered, effective 1.9.70

RULE XXV*

PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATION

No question in any examination or application or other proceeding by the Commissioner of Personnel 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 disregarded by the Commissioner of Personnel 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 political opinions or affiliations.

*Formerly Rule XXIII; renumbered, effective 1.9.70

RULE XXVI

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 under a separate appointing authority in the County or in a town, each village, each school district, each public library, each special district, each authority, and the community college. Authorities and special districts shall be deemed to be separate civil divisions.

   d. "Satisfactory service" shall mean service by an employee during which he did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section 75 of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee:

      (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) 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 60 months earlier than the actual date, while non-disabled veterans are considered to have been appointed 30 months earlier than their actual date of appointment. For the purposes of this Rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of the Civil Service Law.

RULE XXVI (continued)

1. e. (continued)

(2) 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 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.

(4) 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) If an employee was covered-in to a classified position upon acquisition by a civil division of an agency in which he/she was employed, his/her seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

2. Suspension

a. When an occupied position in the competitive class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

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

c. A blind person may not back-date his/her permanent service if he/she also happens to be either a veteran or disabled veteran.

d. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Department of Social Services.

RULE XXVI (continued)

2. Suspension (continued)

   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 on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; that person having the highest rank having greater retention rights over those having lower ranks.

   g. All temporary, provisional, and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions, provided, however, that all temporary and provisional employees be let go before any contingent permanent employees in 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 the 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.

RULE XXVI (continued)

3. Vertical bumping (continued)

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 <u>and only when</u> there is no lower occupied position in direct line of promotion at any level.

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.

c. The service of the displacing incumbent in the title to which he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.

d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other titles as long as his/her service in each of the intervening titles was on other than a permanent basis. He/She may also displace by retreat to a position which does not count in the computation of his/her continuous service.

RULE XXVI (continued)

4. Retreat (continued)

   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. Preferred list standing

   Preferred list standing for competitive class employees on and after October 1, 1972 shall be as follows:

   a. On and after October 1, 1972 those employees whose positions were abolished prior to that date and who therefore had their standing on the preferred list determined by the date of their original appointment on a permanent basis in the competitive class shall retain among themselves such preferred list standing including the preferences to which they were entitled as blind, disabled veterans, and non-disabled veterans.

   b. Blind employees whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service, whether or not they are also disabled veterans or non-disabled veterans, provided, however, that the blind shall be granted absolute preference on the preferred list over all other employees except those disabled veterans and blind employees whose positions were abolished prior to October 1, 1972 with whose names theirs shall be interfiled.

   c. Disabled veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service, provided, however, that the date of such original appointment shall be deemed to be 60 months earlier than the actual date, determined in accordance with Section 30 of the General Construction Law.

RULE XXVI (continued)

6. Preferred list standing (continued)

   d. Non-disabled veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service, provided, however, that the date of such original appointment shall be deemed to be 30 months earlier than the actual date, determined in accordance with Section 30 of the General Construction Law.

   e. Non-veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service.

   f. The names of all persons encompassed by paragraphs c., d., and e. above whose positions are abolished on or after October 1, 1972 shall be interfiled on the preferred list with the names of all non-veterans whose positions were abolished prior to October 1, 1972.

7. 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.

APPENDICES

ROCKLAND COUNTY

CIVIL SERVICE RULES

APPENDIX A CLASSIFIED SERVICE EXEMPT CLASS

COUNTY POSITIONS

IN THE COUNTY OF ROCKLAND

IN THE LEGISLATIVE BRANCH

Confidential Secretary to Chairman of the Legislature
Confidential Secretary to the Clerk to the Legislature

IN THE EXECUTIVE BRANCH

IN THE OFFICE OF THE COUNTY EXECUTIVE

Assistant to the County Executive II
Budget Director
Chief Advisor to the County Executive
Confidential Assistant to the County Executive
Deputy Budget Director
Deputy Chief of Staff (County Executive)
Deputy County Executive
Director of Administration (County Executive)
Director of Community Relations (County Executive)
Director, Public Policy and Intergovernmental Relations
Director of Strategic Communications
Research Assistant (County Executive)

IN THE EXECUTIVE BRANCH (Miscellaneous)

Confidential Secretary to the Board of Ethics
Confidential Secretary to the Budget Director
Director of Economic Development
Director of Housing and Community Development
Veterans Burial Commissioner

IN SPECIFIC DEPARTMENTS OR OFFICES

IN THE DEPARTMENT OF AUDIT

County Auditor

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE OFFICE OF THE DISTRICT ATTORNEY

Assistant Director, Drug Task Force
Chief Assistant District Attorney
Chief Criminal Investigator
Confidential Criminal Investigator
Confidential Investigator
Confidential Secretary to the District Attorney
Confidential Security Assistant (District Attorney)
Director, Drug Task Force
Executive Assistant District Attorney
Executive Assistant District Attorney (Special Programs/Investigations)
Executive Assistant to the District Attorney (Administration)
First Assistant District Attorney
Senior Assistant District Attorney (Trial)
Senior Assistant District Attorney (13)
Supervising Assistant District Attorney (Group of Classes) (2)

IN THE DEPARTMENT OF FIRE & EMERGENCY SERVICES

Director of Fire & Emergency Services

IN THE DEPARTMENT OF FINANCE

Confidential Secretary to the Commissioner of Finance
Deputy Commissioner of Finance

IN THE DEPARTMENT OF HEALTH

Confidential Secretary to the Commissioner of Health
Confidential Secretary to the Medical Examiner

IN THE DEPARTMENT OF HIGHWAYS

Assistant to the Superintendent of Highways
Confidential Secretary to the Superintendent of Highways

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE DEPARTMENT OF HOSPITALS

Confidential Secretary to the Commissioner of Hospitals
Deputy Commissioner of Hospitals
Second Deputy Commissioner of Hospitals

IN THE DEPARTMENT OF LABOR RELATIONS

Commissioner of Labor Relations

IN THE DEPARTMENT OF LAW

Chief Assistant County Attorney
Confidential Aide to the County Attorney
County Attorney
Deputy County Attorney
Executive Assistant County Attorney
Principal Assistant County Attorney
Senior Assistant County Attorney

IN THE DEPARTMENT OF MENTAL HEALTH

Confidential Secretary to the Commissioner of Mental Health
Deputy Commissioner of Mental Health

IN THE OFFICE OF THE PUBLIC DEFENDER

Chief Assistant Public Defender
Deputy Public Defender
Public Defender
Senior Assistant Public Defenders (5)
Supervising Assistant Public Defender (2)

IN THE DEPARTMENT OF RECORDS

Confidential Secretary to the County Clerk
Deputy County Clerk
Second Deputy County Clerk
Third Deputy County Clerk

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE OFFICE OF THE SHERIFF

Confidential Secretary to the Sheriff
Undersheriff

IN THE DEPARTMENT OF SOCIAL SERVICES

Confidential Secretary to the Commissioner of Social Services

IN ROCKLAND COMMUNITY COLLEGE

Secretary to the President

TOWN AND VILLAGE POSITIONS

IN ANY TOWN OR VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

Associate Justice Court Clerk
Budget Officer (Town)
Confidential Assistant to Town Supervisor
Custodians of Voting Machines
Deputy Town Clerk
Deputy Town Superintendent of Highways (Where Superintendent is elected)
Deputy Town Supervisor
Justice Court Clerks
Secretary to Planning Board
Town Attorney
Town Comptroller

IN ANY SUBURBAN TOWN WHERE THE POSITION IS ESTABLISHED

Budget Officer or Director of Finance

TOWN POSITIONS (Continued)

IN SPECIFIC TOWNS

IN THE TOWN OF CLARKSTOWN

Confidential Secretary to Town Superintendent of Highways
Constituent Services Assistant (Town)
Constituent Services Assistant (Town) (LFT)
Deputy Receiver of Taxes and Assessments

IN THE TOWN OF HAVERSTRAW

Confidential Secretary to Town Superintendent of Highways
Constituent Services Assistant (Town)
Deputy Receiver of Taxes and Assessments
Deputy Town Clerk (2)

IN THE TOWN OF ORANGETOWN

Deputy Commissioner of Environmental Management and Engineering
Deputy Receiver of Taxes and Assessments

IN THE TOWN OF RAMAPO

Deputy Town Clerk (2)
Intergovernmental Relations Coordinator
Receiver of Taxes and Assessments

IN THE TOWN OF STONY POINT

Deputy Receiver of Taxes and Assessments

VILLAGE POSITIONS

IN ANY VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

Acting Village Justice
Deputy Village Clerk
Deputy Village Clerk-Treasurer
Deputy Village Treasurer
Justice Court Clerks
Secretary to Planning Board
Village Attorney
Village Treasurer

VILLAGE POSITIONS (Continued)

IN SPECIFIC VILLAGES

IN THE VILLAGE OF AIRMONT

Secretary, Planning and Zoning Board

IN THE VILLAGE OF CHESTNUT RIDGE

Secretary, Planning and Zoning Boards

IN THE VILLAGE OF HAVERSTRAW

Associate Justice Court Clerk (2)

IN THE VILLAGE OF MONTEBELLO

Secretary, Planning and Zoning Boards

IN THE VILLAGE OF NYACK

Village Administrator

IN THE VILLAGE OF SLOATSBURG

Secretary to Zoning Board of Appeals

IN THE VILLAGE OF SPRING VALLEY

Confidential Assistant to the Mayor
Legislative Aide (Village)

IN THE VILLAGE OF WEST HAVERSTRAW

Secretary, Planning and Zoning Boards

SCHOOL POSITIONS

IN ANY SCHOOL DISTRICT WHERE THE POSITIONS ARE ESTABLISHED

Confidential Secretary to Superintendent of Schools
District Clerk
District Treasurer
School Attorney
School Auditor

IN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)

Clerk to the Board, BOCES
Confidential Secretary to District Superintendent of Schools
School Auditor
Treasurer, BOCES

PUBLIC LIBRARY POSITIONS

IN ANY PUBLIC LIBRARY WHERE THE POSITIONS ARE ESTABLISHED

Clerk to the Board of Trustees
Library Treasurer

AUTHORITY AND SPECIAL DISTRICT POSITIONS

IN ANY FIRE DISTRICT ORGANIZED PURSUANT TO SECTIONS 170 and 171 or 172 OR ALTERED PURSUANT TO SECTION 172a, 172d, or 172e OF THE TOWN LAW

Secretary to the Board of Fire Commissioners
Treasurer, Fire District (Appointed)

IN THE JOINT REGIONAL SEWERAGE BOARD

Attorney (Joint Regional Sewerage Board)

IN THE ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Attorney, Rockland County Solid Waste Management Authority
Executive Director,Rockland County Solid Waste Management Authority

IN THE TOWN OF RAMAPO HOUSING AUTHORITY

Secretary, Town of Ramapo Housing Authority

IN THE VILLAGE OF SPRING VALLEY HOUSING AUTHORITY

Attorney, Village of Spring Valley Housing Authority
Secretary, Village of Spring Valley Housing Authority

APPENDIX B CLASSIFIED SERVICE NON-COMPETITIVE CLASS

CIVIL DIVISIONS, GENERALLY

IN ANY CIVIL DIVISION WHERE THE POSITIONS ARE ESTABLISHED

Account Clerk-Typists (pt)
Administrative Assistants (pt)
Administrative Assistants I (pt)
Assessors (pt)
Assistant Automotive Mechanics
Assistant Building Maintenance Mechanics
Assistant Maintenance Mechanics (Group of Classes)
Assistant Maintenance Mechanics (Group of Classes) and Bus Drivers
Assistant Office Machine Operators
Attendants (pt or seasonal)
Audiologists (pt)
Automotive Mechanic I & Body Repairers
Automotive Mechanic I & Motor Equipment Operator II
Automotive Mechanic I & Welder
Automotive Mechanics I
Automotive Mechanics II
Building Superintendents (pt)
Bus Drivers
Cashiers (Seasonal)
Census Takers (Seasonal)
Chauffeurs
Chemists (pt)
Clerks (pt or seasonal)
Clerk-Stenographers (pt)
Clerk-Typists (pt)
Clerk-Typists (Seasonal)
Computer Operators (pt)
Counseling Aides
Couriers
Courier and Cleaners
Custodial Workers
Custodians I (pt)
Dump Managers
Duplicating Machine Operators
Duplicating Services Assistants
Equipment Mechanics and Operators
Fire Safety Inspectors (pt)
Food Service Cashiers
Food Service Supervisors

CIVIL DIVISIONS, GENERALLY (Continued)

IN ANY CIVIL DIVISION WHERE THE POSITIONS ARE ESTABLISHED (Cont.)

Groundskeepers
Hearing Stenographers (pt)
Highway Maintenance Mechanics
Junior Administrative Assistants (pt)
Laborers II
Legal Stenographers (pt)
Maintenance Assistants
Maintenance Assistants II
Maintenance Mechanics I (Group of Classes)
Maintenance Mechanics I (Group of Classes) and Bus Drivers
Maintenance Mechanics II (Group of Classes)
Motor Equipment Operator II and Maintenance Helper
Motor Equipment Operators I
Motor Equipment Operators II
Motor Equipment Operators II and Assistant
  Maintenance Mechanics
Motor Equipment Operators III
Office Machine Operators
Office Services Aides
Office Services Clerk (pt)
Payroll Clerk-Typists (pt)
Police Matrons (pt)
Police Surgeons (pt)
Principal Clerk-Typists (pt)
Public Information Specialists (pt)
Publications Technicians (pt)
Road Inspectors
Secretarial Typists (pt)
Secretaries (pt)
Security Aides
Senior Account Clerks (pt)
Senior Account Clerk-Typists (pt)
Senior Cleaners
Senior Clerks (pt)
Senior Clerk-Stenographers (pt)
Senior Clerk-Typists (pt)
Senior Food Service Helpers
Senior Groundsworkers
Senior Recreation Activity Specialists (Seasonal)
Senior Statistical Clerks (pt)
Senior Stenographers (pt)

APPENDIX B CLASSIFIED SERVICE NON-COMPETITIVE CLASS

CIVIL DIVISIONS, GENERALLY (Continued)

IN ANY CIVIL DIVISION WHERE THE POSITIONS ARE ESTABLISHED (Cont.)

Senior Typists (pt)
Sewage System Mechanics I
Sewage System Mechanics II
Sewer Inspectors (pt)
Skilled Laborers
Special Education Aides
Stenographers (pt)
Telephone Operators (pt)
Transcribers (pt)
Watchmen
Welder and Assistant Automotive Mechanics

IN ALL CIVIL DIVISIONS WHERE THE POSITIONS MAY BE ESTABLISHED

Positions classified in accordance with the provisions of Section 55a of the Civil Service Law as amended not exceeding the total amount therein.

COUNTY POSITIONS

IN THE COUNTY OF ROCKLAND

IN ANY DEPARTMENT OR OFFICE WHERE THE POSITIONS ARE ESTABLISHED

Activities Aides
Assistant Head Nurses
Barbers
Beauticians
Career Counselors (pt)
Chauffeur and Assistant Dispatchers
Clinic Dentists (pt)
Clinic Physicians (pt)
Cooks I
Cooks II
Cooks III
Dental Assistants (pt)
Dental Hygienists (pt)
Dentists (pt)
Dietary Aides
Gynecologists
Head Nurses

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN ANY DEPARTMENT OR OFFICE WHERE THE POSITIONS ARE ESTABLISHED (Continued)

Homemakers
Internists (pt)
Laundry Workers II
Laundry Workers III
Maintenance Mechanics II (Licensed)
Medical Transcribers (pt)
Neurologists
Pediatricians (pt)
Pharmacists (pt)
Physical Therapists (pt)
Physical Therapy Aides
Physicians (pt)
Practical Nurses
Practical Nurses (Institutional)
Program Assistants (pt)
Psychiatric Consultants (pt)
Registered Nurses
Registered Nurses (Institutional)
Seamstresses
Senior Nurse's Aides
Senior Nurse's Aides (Group of Classes)
Senior Watchmen (pt)
Supervising Clinic Dentists (pt)
Supervising Nurses (Group of Classes) (pt)
Telephone Operator-Typists (pt)

IN THE EXECUTIVE BRANCH

IN THE EXECUTIVE BRANCH (Miscellaneous)

*Administrator, Assigned Counsel Plan (pt)
*Coordinator, Employee Rights, Relations and Training
County Historian
*Stop DWI and Traffic Safety Program Coordinator
*Tourism and Local Development Coordinator

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE OFFICE FOR THE AGING

Community Services Aides (Older Americans Act)
Community Services Trainees
Community Services Workers (OFA)
Clerk-Typists (Older Americans Act)
*Director, Office for the Aging

IN THE OFFICE OF COMMUNITY DEVELOPMENT

*Assistant County Attorney

IN THE OFFICE OF THE DISTRICT ATTORNEY

*Assistant District Attorneys
*Chief Arson Investigator (pt)
*Confidential Investigations Assistant (2)
Legal Assistants
*Undercover Investigators I (2)
*Undercover Investigators I (Spanish-Speaking)(1)
*Undercover Investigators II (3)
*Undercover Unit Supervisor (2) Note (a)

IN THE BOARD OF ELECTRICAL EXAMINERS

Electrical Inspector (pt)

IN THE DEPARTMENT OF FINANCE

Real Property Tax Services Officer

Note (a): Approved until first vacated by current incumbents after February 27, 2004 at which time positions are to be filled competitively (New York State Civil Service Commission 2/9/2004)

APPENDIX B CLASSIFIED SERVICE NON-COMPETITIVE CLASS

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE OFFICE OF THE FIRE COORDINATOR

Fire Instructor Aides (pt)
Fire Instructors (pt)

IN THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Fire Instructors I (pt)(relief)	Note 1
Fire Instructors II (pt)(relief)	Note 1
Fire Instructors III (pt)(relief)	Note 1
Fire Instructors IV (pt)(relief)	Note 1

IN THE DEPARTMENT OF GENERAL SERVICES

Assistant Maintenance Supervisor	
Telecommunications Specialists (Relief)	Note 1

IN THE DEPARTMENT OF HEALTH

Assistant Medical Examiners	
Deputy Commissioner of Health (pt)	
*Deputy Medical Examiner	
EMS Instruction Assistants (pt)(relief)	Note 1
EMS Instruction Supervisors (pt)(relief)	Note 1
EMS Instructors (pt)(relief)	Note 1
EMS Laboratory Instructors (pt)(relief)	Note 1
Environmental Health Technician (pt)	
*Medical Examiner	
Nurse's Aides (Public Health)	
Outreach & Training Coordinator (ENAP) (pt)	
Pathologists	
Public Health Assistants	
Public Health Nurses (pt)	
Public Health Nurses in Training	
Senior Nurse's Aides (Public Health)	
Senior Public Health Aides	

IN THE DEPARTMENT OF HIGHWAYS

Yard Supervisor

Note 1: Individuals appointed to this title shall work no more than 30% of the time prescribed as full-time hours in a single year as determined by the appropriate governing body or other appropriate authority of the civil division.

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN THE SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE DEPARTMENT OF HOSPITALS

Cashiers (Cafeteria)
Chaplains (pt)
Clinic/Consulting Physicians
Dietary Assistants
Dietitians (pt)
*Director of Medical Services
Employee Health Nurses
*Fiscal Program Manager (Health Center)
Infection Control Nurses
Laboratory Equipment Operators
Maintenance Assistant (Incinerator)
Medical Supply Workers
Nursing Assistants (Rehabilitation)
Occupational Therapists (pt)
Occupational Therapy Aides
Pastoral Assistant
Patient Activities Leaders
Personal Care Services Supervisor
Physiatrists (pt)
Physical Therapy Assistants (pt)
Principal Physical Therapy Aide (Wheelchair)
Radiologists (pt)
Senior Patient Activities Leader
Senior Physical Therapy Aides
Social Work Assistants (pt)
Supervising Housekeepers

IN THE OFFICE OF THE COMMISSION ON HUMAN RIGHTS

*Commissioner of Human Rights

IN THE DEPARTMENT OF INSURANCE

*Director of Insurance and Risk Management

IN THE DEPARTMENT OF LAW

*Assistant County Attorneys
Legal Assistants

COUNTY OF ROCKLAND (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE DEPARTMENT OF MENTAL HEALTH

Child Psychiatrists (pt)
Community Client Services Aides
Mental Health Workers I
Mental Health Workers II (pt)
Psychiatric Social Workers I (pt)
Psychiatric Social Workers I (Spanish-Speaking) (pt)
Psychiatric Social Workers II (pt)
Psychiatrists I (pt)
Psychologists I (pt)
Psychologists II (pt)
Special Education Assistants

IN THE DEPARTMENT OF PERSONNEL

*Commissioner of Personnel
*Confidential Assistant to the Commissioner of Personnel
*Deputy Commissioner of Personnel
Examination Monitors (pt)
Local Examinations Supervisor (pt)
Special Placement Assistant (pt)
Supervising Examination Monitors (pt)

IN THE OFFICE FOR THE PHYSICALLY HANDICAPPED

*Director, Office for the Physically Handicapped

IN THE DEPARTMENT OF PLANNING

*Commissioner of Planning

IN THE BOARD OF PLUMBING EXAMINERS

Plumbing Examiners (pt)

IN THE DEPARTMENT OF PROBATION

Probation Assistants (pt)
Volunteer Services Assistant (pt)

APPENDIX B CLASSIFIED SERVICE NON-COMPETITIVE CLASS

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENT OR OFFICES (Continued)

IN THE OFFICE OF THE PUBLIC DEFENDER

*Assistant Public Defenders
*Confidential Investigator (ADP) (Spanish Speaking)

IN THE DEPARTMENT OF PUBLIC TRANSPORTATION

Municipal Bus Drivers

IN THE ROCKLAND COUNTY SEWER DISTRICT #1

Clerk and Courier
*Executive Director, Sewer Operations and Engineering
Maintenance Mechanics II (Sewers)

IN THE OFFICE OF THE SHERIFF

*Assistant to the Sheriff (Administration/Personnel)
*Assistant to the Sheriff (Public Safety and Counter Terrorism)
Chaplain
*Confidential Investigator (Computer Crimes) Note (a)
Deputy Sheriffs (Civil) (pt)
Deputy Sheriffs (Court Attendant) (pt)
Patrol Officers (pt)
Radio Operators (pt)
Transport Officers (Relief)

Note (a): Approved until first vacated by current incumbent after November 16, 2011 at which time position to be filled competitively (New York State Civil Service Commission 11/16/2011)

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE DEPARTMENT OF SOCIAL SERVICES

Adult Home Attendant II
Adult Home Attendants
Career Counseling Assistant (pt)
Clerk-Typists (Displaced Homemaker Program)
*Commissioner of Social Services
Community Liaison Aide (Social Services)
Community Services Aides
Dental Consultant (pt)
*Director, Medical Services (DSS)
Job Development and Community Relations Assistant (Displaced Homemaker Program) (pt)
Job Services Outreach Worker (Social Services)
Medical Consultant (pt)
Pharmaceutical Consultant (pt)
Resident Shelter Manager
*Security Assistant (Social Services)

IN ROCKLAND COMMUNITY COLLEGE

Campus Security Aides (RCC)

IN THE VETERAN'S SERVICE AGENCY

*Director of County Veteran's Service Agency

IN THE OFFICE OF SEALER OF WEIGHTS AND MEASURES

*Kosher Food Inspectors

IN THE YOUTH BUREAU

*Executive Director, Youth Bureau

APPENDIX B CLASSIFIED SERVICE NON-COMPETITIVE CLASS

TOWN AND VILLAGE POSITIONS

IN ANY TOWN OR VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

Administrative Aide (Planning) (pt)
Assistant Building Inspectors (pt)
Assistant Dog Control Officers (pt)
Assistant Fire Safety Inspectors (pt)
Bingo Inspectors (pt)
Code Enforcement Officers I (pt)
Code Inspectors (pt)
Counseling Assistants I (pt)
Court Attendants (pt)
Court Stenographers (pt)
Crossing Guards
Deputy Building Inspector (pt)
Deputy Registrar of Vital Statistics (pt)
Dog Control Officers (pt)
Dump Attendants
Environmental Health Aides (pt)
Fire Inspectors (pt)
Head Lifeguards (pt or seasonal)
Head Water Safety Instructors (Seasonal)
Legal Assistants (Seasonal)
Lifeguards (pt or seasonal)
Meter Money Collectors
Police Officers (pt) Note (a)
Police Radio Dispatchers (pt)
Police Radio Dispatcher-Typists (pt)
Recreation Activity Specialists (pt or seasonal)
Recreation Assistants (pt or seasonal)
Recreation Facility Attendants
Recreation Leaders (pt or seasonal)
Recreation Supervisors (pt or seasonal)
Senior Recreation Leaders (pt or seasonal)
Sewage Treatment Plant Operators (pt) (any grade)
*Superintendent of Youth Recreation (pt)
Swim Area Supervisors (pt or seasonal)
Water Safety Instructors (Seasonal)

Note (a): Approved until first vacated by current incumbents after August 13, 2001 at which time positions to be filled competitively (Rockland County Patrolmen's Benevolent Association, Inc. v. Town of Ramapo, 283 A.D.2d 650, 725 N.Y.S.2d 96).

TOWN POSITIONS

IN ANY TOWN WHERE THE POSITIONS ARE ESTABLISHED

*Assistant Town Attorneys
*Deputy Town Attorneys
Highway Maintenance Mechanic and Motor Equipment Operators
Recreation Assistant (pt or seasonal)
Recreation Facility Attendants
Refreshment Stand Attendants I (Seasonal)
Refreshment Stand Attendants II (Seasonal)
Senior Citizens Leader (pt)
Town Historian

IN SPECIFIC TOWNS

IN THE TOWN OF CLARKSTOWN

*Assessor
Auto Mechanic II & Body Repairer
Counselors (Municipal Counseling Services) (pt)
*Deputy Town Comptroller
Landfill Equipment Servicer
Litter Control Agent
Municipal Bus Driver III
Municipal Bus Driver and Clerk
Municipal Bus Drivers
Paralegal Specialist I (Municipal Law) (pt)
Police Radio Dispatchers (pt)
Refreshment Stand Managers (Seasonal)
Solid Waste Facility Attendants

IN THE TOWN OF HAVERSTRAW

*Assessor
Assistant Zoning Inspector (pt)
Program Coordinator, Emergency Preparedness (pt)
Recreation Activities Director I (pt)
Recreation Facility Supervisor (Seasonal)

IN THE TOWN OF ORANGETOWN

Animal Control Officers II (pt)
*Assessor
First Aid Attendant
Grounds Equipment Mechanic
Highway Maintenance Mechanic & Body Repairer
Maintenance Mechanic II (Sewers)
Welder and Body Repairers (Highway Department)

TOWN POSITIONS (Continued)

IN SPECIFIC TOWNS (Continued)

IN THE TOWN OF RAMAPO

Baler Mechanics
Baler Operators
Groundskeeper (Golf Course)
Office Services Aide (Yiddish-Speaking)
Program Assistant (Youth Court) (pt)

IN THE TOWN OF STONY POINT

*Assessor
Assistant Golf Director (2)
Golf Director
Horticulturist (pt)
Security Aide and Communications Clerk (pt)
Senior Citizens' Leaders (pt)
*Town Engineer

VILLAGE POSITIONS

IN ANY VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

*Assistant Village Attorneys
Assistant Zoning Inspector (pt)
Building Inspectors (pt)
*Deputy Village Treasurer (pt)
Licensed Professional Engineer (pt)
Meter Readers (Seasonal)
Motor Equipment Operator and Maintenance Supervisor
Registrar of Vital Statistics (pt)
*Village Assessor (pt)
*Village Engineer (pt)
Village Health Officer (pt)
Village Historian
Water System Mechanic
Water Treatment Plant Operators (pt) (any grade)
Working Foremen

IN SPECIFIC VILLAGES

IN THE VILLAGE OF AIRMONT

Code Enforcement Officers II (pt)

IN THE VILLAGE OF CHESTNUT RIDGE

Assistant Fire Safety Inspector (pt)
Code Enforcement Officers I (pt)

VILLAGE POSITIONS (Continued)

IN SPECIFIC VILLAGES (Continued)

IN THE VILLAGE OF HAVERSTRAW

Assistant Recreation Leaders (Seasonal)
Clerk-Typist (Spanish-Speaking) (pt)
Parking Enforcement Aides (pt)
Recreation Activities Director I (Seasonal)
Recreation Activities Coordinator (pt)

IN THE VILLAGE OF KASER

Village Safety Assistant

IN THE VILLAGE OF NEW HEMPSTEAD

*Associate Village Engineer (pt)
Planner (pt)
Street Construction Inspector (pt)

IN THE VILLAGE OF NYACK

Parking Enforcement Aides (pt)
Parking Meter Servicer (pt)
Recreation Activities Coordinator (Seasonal)
Subregistrar of Vital Statistics (pt)

IN THE VILLAGE OF POMONA

Code Enforcement Officer II (pt) (<5000)
Program Aide (pt)

IN THE VILLAGE OF SLOATSBURG

*Coordinator (Special Projects)
Program Aide (pt)
Program Assistant (pt)
Recreation Activities Coordinators (pt)
Recreation Facility Supervisor (Seasonal)

IN THE VILLAGE OF SOUTH NYACK

Code Enforcement Officer II (pt)

(<5000)= Population less than 5,000

VILLAGE POSITIONS (Continued)

IN SPECIFIC VILLAGES (Continued)

IN THE VILLAGE OF SPRING VALLEY

Assistant Building Inspector (French/Creole Speaking)
Automotive Mechanic I and Welders
Code Enforcement Officer I (French-Creole Speaking) (pt)
*Deputy Village Attorney
Housing Assistance Administrator I (Existing Housing) (pt)
Housing Program Assistant (pt)
Motor Equipment Operator I and Bus Drivers
Municipal Bus Drivers
Parking Enforcement Aides (pt)
Recreation Activities Coordinator (Seasonal)
Section 8 Housing Inspector (French/Creole Speaking)

IN THE VILLAGE OF SUFFERN

Code Enforcement Officers II (pt)
Police Radio Dispatcher-Typists (pt)
Sewer and Water System Mechanics I
Sewer and Water System Mechanics II

IN THE VILLAGE OF UPPER NYACK

Motor Equipment Operator I & Custodial Worker

IN THE VILLAGE OF WESLEY HILLS

Code Enforcement Officers II (pt)
*Deputy Village Attorney

IN THE VILLAGE OF WEST HAVERSTRAW

Code Enforcement Officer II (pt)
*Deputy Village Clerk & Registrar of Vital Statistics (pt)
Program Coordinator, Emergency Preparedness (Village) (pt)
Recreation Activities Coordinator (Seasonal)

SCHOOL POSITIONS

IN ANY SCHOOL DISTRICT OR IN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES WHERE THE POSITIONS ARE ESTABLISHED

Assistant Cooks (Schools)
Audio Visual Aides (pt)
Audio Visual Mechanics (pt)
Cleaner and School Bus Drivers
Cooks (Schools)
Counseling Assistants I (pt)
Film Inspectors
Library Clerk-Typists I (pt)
Licensed Practical Nurses (Schools)
Lifeguards
Maintainer, Microcomputer Equipment
Monitors (Group of Classes)
Physical Therapist (pt)
Receptionist-Typist (pt)
Registered Nurses (Schools)
School Bus Attendants
School Bus Driver and Bus Maintenance Inspector
School Bus Driver and Couriers
School Bus Driver Instructors (pt)
School Bus Driver and Maintenance Helpers
School Bus Drivers I
School Bus Drivers II
School Bus Drivers and Custodial Workers
School Community Counselors (pt)
School Community Liaison Assistants (Group of Classes) (pt)
School Dentists (pt)
School Lunch Cashiers
School Medical Supervisors (pt)
*School Physicians (pt)
Senior Food Service Supervisors
Stock Clerks (pt)
Teacher's Aides

IN SPECIFIC SCHOOLS

IN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Child Care Workers I
Child Care Workers II
Clerk-Typists (Braillist) (pt)
Duplicating Machine Operators II
Infant Care Workers I
Infant Care Workers II

IN THE CLARKSTOWN CENTRAL SCHOOL DISTRICT

Audio Taping Assistant
Child Care Aides (pt)
*Deputy District Treasurer (pt)
Head Lifeguards

SCHOOL POSITIONS (Continued)

IN ANY SCHOOL DISTRICT OR IN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES WHERE THE POSITIONS ARE ESTABLISHED (Continued)

IN SPECIFIC SCHOOLS (Continued)

IN THE EAST RAMAPO CENTRAL SCHOOL DISTRICT

*Administrative Assistant I (pt)
Grounds Equipment Repairer & Groundsworker
Groundsworker and Motor Equipment Operators II (Schools)
Nurse Practitioner (Pediatric) (pt)
Mail Clerk (Seasonal)
Public Information Assistant (pt)
School Community Liaison Assistants (French-Creole Speaking)

IN THE NANUET UNION FREE SCHOOL DISTRICT

Public Information and Research Assistants (Public Schools) (pt)

IN THE NORTH ROCKLAND CENTRAL SCHOOL DISTRICT

Athletic Program Assistant
Clerk (Spanish Speaking) (pt)
Registered Nurse & EAP Coordinator (Schools)

IN THE NYACK UNION FREE SCHOOL DISTRICT

Assistant District Treasurer (pt)
Athletic Program Assistant
School Health Aides (pt)

IN THE RAMAPO CENTRAL SCHOOL DISTRICT

Head Lifeguards(pt)

IN THE SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Employment Assistant I (pt)
Resource Analyst (EBCE) (pt)

LIBRARY POSITIONS

IN ANY PUBLIC LIBRARY WHERE THE POSITIONS ARE ESTABLISHED

Librarian Trainee
Librarians I (pt)
Librarians II (pt)
Library Aides (Children's Programs)

LIBRARY POSITIONS (Continued)

IN ANY PUBLIC LIBRARY WHERE THE POSITIONS ARE ESTABLISHED (Continued)

Library Assistants (pt)
Library Clerk-Typists I (pt)
Library Director I (pt)
Story Tellers (pt)

IN SPECIFIC LIBRARIES

IN THE FINKELSTEIN MEMORIAL LIBRARY

Audio Visual Aide (pt)

IN THE HAVERSTRAW KING'S DAUGHTERS LIBRARY

Clerks (Spanish Speaking) (pt)
Library Aide (Children’s Programs)(Spanish Speaking)
Outreach Worker (Library) (Spanish Speaking) (pt)

AUTHORITY AND SPECIAL DISTRICT POSITIONS

IN THE JOINT REGIONAL SEWERAGE BOARD

Engineer (Special District) (pt)
*Executive Director, Joint Regional Sewerage Board

IN THE ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY

*Confidential Secretary to Executive Director (Rockland County Solid Waste Management Authority)
*Director of Finance (RCSWMA)
Solid Waste Operations Supervisor
Transfer Station Monitors

IN THE VILLAGE OF SUFFERN PARKING AUTHORITY

Parking Enforcement Aides (pt)

*Designates a position which is confidential or requires the performance of functions influencing policy.

APPENDIX C CLASSIFIED SERVICE LABOR CLASS

CIVIL DIVISIONS, GENERALLY

IN ANY CIVIL DIVISION WHERE THE POSITIONS ARE ESTABLISHED

Cleaners
Food Service Helpers
Groundsworkers
Laboratory Helpers
Laborers
Laborers I
Maintenance Helpers
Materials Handlers
Office Workers (Student)
Sanitation Workers
Sanitation Workers and Maintenance Helpers
Student Worker I
Student Worker II
Student Worker III
Sub-Professional Workers (Student) (Group of Titles)

COUNTY POSITIONS

IN THE COUNTY OF ROCKLAND

IN ANY DEPARTMENT OR OFFICE WHERE THE POSITIONS ARE ESTABLISHED

Laboratory Assistants
Laundry Workers I
Nurse's Aides (Group of Classes)

In the Summit Park Hospital, Rockland County Infirmary and the Community Mental Health Center any position occupied by a patient whose work is rehabilitative.

IN SPECIFIC DEPARTMENTS OR OFFICES

IN THE DEPARTMENT OF HEALTH

Home Health Aides
Laboratory Assistants (Public Health)
Public Health Aides

IN THE DEPARTMENT OF HOSPITALS

Elevator Attendants
Personal Care Aides
Supply Aides

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN SPECIFIC DEPARTMENTS OR OFFICES (Continued)

IN THE DEPARTMENT OF MENTAL HEALTH

Mental Health Aides

IN THE YOUTH BUREAU

Americorps Program Aides

TOWN AND VILLAGE POSITIONS

IN ANY TOWN OR VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

Recreation Aides

TOWN POSITIONS

IN SPECIFIC TOWNS

IN THE TOWN OF RAMAPO

Inspection Aides (pt)

PUBLIC LIBRARY POSITIONS

IN ANY PUBLIC LIBRARY WHERE THE POSITIONS ARE ESTABLISHED

Pages

APPENDIX D UNCLASSIFIED SERVICE

CIVIL DIVISIONS, GENERALLY

IN ANY CIVIL DIVISION WHERE THE POSITIONS ARE ESTABLISHED

All Duly Appointed Members of Authorized Boards and/or Commissions
Inspectors of Elections (Seasonal)

COUNTY POSITIONS

IN THE COUNTY OF ROCKLAND

ELECTED OFFICIALS

County Clerk
County Executive
County Legislature, Chairman and Members
District Attorney
Sheriff

IN THE LEGISLATIVE BRANCH

Assistant to the Chair of the Legislature and Community Liaison
Assistant Legislative Counsel
Calendar Clerk
Clerk to the County Legislature
Committee Clerks
Community Relations Coordinator
Constituent Services Assistants (4)
Deputy Clerk to the County Legislature
Legislative Assistant
Legislative Committee Coordinator
Legislative Fiscal Analyst
Legislative Research Coordinator
Legislative Clerk (Proceedings)
Legislative Committee Assistants (1)
Legislative Counsel
Receptionist
Senior Committee Clerks (2)

IN THE EXECUTIVE BRANCH

Commissioner of Finance
Commissioner of General Services
Commissioner of Health
Commissioner of Hospitals
Commissioner of Mental Health
Commissioner of Public Transportation
Superintendent of Highways

COUNTY POSITIONS (Continued)

IN THE COUNTY OF ROCKLAND (Continued)

IN THE BOARD OF ELECTIONS

Board of Elections, Members, Officers, and Employees

IN ROCKLAND COMMUNITY COLLEGE

Positions in the Community College certified by the Board of Trustees and approved by the State University of New York in accordance with the provisions of Section 35 (i) of the Civil Service Law.

IN THE DRAINAGE AGENCY

Drainage Agency, Chairman and Members

TOWN POSITIONS

IN ANY TOWN WHERE THE POSITIONS ARE ESTABLISHED

Councilmen
Receiver of Taxes and Assessments (Where elected)
Town Clerk
Town Clerk and Registrar of Vital Statistics
Town Justices
Town Supervisor
Town Superintendent of Highways (Where elected)

IN SPECIFIC TOWNS

IN THE TOWN OF ORANGETOWN

Superintendent of Highways
Commissioner of Environmental Management and Engineering

IN THE TOWN OF RAMAPO

Director of Public Works

VILLAGE POSITIONS

IN ANY VILLAGE WHERE THE POSITIONS ARE ESTABLISHED

Mayor
Village Clerk
Village Clerk-Treasurer and/or Registrar of Vital Statistics
Village Justice

IN SPECIFIC VILLAGES

IN THE VILLAGE OF SPRING VALLEY

Legislative Assistant to Board of Trustees

IN THE VILLAGE OF WEST HAVERSTRAW

Commissioner of Public Works

SCHOOL POSITIONS

IN ANY SCHOOL DISTRICT OR IN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES WHERE THE POSITIONS ARE ESTABLISHED

Positions certified by the Commissioner of Education of New York State to be in the unclassified service in accordance with the provisions of Section 35 (g) of the New York State Civil Service Law.

AUTHORITY AND SPECIAL DISTRICT POSITIONS

IN ANY FIRE DISTRICT ORGANIZED PURSUANT TO SECTIONS 170 and 171 or 172 OR ALTERED PURSUANT TO SECTIONS 172a, 172d, or 172e OF THE TOWN LAW.

Treasurer

IN THE TOWN OF RAMAPO HOUSING AUTHORITY

Chairman and Members

IN THE VILLAGE OF NYACK HOUSING AUTHORITY

Chairman and Members

IN THE VILLAGE OF SPRING VALLEY HOUSING AUTHORITY

Chairman and Members

IN THE VILLAGE OF SPRING VALLEY PARKING AUTHORITY

Chairman and Members

IN THE VILLAGE OF SUFFERN PARKING AUTHORITY

Chairman and Members