

**RULES
FOR THE
CLASSIFIED CIVIL SERVICE
OF DUTCHESS COUNTY**



Amended June 20, 2024

**RULES FOR THE CLASSIFIED CIVIL SERVICE
OF DUTCHESS 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 the County of Dutchess on a basis of merit and fitness as provided in the Civil Service Law of the State of New York. These rules have the force and effect of law and apply to all positions in the classified service of the County of Dutchess, as well as the cities, towns, villages, school districts, and special districts therein. These rules may be amended by the Commissioner of Human Resources after public hearing and subject to the approval of the State Civil Service Commission.

Steven J. Rector
Commissioner of Human Resources

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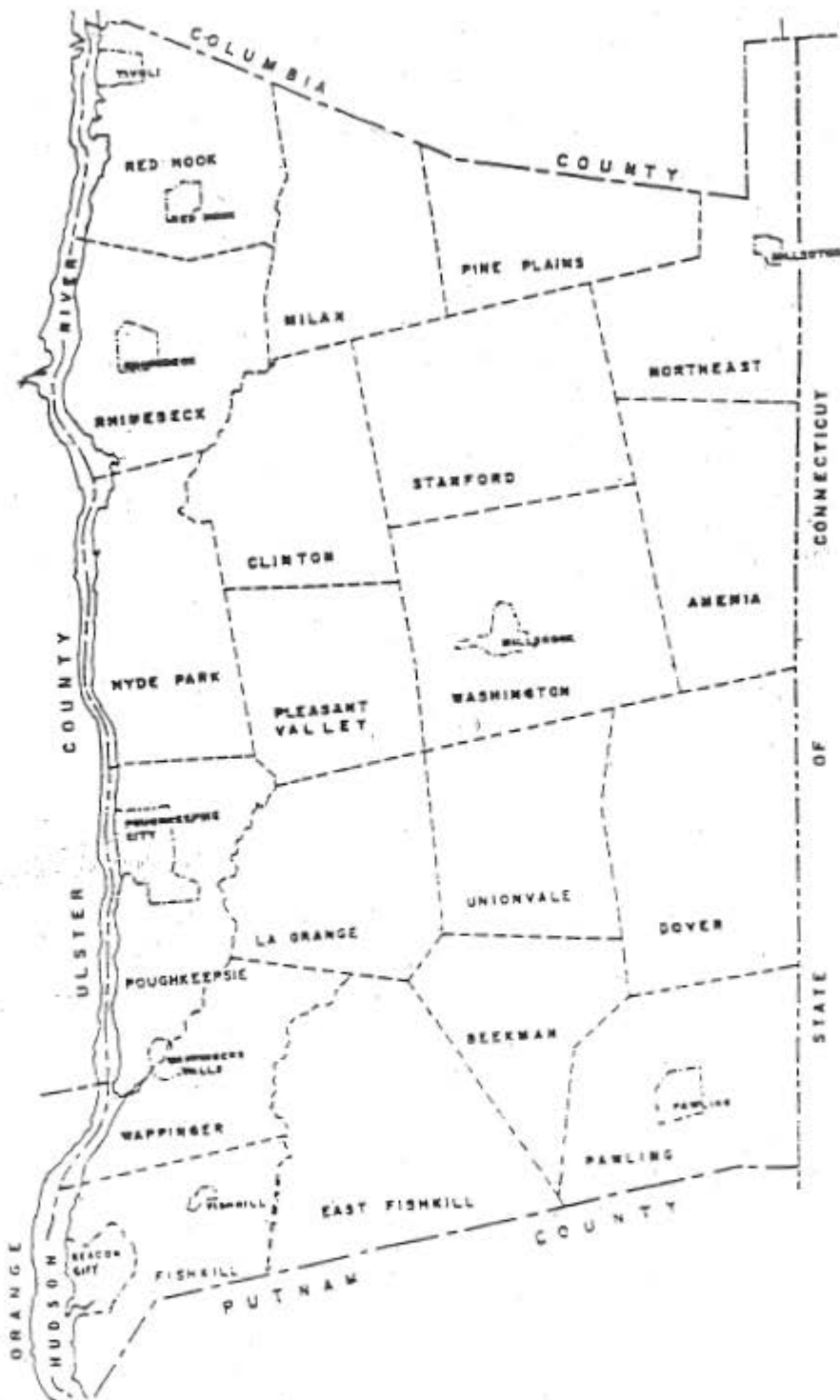
RULES FOR THE CLASSIFIED CIVIL SERVICE OF DUTCHESS COUNTY

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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 Human Resources" means the Commissioner of Human Resources for the County of Dutchess.
2. "Employee" means the incumbent of a position appointed to the position in accordance with these rules and the Civil Service Law.
3. "Position" means an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. "Compensation" means the remuneration authorized for a position and shall include food, lodging, maintenance and commutation when the same is furnished.
5. "Eligible List" means an official public record established and maintained by the Commissioner of Human Resources as a public record which contains the names of those persons who have successfully completed examinations, listed in order of their final ratings from the highest to the lowest rank.
6. "Part-time Employment" means any employment or combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the civil division or wherein the employee earns not more than one half (1/2) of the rate assigned to the position if the position has been allocated to a graded salary schedule.
7. "Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title under the jurisdiction of the same appointing authority.
8. "Reassignment" means the change, without examination, of a permanent employee from one position to another similar position in the same title under the jurisdiction of the same appointing authority.
9. "Civil Division" means each county, town, city, village, school district, community college, public authority, or special district.

RULE II

EXEMPT CLASS

Civil Service Law Section 41

1. Positions in the exempt class are those for which competitive or non-competitive examinations or other qualification requirements are not practicable.
2. Positions approved by the State Civil Service Commission for placement in the exempt class shall be listed in Appendix A of these rules and made a part hereof.

RULE III

NON - COMPETITIVE CLASS

Civil Service Law Section 42

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

RULE IV

LABOR CLASS

Civil Service Law Section 43

1. Positions approved by the State Civil Service Commission for placement in the labor class shall be listed in Appendix C of these rules and made a part hereof.
2. A position in the labor class may be filled by the appointment of any person selected by the appointing authority of the agency where a vacancy exists, and the Commissioner of Human Resources may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable.

RULE V

UNCLASSIFIED SERVICE

Civil Service Law Section 35

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

RULE VI

RECRUITMENT OF PERSONNEL

1. **Residence Requirements for Civil Division Positions**

When preference in certification is given to residents of a civil division pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least thirty days prior thereto, a resident of such civil division in order to be included in certification as a resident of such civil division.

2. **Announcement of Examinations**

The public announcement of an open-competitive examination shall specify the application fee, if any, the title, the duties of the position, the minimum qualifications required, the salary or salary range if known, the issue date, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, application fee(s) and waivers, post offer of employment medical requirements, special testing requirements and religious observance arrangements and, if known, the date and place of the examination. Public notice of open-competitive examinations shall be made at least twenty-five days before the date of the examination and must be conspicuously posted in a public place for fifteen days. The last day for filing applications shall be not less than ten days before the date of the examination.

RULE VII

APPLICATIONS

1. Applications of candidates for positions in the classified service must be addressed to the Commissioner of Human Resources at the office of the Commissioner of Human Resources and be made on the form prescribed by the Commissioner of Human Resources.
2. The Commissioner of Human Resources shall notify each applicant for a competitive examination of the disposition of his/her application. Applicants approved for a competitive examination shall be notified of their approval either by mail to the address stated in the application at least four days before the examination or by telephone or service to the address stated in the application at least one day before the examination. Such notice shall contain the date, time, and place of the examination. Notwithstanding the above, applicants approved for training and experience competitive examinations shall not be notified except in accordance with Rule IX (2).
3. A candidate's application for examination may be exhibited, upon request, to the appointing authority to whom his/her name is certified, or to his/her representative; provided, however, that information therein relating to the candidate's national origin or indicating whether his/her citizenship is by birth or naturalization shall not be divulged. Before a candidate's application for examination is exhibited to the appointing authority or an authorized representative, all reference therein to the candidate's national origin or to the basis of his/her citizenship or other non-job related information shall be concealed.

RULE VIII

DISQUALIFICATION

1. An applicant whose application is disqualified for an examination or appointment shall be notified of the reasons for such disqualification and afforded an opportunity to submit facts in opposition to such disqualification prior to final disposition of such application.
2. The burden of establishing qualifications to the satisfaction of the Commissioner of Human Resources shall be upon the applicant. Any applicant who refuses to permit the Commissioner of Human Resources to investigate matters necessary for the verification of his/her qualifications or who otherwise hampers, impedes or fails to cooperate with the Commissioner of Human Resources in such investigation shall be disqualified for examination, or after examination, for certification and appointment.
3. A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, may be grounds for disqualification for examination or, after examination, for certification and appointment.

RULE IX
EXAMINATIONS

1. Examinations prepared and rated by the New York State Civil Service Department
 - a. For examinations prepared and rated by the State Civil Service Department, the provisions of the rules and regulations of the State Civil Service Commission and Department shall govern the rating of examinations, the review of examination papers by candidates and the filing of appeals.
 - b. The State Civil Service Commission shall have sole and exclusive authority to correct any errors in rating upon appeal or otherwise.

2. Examinations prepared and/or rated by the Commissioner of Human Resources.
 - a. The Commissioner of Human Resources 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 Human Resources may, after the announcement of an examination is made, subdivide the written examination into parts and require a passing mark of 70 in each of the parts in order that candidates are considered further for eligibility. Notice of such arrangements shall be given in the instructions of the written examination.
 - c. Applications and examination records and papers of candidates shall be preserved until at least six months after the expiration of the eligible list resulting from such examination, but in no event may records be destroyed except in accordance with the policies of the State Commissioner of Education and the State Civil Service Commission. Whenever an oral examination shall be prescribed as part of an examination, every reasonable effort shall be made to insure that a stenographic or recording device record of all the questions and answers is made 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 examination, he/she shall also, if successful, be notified of his/her relative position on any eligible list established as a result of the examinations.
 - 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 Human Resources and in the presence of a designated representative of the Commissioner of Human Resources, provided he/she makes his/her request for such inspection, in writing, within ten (10) days of the date of the postmark of such notice. The examination papers of a candidate shall be exhibited only to the candidate except that a candidate may bring a consultant to review the record of an oral examination. The consultant must be approved by the Commissioner of Human Resources prior to the review and may not be an individual who was in any way involved in the preparation, conduct or administration of the examination.

Rule IX--EXAMINATIONS—cont'd

- f. A candidate who wishes to appeal to the Commissioner of Human Resources his/her rating in one, or more, or all of the subjects of an examination

must submit such appeal in writing within twenty (20) days after the earliest date on which his/her examination papers were made available for his/her inspection. Such appeal must show that a manifest error was made in the original rating. Such appeal shall be considered as opening all of the candidate's papers for review, whether resulting in a higher or lower average standing. No change in rating shall be made as a result of an appeal unless it shall affect the candidate's relative position on the eligible list.

- g. There shall be no reviews of examinations conducted on a continuous recruitment basis other than for a computational check of the candidate's answers against the key answers; nor shall there be reviews of practical or performance examinations.

3. Examinations generally

- a. The Commissioner of Human Resources may at any time during the life of an eligible list, resulting from any examination except as provided in l.b., correct any clerical or computational errors in the ratings of candidates who competed in the examination.
- b. Any change in an eligible list pursuant to this rule shall not affect the status of any person previously appointed from such eligible list.

4. Examinations material security. In order to prevent the unauthorized publication and dissemination of examination material, the following acts are prohibited except as authorized by the Civil Service Commission.

- a. No person shall copy, record, or transcribe any examination question or answer; or remove from the examination room or possess outside the examination room, any question sheet, answer sheet or booklet, scrap papers, notes or any other papers or materials relating to such examination.
- b. A candidate in an examination shall not at any time communicate with an examiner concerning the conduct or content of such examination; and shall not directly or indirectly communicate to any other person information concerning the content of such examination until completion of the testing of all candidates.

No examiner, proctor or other person charged with the supervision of a candidate or group of candidates during an examination shall have authority to waive the provisions of this subdivision. A person who is found to have violated the provisions of this subdivision or any similar provision of the rules of any other civil service jurisdiction within the State of New York shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five years.

RULE X

ELIGIBLE LISTS

1. Every candidate who attains a passing grade in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but if two or more eligibles receive the same final grade, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefore by the Commissioner of Human Resources.
2.
 - a. The date of the establishment of a list shall be the date fixed by the Commissioner of Human Resources and shall be entered on such list. The eligible list shall contain any additions of veteran's credits and, in the case of promotion examinations, seniority credits.
 - b. The duration of all eligible lists shall be fixed by the Commissioner of Human Resources prior to the establishment of such lists, but shall not be less than one nor more than four years. The date of establishment of a list and its duration shall be given to all successful candidates at the time when notice of standing on the eligible list is given to such candidates. Where the duration of an eligible list is fixed at less than four years, the Commissioner of Human Resources 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 Human Resources. The names of persons who failed to receive a passing examination grade shall not be disclosed to the public.
4. The Commissioner of Human Resources 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 Human Resources shall have power to revoke any eligible list where the provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reasons for such action shall be reported to the State Civil Service Commission within 30 days.

RULE XI

CERTIFICATION

1. The Commissioner of Human Resources 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 be included in such certification.
2. A certification issued by the Commissioner of Human Resources to an appointing authority shall be valid for a period of sixty days from the date of its issuance, except that certifications issued for Police Officer, Deputy Sheriff, and Correction Officer shall be valid for a period of ninety days from the date of issuance. After the expiration of such period, no appointment shall be made except from a new certification. The Commissioner of Human Resources, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.
3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his/her willingness to accept such appointment within seven business days after the mailing of such canvass or offer, he/she may be considered ineligible when making selection for such particular appointment.
4. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons:
 - (a) Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
 - (b) Geographical location of employment;
 - (c) Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing; or
 - (d) Other reason deemed acceptable by the Commissioner of Human Resources. The Commissioner of Human Resources shall enter upon the eligible list the reasons for his/her action in such cases.
5. Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the final rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles appear on the eligible lists as provided in Rule X.
6. Whenever a vacancy exists in a position in the competitive class and an open-competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing authority may nominate to the Commissioner of Human Resources one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination

Rule XI--CERTIFICATION—cont'd

of equivalent character within the last four years from the date of nomination.

7. Whenever one or more eligibles shall have declined any appointment offered and an eligible whose relative standing is lower and who was reachable on the certification only because of the aforesaid declination shall have been appointed to the position, the salary or compensation of such appointee shall not be increased, except by 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.
8. An open-competitive, promotion or preferred eligible list shall not be certified for filling a permanent competitive class vacancy created by reclassification of a permanently encumbered competitive class position if the appointment or promotion from such list would require the layoff of a permanent employee; but this provision shall not apply if the incumbent whose position was reclassified has, following such reclassification, either refused to take an examination for such reclassified position or failed to qualify for appointment, examination or promotion to such position.
9. When an open-competitive examination has been duly advertised in the manner prescribed by the rules and there are no more than three applicants for the position, the nature of which required a license or certificate issued by the State of New York after an examination, the assembled tests may be waived by action of the Commissioner of Human Resources. The Commissioner of Human Resources may certify to the appropriate authority the names of such applicants, provided they have been duly licensed by an agency or department of the State of New York and provided such licenses or certificates were issued within five years of the date of certification, and a selection may be made by the appointing authority of any one of the three. If there are more than three candidates, an open-competitive examination shall be held.
10. When a vacancy exists in a permanent competitive class position and a permanent competitive class candidate in direct line of promotion, at the next lower level position, is nominated for non-competitive promotion examination in accordance with Section 52 (7) of Civil Service Law, the Commissioner of Human Resources may determine that the examination that shall be appropriate for such non-competitive promotion may consist of a review of the candidate's training and experience at the time of nomination.

If the Commissioner of Human Resources determines the candidate's training and experience meets or exceeds the qualifications for the position, the candidate shall be certified as eligible for appointment to the promotional position; such appointment shall require successful completion of a probationary term as prescribed in these Rules.

RULE XII

PROMOTIONS

1. In order to be eligible to participate in a promotion examination or to be promoted to a competitive class position a candidate must have been employed in a competitive class position on a permanent basis in a lower grade, or a non-competitive position pursuant to Civil Service Law, Section 55-a, either in direct line of promotion or in a related or collateral line of promotion as determined by the Commissioner of Human Resources. The Commissioner of Human Resources shall determine the minimum period of such service for eligibility to enter a promotion examination, and may also prescribe a minimum period of such service as a qualification for promotion from the resulting eligible list.

2. Any candidate who is nominated for non-competitive examination for promotion to a position and who fails to appear for such examination or 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 following competitive examination. This provision in no way is meant to guarantee the person nominated two successive attempts at an examination. If an appropriate eligible list exists, it shall be certified even though the person nominated for non-competitive examination has failed only one examination.

RULE XIII

PROBATIONARY TERM

1. Probationary term

- a. Except as otherwise provided, in subdivision 1(b) and 1(c) of this rule, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class and every appointment pursuant to Rule XI (6) and (9) shall be for a probationary term of not less than eight nor more than twenty-six weeks.
- b. The probationary term for a Trainee position, in which an appointee is required to serve a specified training term, shall be not less than eight weeks nor more than the maximum of the training term or twenty-six weeks, whichever is greater; and the probationary term may not be completed prior to completion of the specified training term.
- c. The probationary term for Police Officer, Deputy Sheriff, Probation Officer I, Correction Officer, Firefighter, Psychiatrist I, Psychiatrist II, Case Manager I, and Case Manager II positions shall be not less than eight nor more than fifty-two weeks.
- d. Except as otherwise provided in subdivisions 1(b) and 1(c) of this rule, every permanent appointment from a promotion eligible list shall be for a probationary term of eight to twenty-six weeks. Upon written notice of the appointing authority the probationary term upon promotion may be waived and the appointee given a permanent appointment except for appointments made in accordance with Rule XI (10). For the purpose of this subdivision, the term "promotion" shall include the appointment of an employee to a higher grade position in the non-competitive, exempt or labor class.
- e. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation or upon earlier written notice following completion of the minimum period of probation that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources.

If the conduct or performance of a probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of probation, and on or before completion of the maximum period of probation in the manner as prescribed in these rules.

2. Transfers

Every transfer within the same civil division shall be for a probationary term of eight to twenty-six weeks unless the probationary term is waived by the appointing authority. If the conduct or performance of the probationer is not satisfactory, his/her employment in such position shall be discontinued on or before completion of the maximum period of probation or upon earlier notice following completion of the minimum period of probation.

Rule XIII--PROBATIONARY TERM—cont'd

3. Restoration to permanent position

When a permanent employee is appointed, promoted or transferred to a position in the same civil division in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary or contingent permanent basis, during such probationary term. At any time during such probationary term, the employee shall have the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at any time after the completion of the minimum period of service and on or before completion of the maximum period of service.

4. Absence during probationary term

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

5. Report on probationer's service

The probationer's supervisor shall carefully observe his/her conduct and performance and, at least two weeks prior to the end of the probationary term, shall report thereon 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 be given written notice prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

6. Restoration to eligible list

A probationer whose employment is terminated or who resigns before the end of his/her probationary term may request that his/her name be restored to the eligible list from which he/she was appointed, provided such list is still in existence. His/her name may be restored to such list if the Commissioner of Human Resources in his/her discretion determines that the probationer should be given a second opportunity for appointment.

Rule XIII--PROBATIONARY TERM—cont'd

7. Temporary or provisional service in higher level position

When an employee who has not completed his/her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position may, in the discretion of the appointing authority, be considered as satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, the appointing authority shall, on request of such probationer, furnish his/her decision in writing as to whether or not service in such higher level position shall be considered as satisfactory probationary service. In the event of an adverse decision by the appointing authority, such probationer at his/her request, shall be returned to his/her lower position for sufficient time to permit him/her to complete his/her probationary term. The employment of such 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.

8. Removal during probationary term

Nothing contained in this rule shall be construed to limit or otherwise affect the authority of an appointing authority pursuant to Section 75 of the Civil Service Law, or applicable negotiated disciplinary procedures, at any time during the probationary term, to remove a probationer for incompetence or misconduct.

9. Probationary Term of Reinstatement

An employee who is reinstated, other than from a preferred list, to a position, either in his/her former civil division or in another civil division shall serve a new probationary term in the same manner and subject to the same requirements as apply upon the original appointment to such position. However, the appointing authority may waive the probationary term for an employee reinstated after a separation of less than one year. (See Rule XVII - Reinstatement).

10. Police Promotions

Notwithstanding any other provision of these Rules, if a Police Officer is promoted to a higher rank for which he/she has met all requirements of eligibility for permanent promotion except training requirements applicable under Section 209-q of the General Municipal Law, he/she shall be deemed to be on leave of absence from the lower rank position from which he/she was promoted pending completion of such training. During such period such lower rank position may not be filled except on a temporary or contingent permanent basis. In the event of his/her failure to successfully complete such training within the time allowed, he/she shall be restored to such lower rank position.

RULE XIV

TRAINEE APPOINTMENTS

1. The Commissioner of Human Resources 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 the completion of specified training or academic courses, or both. The period of such term of training service shall be prescribed by the Commissioner of Human Resources. Upon the satisfactory completion of such training term, and of specified courses if required, an appointee shall be entitled to full permanent status in the position for which appointment was made. Any appointment hereunder shall be subject to such probationary term as is prescribed in these rules. The employment of such person may be discontinued 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 be required.

RULE XV

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

1. Provisional appointment of permanent employee

- a. When a permanent competitive class employee is given a provisional appointment to a competitive class position in the same civil division, 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 the provisional appointment to mature into permanent appointment.
- b. A provisional appointee may return to his/her permanent position at any time during his/her provisional term of appointment by providing written notice to the appointing authority requesting to be returned to such permanent position.

2. Effect of temporary appointment on eligibility for permanent appointment

- a. 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.
- b. When a temporary appointment to a permanently encumbered position is made from an eligible list and the appointee is at the time of such appointment reachable on such eligible list he/she shall, at such time that the permanent incumbency is vacated, be eligible for permanent appointment to the same position or another position in the same class notwithstanding the fact that the eligible list on which his/her name originally appeared may have expired.

3. Temporary Promotion of a Permanent Employee

When a permanent employee is promoted using a promotion eligible list to a position temporarily vacated by another permanent employee, such appointment shall be considered permanent for the purposes of examination qualifications.

4. Successive Provisional Appointment

- a. No provisional employee who has refused to take an examination held for permanent appointment shall be given another provisional appointment in the same titled position. No provisional employee who fails two examinations for permanent appointment shall be eligible for provisional appointment in the same title under the same appointing authority, provided, however, that an appointing authority may request of the Commissioner of Human Resources that these requirements be waived when such a termination would disrupt or impair services. This rule is in no way meant to guarantee a provisional employee two successive attempts at an examination. If an appropriate eligible list exists, it shall be certified to the appointing authority even if a provisional has failed only one examination.

Rule XV--EFFECT OF TEMPORARY, CONTINGENT PERMANENT OR PROVISIONAL APPOINTMENT ON STATUS OF APPOINTEE—cont'd

- b. The term of provisional appointment shall end within the time period prescribed in subdivision 3 of section 65 of the Civil Service Law or upon the receipt of the results of an examination wherein no candidates passed the appropriate examination. A provisional appointee who fails to qualify on an appropriate examination, may be authorized another provisional appointment at the discretion of the appointing authority and the Commissioner of Human Resources if the eligible list contains fewer than three eligibles from which to make a permanent appointment to the position

5. Contingent permanent appointments

- a. A position left temporarily vacant by the leave of absence of the permanent incumbent may be filled, at the discretion of the appointing authority, by a contingent permanent appointment through the use of an open-competitive or promotion eligible list. Any person appointed on a contingent permanent basis shall have all the rights and benefits of a permanent competitive class employee subject to the following limitations:
 - 1) Probationary Term: All appointments under this rule shall be required to complete the probationary term for original appointment or promotion as prescribed in these rules.
 - 2) Return of Incumbents: In the event of a layoff or if the permanent incumbent returns from a leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on the inverse order of their contingent permanent appointments. Nothing in this rule shall constrain the appointing authority from reassigning any of the remaining incumbents.
 - 3) Preferred List: Upon displacement, the contingent permanent appointee shall be restored to his/her permanent position if he/she was on a leave of absence; and upon displacement due to layoff, the contingent permanent appointee shall have his/her name placed on a preferred eligible list.
 - 4) Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service in that title shall be the date of the original contingent appointment.
- b. All prospective appointees under this rule shall receive a copy of this rule and be canvassed as "contingent permanent."
- c. Contingent permanent appointments from eligible lists shall be made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent permanent appointment; there will be no recanvassing of the eligible list in the event the contingent permanent position becomes unencumbered. Acceptance of a contingent permanent appointment will remove the person's name from the eligible list for any future contingent permanent or permanent vacancies within the department or agency in which the contingent permanent

Rule XV--EFFECT OF TEMPORARY, CONTINGENT PERMANENT OR PROVISIONAL APPOINTMENT ON STATUS OF APPOINTEE—cont'd

appointment was made.

- d. If a permanent vacancy becomes available in the same title in the department or agency in which a contingent permanent appointment has been made, contingent permanent appointees must be offered reassignment, prior to canvassing for a permanent appointment from an appropriate eligible list or prior to appointing a temporary or provisional to the position.
- e. When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee with the earliest contingent permanent appointment date in that department or agency in that title shall immediately gain permanent competitive class status in the class if the required probationary term as prescribed in these rules has been satisfactorily completed.
- f. When a permanent employee accepts a contingent permanent appointment in the same civil division, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.

RULE XVI

TRANSFERS

1. Transfer of eligibility for permanent appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Commissioner of Human Resources, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- a. There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- b. There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- c.
 - 1) The Commissioner of Human Resources determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
 - 2) When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- d. The Commissioner of Human Resources has determined that such appointment is for the good of the service.

RULE XVII

REINSTATEMENT

1. a) A permanent employee who has resigned may be reinstated without further examination to the position from which he/she resigned, if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off shall be eligible for reinstatement in the same manner as an employee who has resigned.

All reinstatements are subject to the following terms and conditions:

- i. The prospective appointing authority must request approval from the Commissioner of Human Resources to reinstate an individual.
- ii. 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.
- iii. 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.
- iv. The Commissioner of Human Resources shall determine if the reinstatement is for the good of the service.

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

- i. The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commissioner of Human Resources that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.
 - ii. If the position to which reinstatement is sought requires successful completion of medical and/or physical fitness tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.
- b) An employee who is laid off from the civil service of a civil division shall be eligible for reinstatement in the same manner as an employee who had resigned.

Rule XVII--REINSTATEMENT—cont'd

2. a) Preferred list eligibility shall continue for four years.
- b) The failure or refusal of a person on a preferred list, after reasonable notice, to accept reinstatement to his/her former position, or any similar position in the same salary or salary grade for which such list is certified, shall be deemed to be a relinquishment of his/her eligibility for reinstatement, and his/her name shall be stricken from such preferred list. The name of such person may be restored to such preferred list and certified to fill appropriate vacancies as may occur only upon the request of such person and his/her submission of reasons satisfactory to the Commissioner of Human Resources for his/her previous failure or refusal to accept reinstatement.
- c) A person on a preferred list shall not be deemed to relinquish his/her eligibility for reinstatement by reason of his/her refusal or acceptance of reinstatement to a position in a lower salary grade than the position from which he/she was suspended or demoted. The name of such person may be withheld from further certification for reinstatement to a position in a lower salary grade than the position to which he/she failed or refused to accept reinstatement.
- d) The restoration of the name of a person to a preferred list, or his/her restoration to eligibility for certification 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

LEAVE OF ABSENCE

1. A leave of absence may be granted by the appointing authority in conformance with law or with regulations established by the appropriate legislative body, provided however, that a permanent employee may not encumber a permanent position by a leave while holding a permanent appointment to another position in the civil service of the same civil division.

RULE XIX

RESIGNATION

1. Resignation in writing

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

2. Effective date

If no effective date is specified in a resignation, it shall take effect upon delivery to or filing with the appointing 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 written consent of the appointing authority.

4. Voluntary demotion of permanent employee

An employee, who voluntarily elects to relinquish his /her permanent status to a position and accept a demotion, must deliver a statement of relinquishment to the appointing authority and a copy shall be submitted to the Commissioner of Human Resources. Upon receipt of the statement of relinquishment by the appointing authority, the employee may be reinstated to any vacant lower salary level position for which he/she is eligible for such reinstatement as provided in these rules. Such statement of relinquishment shall not take effect until the employee is reinstated to the lower level position.

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

5. Resignation of permanent competitive class employee to accept a position in the non-competitive, exempt or labor class.

An employee who voluntarily elects to relinquish his/her permanent competitive class status to accept a permanent appointment in the non-competitive, exempt or labor class must deliver a statement of relinquishment to the appointing authority, and a copy shall be submitted to the Commissioner of Human Resources.

6. Unauthorized absence from work for five work days or more

An employee who is on an unauthorized absence from work for five work days or more will be considered to be discharged from his/her position. Before the discharge becomes effective, the employee is entitled to receive written notice of such discharge and any benefits conferred by Section 75 and/or 76 of Civil Service Law or applicable

negotiated disciplinary procedure. In order to exercise those rights, the employee must notify the appointing authority in writing within eight calendar days of receipt of the notice advising the employee that the appointing authority has deemed him/her discharged.

RULE XX

REPORTS OF APPOINTING AUTHORITIES

For the purpose of certification of payrolls and to enable the Commissioner of Human Resources to keep an official roster of the classified service 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 Human Resources as follows:

1. Every appointment or employment whether permanent, probationary, provisional, contingent permanent, temporary or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position.
2. Every failure to accept an appointment under him/her by a person eligible therefore, with copies of the offer or notice of appointment and the reply thereto, if any.
3. Every discharge during or at the end of probationary term with the date thereof.
4. Every vacancy in a position, for whatever reason with the date thereof.
5. Every position abolished, with the date of such abolition.
6. Every change of compensation in a position, with the date thereof.
7. Every promotion, giving positions from which and to which made, with the salaries and date thereof.
8. Every transfer, giving the positions from which and to which made, with the date and salaries thereof.
9. Every reinstatement in a position, with the date and salary thereof.
10. Every leave of absence, with the date and duration thereof.
11. Every new position, giving a complete description of the duties thereof.

RULE XXI

CERTIFICATION OF PAYROLLS

1. Extended certification

The Commissioner of Human Resources may certify the employment of a person for a limited or extended period. No further certification shall be necessary for the payment of salary or compensation to such person, so long as his/her title and salary grade remain unchanged and during such stated period, except that such employment shall be certified at least once in each fiscal year and, if required by the Commissioner of Human Resources, as often as necessary throughout the fiscal year. Nothing herein shall be construed to prevent or preclude the Commissioner of Human Resources from terminating or rescinding a certification at any time by giving notice thereof to the appropriate fiscal or disbursing authority.

2. Temporary certification

When the name of any person is first submitted for certification following his/her appointment, reinstatement, promotion, transfer, or any other change in status, and the Commissioner of Human Resources requires further information or time to make a final determination thereon, the Commissioner of Human Resources may certify such person temporarily pending such final determination. In such event, the Commissioner of Human Resources shall immediately request the necessary additional information from the appointing authority, who shall furnish it forthwith. If such information is not furnished within the time specified by the Commissioner of Human Resources, or if the Commissioner of Human Resources finds, following receipt of such information, that the employment of such person is not in accordance with the law and rules, the Commissioner of Human Resources shall immediately terminate such certification by notice to the appropriate fiscal or disbursing authority.

3. Refusal or termination of certification

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

RULE XXII

POSITION CLASSIFICATION

1. Definitions. For the purpose of this rule, the following definitions shall apply:
 - a. "Class" means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, examinations, salary and administering other personnel functions.
 - b. "Class title" means the designation given under these rules to a class and to each position allocated to such class.
 - c. "Class specification" means a formal written statement of the class which defines the general character and scope of the duties and responsibilities of positions in the class, lists typical work activities, enumerates the knowledge, skills, abilities, and personal characteristics required for successful full performance of the work, states required minimum qualifications, and indicates any special requirements of the class.
 - d. "Classification" means the assignment of a position to an appropriate class as determined by the duties, responsibilities and minimum qualification requirements of the position.
 - e. "Reclassification" means the reassignment of a position from one class to another because of a permanent and material change of the duties of that position.
2. Powers and duties of the Commissioner of Human Resources. The Commissioner of Human Resources shall have power and duty to:
 - a. Classify and reclassify all positions in the civil service of all civil divisions under his/her jurisdiction.
 - b. Prepare and maintain class specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class in the civil divisions under his/her jurisdiction.
 - 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 to make revisions in the classification of positions.
3. Classification of Vacant Positions. When a position has or is about to become vacant, the appointing authority, if deemed necessary by the Commissioner of Human Resources, may be required to file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Commissioner of Human Resources. After an analysis of the detailed description of duties and responsibilities, the Commissioner of Human Resources shall assign the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a class specification for such position including a statement of appropriate minimum qualifications.

Rule XXII--POSITION CLASSIFICATION—cont'd

4. Classification of New Positions. When a new position is to be created, the appointing authority shall file on a prescribed form a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Commissioner of Human Resources, prior to creating the position. After an analysis of the detailed description of the duties and responsibilities, the Commissioner of Human Resources shall assign the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification for such new class including a statement of appropriate minimum qualifications.
5. Reclassification of Positions.
 - a. The Commissioner of Human Resources may, upon his/her own initiative, review the duties and responsibilities and qualification requirements of any position under his/her jurisdiction. Appointing authorities and employees in positions under review shall be required to complete a detailed description of the duties and responsibilities of the positions and provide such other information as determined necessary by the Commissioner of Human Resources. After an analysis of the detailed description of the duties and responsibilities, the Commissioner of Human Resources shall assign the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a class specification for such position including a statement of appropriate minimum qualifications.
 - b. Whenever a permanent and material change is made in the duties and responsibilities of any position, the appointing authority shall file on a prescribed form a detailed description of the duties and responsibilities of the position with the Commissioner of Human Resources. After an analysis of the duties and responsibilities of the position, the Commissioner of Human Resources shall assign the position to an appropriate class, or, if no appropriate class exists shall create a new class and prepare a class specification for such position including a statement of appropriate minimum qualifications.
 - c. Any employee in the classified service may apply to the Commissioner of Human Resources for a position reclassification. Such application shall be filed on a prescribed form and must show changes in the duties and responsibilities of the position since the last determination with respect to its classification. After an analysis of the duties and responsibilities of the position, the Commissioner of Human Resources shall assign the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a class specification for such position including a statement of appropriate minimum qualifications.
6. Notice and Appeals. The Commissioner of Human Resources 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 Human Resources 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 XXIII

**PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION
CONCERNING POLITICAL AFFILIATION**

No question in any examination or application or other proceeding by the Commissioner of Human Resources or his/her examiners shall be so framed as to elicit information concerning, nor shall any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the Commissioner of Human Resources and his/her examiners. No discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible because of his/her political opinions or affiliation.

RULE XXIV

LAYOFF OF COMPETITIVE CLASS EMPLOYEES

1. For the purposes of this rule the following terms shall mean:
 - a. Direct line of promotion shall be strictly construed in that in order to be considered as direct line all titles must have the same generic root.
 - b. Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.
 - c. Layoff Unit. Each department of a county, city, town, or village; each school district; each community college; each special district; and, each authority shall be deemed to be a layoff unit.
 - d. Satisfactory service shall mean service in the last fiscal year by an employee during which he/she did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetence pursuant to Section 75 of the Civil Service Law, or applicable negotiated disciplinary procedures, 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 any period of time; or
 - 3) Demotion in grade and title.
 - e.
 - 1) Permanent service shall start on the date of the incumbent's original appointment on a permanent basis in the classified service; however, in the case of disabled war veterans and spouses of disabled war veterans (with 100% service connected disability) who are also head of the household, the date of original permanent appointment is considered to be sixty months earlier than the actual date, while non-disabled war veterans are considered to have been appointed thirty months earlier than their actual date of appointment. For the purposes of this rule, the definition of what constitutes a war veteran or disabled war veteran is contained in Section 85 of the Civil Service Law.

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. However, resignation followed by re-employment in the same civil division within one year in temporary or provisional status, followed without break in service by permanent appointment or reinstatement is not a break in service.
 - 2) 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.

Rule XXIV--LAYOFF OF COMPETITIVE CLASS EMPLOYEES—cont'd

- 3) 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.
- 4) 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 backdate his/her permanent service if he/she also happens to be either a veteran or disabled veteran.
- d. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Social Services Department.
- e. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.
- f. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their retention rights shall be determined by their rank on that eligible list; that person having the highest rank having greater retention rights over those having lower ranks.
- g. All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.
- h. Probationary employees occupying such positions in the same title must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary term. 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.

Rule XXIV--LAYOFF OF COMPETITIVE CLASS EMPLOYEES—cont'd

3. Vertical bumping

- a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.
- b. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.
- c. If an employee refuses to displace a junior incumbent, he/she must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.
- d. When a next lower title has been occupied by means of displacement, regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent, on a temporary, provisional, contingent permanent, probationary or permanent basis, is considered occupied for the purposes of this section.

4. Retreat

- a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.
- b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he/she is currently suspended or displaced. Retreat may occur only 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 in which 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 XXIV--LAYOFF OF COMPETITIVE CLASS EMPLOYEES—cont'd

- e. Where a title change has been effected to better describe the duties of a position, but the duties have not substantially changed since the suspended employee last served in that title, the new title will for retreat purposes be deemed to be the former title.
- 5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.
- 6. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

**APPENDICES TO THE RULES
FOR THE
CLASSIFIED CIVIL SERVICE OF DUTCHESS COUNTY**

APPENDIX A: EXEMPT POSITIONS

APPENDIX B: NON-COMPETITIVE POSITIONS

APPENDIX C: LABOR CLASS

APPENDIX D: UNCLASSIFIED SERVICE

Revised 06/20/2024

APPENDIX A
EXEMPT
COUNTY SERVICE

IN THE COMMUNITY COLLEGE:

Secretary to the President

IN THE DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH:

Confidential Administrative Assistant

Deputy Commissioner of Behavioral and Community Health for Mental Hygiene

IN THE DEPARTMENT OF COMMUNITY AND FAMILY SERVICES:

Confidential Administrative Assistant

IN THE DEPARTMENT OF EMERGENCY RESPONSE:

Confidential Administrative Assistant

Deputy Commissioner of Emergency Response

IN THE DEPARTMENT OF FINANCE:

Confidential Administrative Assistant

First Deputy Commissioner of Finance

IN THE DEPARTMENT OF HUMAN RESOURCES:

Confidential Administrative Assistant

Deputy Commissioner of Human Resources

IN THE DEPARTMENT OF LAW:

Assistant County Attorney (3)

Bureau Chief

Chief Assistant County Attorney

Confidential Secretary to County Attorney

Senior Assistant County Attorney (11)

IN THE DEPARTMENT OF MENTAL HYGIENE:

Confidential Administrative Assistant

IN THE DEPARTMENT OF PLANNING AND DEVELOPMENT:

Confidential Administrative Assistant

Deputy Commissioner of Planning and Development

APPENDIX A-Exempt-County Service (Cont'd)

IN THE DEPARTMENT OF PUBLIC DEFENDER:

Arraignment Attorney (2)
Assistant Public Defender (6)
Bureau Chief (5)
Chief Assistant Public Defender
Chief Investigator-Public Defender
Legal Administrative Assistant
Senior Assistant Public Defender (20)

IN THE DEPARTMENT OF PUBLIC WORKS:

Confidential Administrative Assistant

IN THE HUMAN RIGHTS COMMISSION:

Executive Director – Human Rights Commission

IN THE OFFICE OF THE COMPTROLLER:

Administrative Assistant to the Comptroller
Deputy Comptroller

IN THE OFFICE OF CENTRAL AND INFORMATION SERVICES:

Confidential Administrative Assistant

IN THE OFFICE OF THE COUNTY CLERK:

Deputy County Clerk (3)

IN THE OFFICE OF THE COUNTY EXECUTIVE:

Assistant County Executive (2)
Budget Analyst (County Executive) (2)
Budget Director
Executive Secretary
Senior Budget Analyst

IN THE OFFICE OF THE DISTRICT ATTORNEY:

Assistant District Attorney (4)
Bureau Chief (5)
Chief Assistant District Attorney
Chief Investigator (District Attorney)
Secretary to District Attorney
Senior Assistant District Attorney (20)

IN THE OFFICE OF THE SHERIFF:

Chaplains (4)
Confidential Secretary to the Sheriff
Undersheriff

APPENDIX A
EXEMPT
TOWN SERVICE

IN ALL TOWNS:

Assistant Town Attorney
Bookkeeper to Supervisor *or* Secretary to Supervisor
Clerk to the Justice (Limited to one per Justice)
Comptroller
Court Clerk
Deputy Receiver of Taxes and Assessments (where Receiver of Taxes and Assessments is elected)
Deputy Superintendent of Highways
Deputy Supervisor
Deputy Tax Collector
Deputy Town Clerk
Receiver of Taxes and Assessments (where appointed)
Secretary to Highway Superintendent
Secretary to Planning Board
Secretary to Planning Board and Zoning Board of Appeals (where the two positions are combined)
Secretary to Zoning Board of Appeals
Town Attorney

IN THE TOWN OF CLINTON:

Deputy Town Clerk (3)

IN THE TOWN OF EAST FISHKILL:

Deputy Town Clerk (2)
Manager of Finance and Administration

IN THE TOWN OF FISHKILL:

Deputy Town Clerk (3)

IN THE TOWN OF HYDE PARK:

Deputy Town Clerk (3)

IN THE TOWN OF LAGRANGE:

Deputy Town Clerk (2)

Appendix A-Exempt-Towns (Cont'd)

IN THE TOWN OF PLEASANT VALLEY:

Deputy Town Clerk (2)

IN THE TOWN OF POUGHKEEPSIE:

Deputy Receiver of Taxes and Assessments (2)

Deputy Town Clerk (3)

Director of Municipal Development

Secretary to the Town Attorney

IN THE TOWN OF STANFORD:

Bookkeeper to Supervisor

Secretary to Supervisor

IN THE TOWN OF UNIONVALE:

Bookkeeper to Supervisor

Secretary to Supervisor

IN THE TOWN OF WAPPINGER:

Deputy Town Clerk (3)

APPENDIX A
EXEMPT
VILLAGE SERVICE

IN ALL VILLAGES:

Associate Village Justice

Clerk to the Justice

Court Clerk

Deputy Village Clerk

Secretary to Planning Board

Secretary to Zoning Board of Appeals

Secretary to Planning Board and Zoning Board of Appeals (where the two positions are combined)

Village Attorney

Village Treasurer

IN THE VILLAGE OF PAWLING:

Secretary to the Sewer Commission

APPENDIX A
EXEMPT
SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS:

Clerk of the Board
School District Attorney
School District Clerk
School District Internal Claims Auditor
School District Treasurer
School Tax Collector
Secretary to the Superintendent of Schools

APPENDIX A
EXEMPT
CITY OF BEACON

IN THE CITY HALL:

City Attorney

IN THE MAYOR'S OFFICE:

Administrative Assistant to the City Administrator

City Clerk

Director of Finance

Secretary to City Mayor

APPENDIX A
EXEMPT
CITY OF POUGHKEEPSIE

IN THE CITY HALL:

Administrative Assistant to the City Administrator
Assistant City Manager for Budget and Administration
Assistant Corporation Counsels (3)
City Administrator
City Chamberlain
Commissioner of Finance
Corporation Counsel
Secretary to City Mayor
Secretary to Corporation Counsel

IN THE DEPARTMENT OF DEVELOPMENT:

Development Director

IN THE DEPARTMENT OF PUBLIC WORKS:

Commissioner of Public Works

IN THE OFFICE OF PROPERTY DEVELOPMENT:

Director of Property Development

IN THE OFFICE OF SOCIAL DEVELOPMENT:

Director of Social Development

IN THE HOUSING AUTHORITY:

Executive Director-Secretary to Housing Authority

APPENDIX A
EXEMPT
SPECIAL DISTRICTS

IN ALL SPECIAL DISTRICTS:

Secretary
Treasurer

IN DUTCHESS COUNTY WATER AND WASTERWATER AUTHORITY

Executive Director (WWA)

IN THE BEACON HOUSING AUTHORITY:

Executive Director-Secretary to the Housing Authority

IN THE RESOURCE RECOVERY AGENCY:

Account Clerk (RRA)
Assistant to the Executive Director (RRA)
Bookkeeper (RRA)
Controller (RRA)
Deputy Executive Director (RRA)
Executive Director (RRA)
Lead Recycling Attendant (RRA)
Office Manager (RRA)
Receptionist (RRA)
Recycling Attendant (RRA)
Recycling Coordinator (RRA)
Recycling Coordinator/Enforcement Officer (RRA)
Recycling Director (RRA)
Scale Operator/Fiber Clerk (RRA)
Secretary (RRA)
Solid Waste Enforcement Officer (RRA)
Weigh Scale Operator (RRA)
Weigh Scale Operator-Truck Driver (RRA)

APPENDIX B
NON-COMPETITIVE
IN ALL DEPARTMENTS, OFFICES, AND CIVIL DIVISIONS
WHERE THE FOLLOWING POSITIONS EXIST

Account Clerks (pt)
Account Clerks I (pt)
Account Clerks II (pt)
Account Clerks III (pt)
Account Clerk Stenographers (pt)
Account Clerk-Stenographers I (pt)
Account Clerk-Stenographers III (pt)
Account Clerk Typists (pt)
Account Clerk Typists I (pt)
Account Clerk Typists II (pt)
Accountants (pt)
Animal Control Officers (pt)
Assessor Aides (pt)
Assessor Clerks (pt)
Assistant Auditors (pt)
Assistant Recreation Directors (pt)
Athletic Facilities and Equipment Attendants
Audio-Visual Aide Clerks (pt)
Audio-Visual Aide Typists (pt)
Audio-Visual Technicians (pt)
Auditors (pt)
Automotive Mechanic Helpers
Automotive Mechanics
Bingo Inspectors (pt)
Bookkeepers (pt)
*Building Inspectors I (pt)
*Building Inspectors II (pt)
*Building Inspectors III (pt)
Cashiers (pt)
Chief Water Treatment Plant Operators (Type A Plant) (pt)
Clerks (pt)
Clerks I (pt)
Clerks II (pt)
Clerks III (pt)
*Code Enforcement Officers (pt)
Code Enforcement Officer Trainees (pt)
Collectors (pt)
*Commissioner of Police (pt)
Communication Clerks (pt)
Communication Typists (pt)
Computer Operator (pt)
Construction Equipment Operators
****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B –Non-Competitive- All Departments (cont'd)

Court Reporters I (pt)
Custodians (pt)
Data Entry Operators I (pt)
Data Entry Operators II (pt)
Deputy Building Inspectors (pt)
Deputy Court Clerks (pt)
Deputy Registrars of Vital Statistics (pt)
Deputy Zoning Administrators (pt)
Dog Control Officers (pt)
Environmental Laboratory Technicians (pt)
Equipment Mechanics
Equipment Mechanic Trainees
Executive Stenographers (pt)
Fire Alarm Dispatchers (pt)
Fire Inspectors (pt)
Firefighters (pt)
Groundskeeper/Cleaners
Head Lifeguards (pt)
Heavy Motor Equipment Operators
Janitors (pt)
Junior Accountants (pt)
Keypunch Operators (pt)
Laboratory Technicians (pt)
Legal Secretaries (pt)
Legal Stenographers (pt)
Library Clerks (pt)
Lifeguards (pt)
Mailroom Clerks (pt)
Maintenance Carpenters
Maintenance Electricians
Maintenance Helpers
Maintenance Masons
Maintenance Mechanics
Maintenance Mechanics (Plumbing & Heating)
Maintenance Painters
Maintenance Plumbers
Maintenance Workers
Medical Records Clerks (pt)
Meter Readers (pt)
Motor Equipment Operators
Office Managers (pt)
Offset Printers
Offset Printing Machine Operators
Painters
Paralegal Assistants (pt)
Parking Lot Attendants
Personnel Assistants (pt)
Photocopy Operators (pt)

Appendix B –Non-Competitive- All Departments (cont'd)

*Plumbing Inspectors (pt)
Police Aides (HELP Program)
Police Assistants (pt)
Police Dispatchers (HELP Program)
Police Lieutenants (pt)
Police Matrons (pt)
Police Officers (pt)
Police Sergeants (pt)
Pool Managers
Principal Account Clerks (pt)
Principal Clerks (pt)
Principal Library Clerks (pt)
Principal Stenographers (pt)
Principal Typists (pt)
Programmers (pt)
Programmer Analysts (pt)
Property Control Clerks (pt)
Public Information Officers (pt)
Real Property Appraisers (pt)
Real Property Data Listers (pt)
Receiving Clerks (pt)
Receptionists (pt)
Receptionist-Typists (pt)
Record Clerks (pt)
Recreation Activity Specialists (pt)
*Recreation Directors (pt)
Recreation Leaders (pt)
Recreation Supervisors (pt)
Registrars of Vital Statistics (pt)
Research Assistants (pt)
Secretarial Stenographers (pt)
Secretaries (pt)
Secretary to the Assessor (pt)
Senior Account Clerks (pt)
Senior Account Clerk-Stenographers (pt)
Senior Account Clerk-Typists (pt)
Senior Clerks (pt)
Senior Communication Clerks (pt)
Senior Computer Operators (pt)
Senior Engineering Aides (pt)
Senior Environmental Lab Technicians (pt)
Senior Keypunch Operators (pt)
Senior Library Clerks (pt)
Senior Photocopy Operators (pt)
Senior Police Assistants (pt)
Senior Programmers (pt)
Senior Purchase Order Clerks (pt)

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B –Non-Competitive- All Departments (cont'd)

Senior Record Clerks (pt)
Senior Recreation Leaders (pt)
Senior Stenographers (pt)
Senior Typists (pt)
Senior Typist-Telephone Operators (pt)
Senior Wastewater Treatment Plant Operators (Type A Plant) (pt)
Senior Water Treatment Plant Operators Grade II A (pt)
Sewer Maintenance Mechanics
Starter-Rangers (pt)
Statistics Clerks (pt)
Stenographers (pt)
Stenographers I (pt)
Stenographers II (pt)
Stenographers III (pt)
Stock Clerks (pt)
Stock Clerk Helpers
Summer Interns (pt)
*Superintendent of Water and Sewers (pt)
*Superintendent of Water District (pt)
Supervising Clerks (pt)
Supervising Data Entry Operators (pt)
Supervising Stenographers (pt)
Supervising Typists (pt)
Systems Analysts (pt)
Tax Record Clerks (pt)
Telephone Operators (pt)
Timekeepers (pt)
Timekeeper Dispatchers (pt)
Typists (pt)
Typists I (pt)
Typists II (pt)
Typists III (pt)
Typist-Telephone Operators (pt)
Wastewater Treatment Plant Operators (Type A Plant) (pt)
Wastewater Treatment Plant Operator Trainees (pt)
Water and Sewer Maintenance Foremen (pt)
Water and Sewer Superintendents (pt)
Water Maintenance Supervisors (pt)
Water Pump Operators (pt)
*Water Superintendents (pt)
Water Treatment Plant Operators (Grade C) (pt)
Water Treatment Plant Operators (Grade II) (pt)
Water Treatment Plant Operator Trainees (pt)
Waterfront Directors (pt)
Word Processing Supervisors (pt)
Work Study Interns
Working Supervisors
****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B –Non-Competitive- All Departments (cont'd)

Youth Aides

Youth Workers (pt)

Zoning Administrators (pt)

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APPENDIX B
NON-COMPETITIVE
COUNTY SERVICE

IN ALL DEPARTMENTS:

Account Clerks (pt) (except in County Service)
Accounting Clerks (pt)
Attorneys (pt)
Building Maintenance Mechanics I
Building Maintenance Mechanics II
Bus Drivers I
Bus Drivers II
Carpenters
Case Manager Aides
Couriers
Electricians I
Electricians II
Groundskeepers I
Groundskeepers II
Head Cleaners
Investigators (pt)
Licensed Practical Nurses
Office Assistants (pt)
Painters I
Painters II
Payroll Clerks (pt)
Plumbers
Physicians (pt)
Program Assistants (pt)
Registered Professional Nurses
Security Guards
Senior Account Clerks (pt) (except in County Service)
Senior Typists (pt) (except in County Service)
Student Interns

IN THE COMMUNITY COLLEGE:

Activities Coordinators (pt)
Athletic Facilities and Equipment Attendants
Athletic Facilities and Equipment Attendant/Intramural Directors
Automotive and Equipment Mechanics
Delivery Drivers
Locksmiths
Microcomputer/Word Processing Support Assistants (pt)
Teaching Laboratory Assistants
Teaching Laboratory Supervisors

Appendix B – Non-Competitive County Service (cont'd)

IN THE DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH:

Activities Therapy Aides
Activities Therapy Aides (Spanish Speaking)
*Assistant Medical Examiners (pt)
Bus Driver/Building Maintenance Mechanics I
*Chief Medical Examiner-Forensic Pathologist
Clinical Physician (pt)
Clinical Program Directors
Community Mental Health Aides (pt)
Community Mental Health Counselors (pt)
Community Mental Health Nurses (pt)
*Director of Veterans Services
*Deputy Director of Veterans Services
*Deputy Medical Examiner
Home Health Aides
Home Health Care Personal Care Workers
Laboratory Aides
Laboratory Director (pt)
Medical Assistants (pt)
Mortuary Technicians
Occupational Therapists (pt)
Psychiatrists (pt)
Psychologists I (pt)
Psychologists II (pt)
Psychology Interns (maximum one-year appointment)
Public Health Advisor VD (pt)
Public Health Nurses (pt)
Senior Medical Technologists (pt)
Staff Social Workers (pt)
Supervising Psychiatrists (pt)

IN THE DEPARTMENT OF COMMUNITY AND FAMILY SERVICES:

Case Managers I (HELP Program)
Case Managers II (CPS) (HELP Program)
*Commissioner of Community and Family Services
*Deputy Commissioner of Community and Family Services
Social Welfare Specialists (pt)
Social Welfare Workers I (HELP Program)
*Special Assistant to the Commissioner

IN THE DEPARTMENT OF EMERGENCY RESPONSE:

Fire Instructors (pt)

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B-Non-Competitive-County Service (Cont'd)

IN THE DEPARTMENT OF FINANCE:

*Deputy Commissioner of Finance/Director of Real Property Tax Services

IN THE DEPARTMENT OF HUMAN RESOURCES:

*Equal Employment Opportunity and Inclusion Officer
Examinations Proctors (pt)

IN THE DEPARTMENT OF PLANNING AND DEVELOPMENT:

Stop DWI-Traffic Safety Administrator

IN THE DEPARTMENT OF PUBLIC WORKS

Airport Maintenance Mechanics I
Airport Maintenance Mechanics II
Assistant Heating and Ventilating Mechanics
Assistant Tree Climbers
Automotive Mechanic Supervisors
Bridge Maintainers
Bridge Maintenance Supervisors
Bus Drivers III
Construction Equipment Mechanic Aides
Construction Equipment Mechanics I
Construction Equipment Mechanics II
Construction Equipment Operators I
Construction Equipment Operators II
Construction Equipment Operators I/Mechanics
Construction Equipment Operators II/Mechanics
Construction Equipment Welders I
Construction Equipment Welders II
*Deputy Commissioner of Public Works
Labor Supervisors
Line Service Attendants
Park Attendants
Park Maintenance Mechanics
Road Maintainers
Road Maintenance Supervisors
Sector Chiefs
Senior Automotive Mechanics
Senior Bridge Maintainers
Senior Carpenter
Senior Park Maintenance Mechanics
Service Center Attendants
Sign Makers
Snow and Ice Control Inspectors (pt)
Stockroom Assistants
Tire Mechanics

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B-Non-Competitive-County Service (Cont'd)

IN THE DEPARTMENT OF PUBLIC WORKS (cont'd)

Transit Building and Maintenance Aides

Transit Equipment Mechanics

Transit Equipment Mechanic Aides

Tree Climbers

Tree Maintenance Supervisors

Tree Trimmers

Welders

Window Washers

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

Appendix B-Non-Competitive-County Service (Cont'd)

IN THE OFFICE FOR THE AGING:

Aging Services Aides
*Director, Office for the Aging
Site Managers (pt)

IN THE OFFICE OF CENTRAL AND INFORMATION SERVICES:

*Director of Central Services

IN THE OFFICE OF COUNTY EXECUTIVE:

*Communications Director

IN THE OFFICE OF THE COUNTY ATTORNEY:

Law Assistant (Maximum two-year appointment)

IN THE OFFICE OF THE COUNTY CLERK:

Motor Vehicle Clerks (pt)
Receiving Registry Clerks (pt)
Registry Clerks (pt)
Registry Clerks I (pt)

IN THE OFFICE OF THE COUNTY HISTORIAN:

Historian

IN THE OFFICE OF THE DISTRICT ATTORNEY:

Law Assistant (Maximum two-year appointment)

IN THE OFFICE OF THE SHERIFF:

*Chief Deputy
Cook Managers (Correctional Facility)
Cooks (Correctional Facility)
*Superintendent of Corrections
Correction Officers (pt)
Deputy Sheriffs (pt)
Instructors (pt)

IN THE YOUTH BUREAU:

*Executive Director-Youth Bureau

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

APPENDIX B
NON-COMPETITIVE
TOWN SERVICE

IN ALL TOWNS:

*Assessor
*Budget Officers (pt)
Constables (pt)
Court Attendants
Custodial Workers
Custodian of Town Dumps
*Deputy Assessor (pt)
Greenskeepers
Groundskeepers
Head Greenskeepers
Head Groundskeepers
Police Maintenance Workers
Road Maintenance Supervisors
School Crossing Guards
Security Guards
Senior Automotive Mechanics
Senior Groundskeepers
*Town Engineer (pt)
Town Engineering Aides (pt)
*Town Historian (pt)
*Town Police Chief (pt)
Transfer Station Operators
Water and Sewer Maintenance Mechanics
Water Maintenance Mechanics
Working Foremen (until next vacancy)

IN THE TOWN OF E. FISHKILL:

Construction Equipment Operators I
Construction Equipment Operators II

IN THE TOWN OF HYDE PARK:

Town Park Superintendent

IN THE TOWN OF PLEASANT VALLEY:

Assistant Zoning Administrator (pt)

IN THE TOWN OF STANFORD:

Motor Equipment Operator/Automotive Mechanic Helpers

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

APPENDIX B
NON-COMPETITIVE
VILLAGE SERVICE

IN ALL VILLAGES:

Court Attendants
Custodial Workers
Grader Operator
Groundskeepers
School Crossing Guards
Security Guards
Senior Groundskeeper
Skilled Laborers
*Village Assessor
*Village Building Inspector (pt)
*Village Building Inspector-Zoning Administrator (pt)
*Village Engineer (pt)
*Village Historian (pt)
*Village Police Chief (pt)
Water Maintenance Mechanics
Working Foremen (Until next vacancy)

IN THE VILLAGE OF MILLERTON:

Heavy Motor Equipment Operators/Water Maintenance Mechanics

IN THE VILLAGE OF WAPPINGERS FALLS:

Assistant Zoning Administrator (pt)
Assistant Zoning Administrator Trainee (pt)
*Village Street Superintendent

APPENDIX B
NON-COMPETITIVE
SCHOOL DISTRICTS

IN ALL SCHOOL DISTRICTS:

Assistant Cooks
Assistant Cook Managers
Attendance officers
Automotive Body Repair Workers
Bakers
Bilingual Aides
Bus Drivers
Bus Driver-Automotive Mechanics
Bus Driver-Automotive Mechanic's Helpers
Bus Driver-Bus Driver Trainers
Bus Driver-Custodial Workers
Bus Driver-Groundskeepers
Bus Driver-Maintenance Workers
Bus Driver-School Couriers
Census Takers
Cooks
Cook Managers
Custodial Workers
Groundskeeper/Maintenance Mechanics
Groundskeepers
Head Automotive Mechanics
Head Bus Drivers
Head Groundskeepers
Head Maintenance Mechanics
Head Maintenance Workers
Health Aide Typists (pt)
Health Aides
Library Aides
Licensed Practical Nurses (School)
Pool Maintenance Workers
Registered Professional Nurses (School)
School Couriers
School Courier-Custodial Workers
School Courier-Sr. Custodial Workers
School Dentists (pt)
School Matrons
School Physicians (pt)
Security Guards
Senior Automotive Mechanics
Senior Custodial Workers
Senior Food Service Helpers

Appendix B-Non-Competitive-School Districts (Cont'd)

Senior Groundskeepers
Senior Maintenance Electricians
Senior Maintenance Mechanics
Senior School Couriers
Shop Foremen
Supervising School Monitors
Teacher Aides
Watchmen
Working Foreman (until next vacancy)

IN THE ARLINGTON CENTRAL SCHOOL DISTRICT:

Bus Driver-Assistant Offset Printers
Maintenance Helper/Security Guards

IN THE B.O.C.E.S.:

Child Care Providers
Child Care and Health Providers

IN THE HYDE PARK CENTRAL SCHOOL DISTRICT:

School Secretaries I (pt)

IN THE MILLBROOK CENTRAL SCHOOL DISTRICT:

Attendance Clerks (pt)

IN THE WAPPINGERS CENTRAL SCHOOL DISTRICT:

*Director of Data Processing Services

APPENDIX B
NON-COMPETITIVE
CITY OF BEACON

IN THE CITY HALL:

*Assessor

IN THE DEPARTMENT OF PUBLIC WORKS:

Groundskeepers
Head Automotive Mechanics
Scale Operators
Senior Automotive Mechanics
Transfer Station Operators
Wastewater Plant Maintenance Mechanics
Wastewater Treatment Plant Maintenance Helpers
Water and Sewer Maintenance Helpers
Water and Sewer Maintenance Mechanics
Working Foremen (Until next vacancy)

IN THE POLICE DEPARTMENT:

School Crossing Guards

APPENDIX B
NON-COMPETITIVE
CITY OF POUGHKEEPSIE

IN ALL DEPARTMENTS:

Custodial Workers
Security Guards

IN THE CITY HALL:

*Assessor
Bus Drivers
*Deputy City Chamberlain (pt)
*Equal Employment Opportunity Officer
Law Assistant
Secretary to the City Commissioner of Finance (pt)

IN THE DEPARTMENT OF PUBLIC WORKS:

Asst. Tree Climbers
Couriers
Courier-Head Cleaners
Gardeners
Head Automotive Mechanics
Head Cleaners
Head Maintenance Mechanics
Heavy Motor Equipment Operator/Maintenance Helpers
Maintenance Mechanics I
Maintenance Mechanics II
Motor Equipment Operator/Sanitation Workers I
Motor Equipment Operator/Sanitation Workers II
Senior Maintenance Electrician
Sign Painters
Transfer Station Operators
Water Maintenance Mechanics

IN THE FIRE DEPARTMENT:

*Assistant Fire Chiefs (pt) (2)

IN THE HOUSING AUTHORITY:

Groundskeepers
Senior Maintenance Mechanics

IN THE PARKING DEPARTMENT:

Senior Parking Lot Attendants

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Appendix B-Non-Competitive-City of Poughkeepsie (Cont'd)

IN THE POLICE DEPARTMENT:

Community Service Officers
School Crossing Guards

IN THE RECREATION DEPARTMENT:

Greenskeepers
Groundskeepers
Head Greenskeepers
Head Groundskeepers
Tree Climbers
Tree Trimmers

IN THE WATER TREATMENT FACILITY:

Sr. Water Plant Maintenance Mechanics
*Water Plant Administrator
Water Plant Maintenance Mechanics

APPENDIX B
NON-COMPETITIVE
SPECIAL DISTRICTS

IN ALL SPECIAL DISTRICTS:

Water Maintenance Mechanics

IN THE ARLINGTON FIRE DISTRICT:

Fire Equipment Mechanics

IN THE BEACON HOUSING AUTHORITY:

Senior Maintenance Mechanics

IN THE DUTCHESS COUNTY SOIL AND WATER CONSERVATION DISTRICT: (For current incumbents named on Resolution #25-1999 until next vacant)

Conservation District Manager

Conservation District Technician

IN THE HYDE PARK LIBRARY:

Library Assistants (pt)

IN THE HOWLAND PUBLIC LIBRARY:

Library Clerks I (pt)

Library Clerks I (pt) (Spanish Speaking)

Library Clerks II (pt)

IN THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT:

Custodial Workers

Historian (Libraries)

Librarians I (pt)

Librarians II (pt)

Librarians III (pt)

Library Assistants (pt)

Library Clerk (Spanish Speaking) (pt)

Security Guards

APPENDIX B
NON-COMPETITIVE
IN ALL CIVIL DIVISIONS WITH POPULATIONS UNDER 5,000

Civilian Patrol Officers
Library Assistants
Library Manager
Meter Readers
Municipal Park Managers
Recreation Directors
Recycling Supervisors
*Superintendent of Sewer District
*Superintendent of Streets
*Superintendent of Water District
Wastewater Treatment Plant Operators (Type A Plant)
Wastewater Treatment Plant Operator Trainees
Water and Sewer Superintendent
Water Distribution Operators Grade D
*Water Superintendent
*Water System Operators
Water Treatment Plant Operators Grade C
Water Treatment Plant Operators Grade II
Water Treatment Plant Operator Trainees
Water/Wastewater Treatment Plant Operators
Water/Wastewater Treatment Plant Operator Trainees
*Village Public Works Superintendent
*Village Street Superintendent

****Confidential or Policy Influencing pursuant to Civil Service Law Section 42.2***

APPENDIX C
LABOR
IN ALL DEPARTMENTS, OFFICES, AND CIVIL DIVISIONS
WHERE THE POSITIONS EXIST

Cleaners
Elevator Operators
Food Service Helpers
Hydrant Inspectors
Laborers
Laundry Workers
Messengers
Pages
Pool Attendants
Recreation Assistants
Sanitation Workers
School Monitors
Ski Lift Attendants
Solid Waste Attendants
Sports Officials
Student Workers
Tennis Court Attendants

APPENDIX D
UNCLASSIFIED
COUNTY SERVICE

IN THE COMMUNITY COLLEGE:

All positions in the Community College as defined under Section 35(1) and 35(j) of the Civil Service Law.

IN THE COUNTY OF DUTCHESS:

Assistant to the Chairman of the County Legislature
Board of Elections (All members, officers, and employees)
Clerk of the County Legislature
Commissioner of Behavioral and Community Health
Commissioner of Central and Information Services
Commissioner of Emergency Response
Commissioner of Finance
Commissioner of Human Resources
Commissioner of Planning and Development
Commissioner of Public Works
Comptroller
County Attorney
County Clerk
County Executive
Deputy Clerk of the County Legislature
District Attorney
Legislative Attorney
Legislative Secretary (2)
Members of the County Legislature
Public Defender
Secretary to the Chairman
Senior Legislative Secretary (1)
Sheriff

APPENDIX D
UNCLASSIFIED SERVICE

IN ALL TOWNS:

Assessors (Where elected)
Councilmen
Legislative Aide to the Town Board
Receiver of Taxes (where elected)
Receiver of Taxes and Assessments (Where elected)
Superintendent of Highways
Supervisor
Tax Collector
Town Clerk
Town Justices

IN ALL VILLAGES:

Mayor
Trustees
Village Clerk
Village Clerk Treasurer
Village Justice
Water Commissioners

IN ALL SCHOOL DISTRICTS:

All positions as defined in Section 35(g) and 35(j) of the Civil Service Law.

IN THE CITY OF BEACON:

City Administrator
City Councilmen/Councilwomen (6)
Mayor

IN THE CITY OF POUGHKEEPSIE:

Councilmembers (8)
Mayor

IN ALL SPECIAL DISTRICTS:

All Elected: Commissioners
Secretaries
Secretary-Treasurer
Treasurers