

TABLE OF CONTENTS**INTRODUCTION**

Purpose and Effect of the Rules

RULES FOR THE CLASSIFIED CIVIL SERVICE

<u>RULE</u>		<u>PAGE</u>
ONE	Definitions	2-3
TWO	Personnel Officer	3
THREE	Exempt Class	3
FOUR	Non-Competitive Class	3
FIVE	Labor Class	3
SIX	Unclassified Service	4
SEVEN	Recruitment of Personnel	4
EIGHT	Applications	5
NINE	Disqualification	5
TEN	Examinations	5-7
ELEVEN	Eligible Lists	7
TWELVE	Certification	8-9
THIRTEEN	Promotions	9
FOURTEEN	Probationary Term	9-11
FIFTEEN	Trainee Appointments	12
SIXTEEN	Effect of Temporary or Provisional Appointment On Status of Appointee	12-13
SEVENTEEN	Transfers	14
EIGHTEEN	Reinstatement	14-15
NINETEEN	Leave of Absence	15-16
TWENTY	Resignation	16
TWENTY ONE	Reports of Appointing Officers	17
TWENTY TWO	Certification of Payrolls	17-18
TWENTY THREE	Classification Plan	18-19
TWENTY FOUR	Prohibition Against Questions Eliciting Information Concerning Political Affiliation	19
TWENTY FIVE	Layoff Of Competitive Class Employees	20-23

Page

Appendix "A" Exempt Class	24-25
Appendix "B" Non-Competitive Class	26-32
Appendix "C" Labor Class	33
Appendix "D" Unclassified Service	34-35

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

RULE ONE

DEFINITIONS

Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the several terms hereinafter mentioned, whenever used in these rules, shall be construed as follows:

1. Personnel Officer means the Personnel Officer of the County of Allegany.
2. Employee means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.
3. Position means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. Compensation means the remuneration of a position and shall include food, lodging, maintenance and commutation when the same is furnished.
5. Eligible List means an official public record kept in the Personnel Officer's office as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.
6. Part-time employment means any employment or combination of one or more employments in a municipality in which an individual works fifty percent (50%) or less of the time prescribed as a standard work week by the appropriate governing body or other appropriate authority of the municipality 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 further examination, of an employee from one position to another similar position in the same title under the jurisdiction of the same appointing authority.

9. Municipality means county, town, city, village, school district or special district.

RULE TWO

PERSONNEL OFFICER

The Personnel Officer shall have all the power and duties of a Municipal Civil Service Commission as provided in the Civil Service Law and Rules.

RULE THREE

EXEMPT CLASS

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

2. Positions approved by the State Civil Service Commission for placement in the exempt class shall be listed in Appendix A of these rules.

RULE FOUR

NON-COMPETITIVE CLASS

1. A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Personnel Officer. 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 Personnel Officer. Such appointment shall become effective only after approval by the Personnel Officer.

2. Positions approved by the State Civil Service Commission for placement in the non-competitive class shall be listed in Appendix B of these rules.

RULE FIVE

LABOR CLASS

1. The labor class shall include unskilled laborers.

2. A position in the labor class may be filled by the appointment of any person selected by the appointing officer of the agency where a vacancy exists, and the Personnel Officer may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable.

3. Positions approved by the State Civil Service Commission for placement in the labor class shall be listed in Appendix C of these rules.

RULE SIX

UNCLASSIFIED SERVICE

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 SEVEN

RECRUITMENT OF PERSONNEL

1. Residence requirements for municipal positions.

When preference in certification is given to residents of a municipality pursuant to Subdivision 4A of Section 23 of the civil service law, an eligible must have been at the time of the examination and for at least one month prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

2. Announcements of Examinations.

The public announcement of an examination shall specify the application fee, if any, the title, salary or salary range, the duties of the position, the minimum qualifications required, the issue date, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, and 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 at least ten days before the date of the examination.

3. Appointing Officer may see application; restrictions.

A candidate's application for examination may be exhibited, upon request, to the appointing officer to whom his name is certified, or to his representative; provided, however, that information therein relating to the candidate's national origin or indicating whether his/her citizenship is by birth or naturalization shall not be divulged. Before a candidate's application for examination is exhibited to the appointing officer or authorized representative, all reference therein to the candidate's national origin or to the basis of his/her citizenship shall be concealed.

RULE EIGHT

APPLICATIONS

1. Applications of candidates for positions in the competitive class and for positions in the non-competitive class must be addressed to the Personnel Officer at the office of the Personnel Officer.

2. The Personnel Officer shall notify each applicant of the disposition of his application. Approved applicants for competitive examination shall be given notice of their approval at least seven days before the examination, by mail to the address stated in the application.

RULE NINE

DISQUALIFICATION

1. Any applicant whose application is disqualified for an examination or appointment shall be notified of the reasons for such disqualification and afforded an opportunity to submit facts in apposition to such disqualification prior to final disposition of such application.

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

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

RULE TEN

EXAMINATIONS

1. The marking of each competitor's examination shall be made on the scale of 100, which maximum shall represent the best performance possible, expected or attained, and 70 shall represent a performance meeting the minimum needs of the position to be filled. The Personnel Officer may, after the announcement of an examination is made, sub-divide the written examination into parts and require a passing mark of 70 in each of the parts in order that candidates be considered further for eligibility. Notice of such arrangement shall be given in the instructions on the written examination. Where the written test is prepared and rated by the State Civil Service Commission in accordance with Section 23, sub-division 2 of the Civil Service Law, the provisions of the rules and regulations of the State Civil Service Commission and Department dealing with the rating of examinations shall apply.

2. The Personnel Officer shall adopt a system to conceal the identity of the candidates' paper in a written examination until such written examination has been rated.

3. For examinations prepared and rated by the Personnel Officer, applications and examination records and papers of candidates shall be preserved until at least six months after the expiration of the eligible list resulting from such examination, but in no event may records be destroyed except in accordance with the policies of the State Commissioner of Education and the State Civil Service Commission. Whenever an oral test shall be prescribed as part of an examination, a stenographic or recording device record of all the questions and answers shall be made a part of the examination records.

4. Every candidate in an examination shall be notified of his final rating and, if successful, of his relative position on the eligible list established as a result of the examination. Any candidate receiving such notice, or his duly authorized representative, may inspect his examination papers in the office of the Personnel Officer and in the presence of a designated representative of the Personnel Officer, provided he makes request for such inspection, in writing, within the period of ten days after the date of the postmark of such notice. The application and examination papers of a candidate shall be exhibited only to the candidate or his duly authorized representative, designated as such in writing. The application of an eligible who is being considered for appointment may be shown to the appointing officer.

5. (a) A candidate who wishes to appeal to the Personnel Officer from his rating in one, or more, or all of the subjects of an examination must submit such appeal in writing within twenty days after the earliest date on which his examination papers were made available for his 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.

(b) For examinations prepared and rated under Section 23 (2) of the Civil Service Law, the State Civil Service Commission shall have sole and exclusive authority to correct any errors in rating upon appeal or otherwise. The review of papers by candidates and the filing of appeals in such examinations shall be governed by the rules and regulations of the State Civil Service Commission and Department.

(c) The Personnel Officer may at any time during the life of an eligible list, resulting from an examination prepared and rated by the Personnel Officer, correct any clerical or computational errors in the ratings of candidates who competed in the examination.

(d) Any change in an eligible list pursuant to this rule shall be made without prejudice to the status of any person previously appointed as a result of such examination.

6. Rating keys shall be prepared for each examination held. Such keys shall be a permanent part of the record of each examination.

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

(a) No person shall copy, record or transcribe any examination 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 by the Personnel Officer to have violated the provisions of this subdivision or any similar provision of the rules of any other civil service jurisdiction within the State of New York shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five years.

RULE ELEVEN

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 rating in the examination, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefor by the Personnel Officer.

2. The date of the establishment of a list shall be the date fixed therefor by the Personnel Officer, and shall be entered on such list. The duration of all eligible lists shall be fixed by the Personnel Officer prior to the establishment of such list, but shall not be less than one nor more than four years. The date of establishment of a list and its duration shall be given to all successful candidates at the time when notice of standing on the eligible list is given to such candidates. Where the duration of an eligible list is fixed at less than four years, the Personnel Officer may, prior to the expiration date of such list, extend the duration of the list up to the maximum limitation of four years, provided that eligibles on such list are notified in writing of the extension of the eligible list.

3. Eligible lists shall be open to public inspection at the office of the Personnel Officer. The names of persons who failed to receive a passing grade on the examination shall not be disclosed to the public.

4. The Personnel Officer shall have power in his discretion to correct any error and amend any eligible list where it appears that an error has been made. The Personnel Officer shall have power to revoke any eligible list where the provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reasons for such action shall be recorded in the minutes of the Personnel Office and reported to the State Civil Service Commission.

RULE TWELVE

CERTIFICATION

1. The Personnel Officer shall determine the eligible list most nearly appropriate for the position to be filled, and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of any eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final rating as such eligible shall likewise be included in such certification.

2. A certification issued by the Personnel Officer to an appointing officer shall be valid for a period of 30 days from the date of its issuance. After the expiration of such 30 day period; no appointment shall be made except from a new certification. The Personnel Officer, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.

3. When an eligible is canvassed for appointment or is offered appointment in writing, and fails to state his willingness to accept such appointment within seven business days after the mailing of such canvass or offer, or he/she may be considered ineligible for purposes of making selection for such particular appointment.

4. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons: (a) Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held; (b) Location of employment; (c) Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing; (d) other reason deemed acceptable by the Personnel Officer. The Personnel Officer 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 the eligibles appear on the eligible list as provided in rule eleven.

6. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Personnel Officer one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination of equivalent character within the last four years from the date of nomination.

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

9. 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 noncompetitive promotion examination in accordance with Section 52 (7) of Civil Service Law the Personnel Officer 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 Personnel Officer determines the candidate's training and experience meets or exceeds the open-competitive qualifications for the position, the candidate shall be certified as eligible for appointment to the promotional position; such appointment shall require successful completion of a probationary term as prescribed in these Rules.

RULE THIRTEEN

PROMOTIONS

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

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

3. Promotion examinations for non-competitive class employees shall, in addition to the requirements of Civil Service Law, Section 52(12), require that applicants shall have been employed in a full-time position.

RULE FOURTEEN

PROBATIONARY TERM

1. Probationary term.

(a) Except as herein otherwise provided, every permanent appointment from an open competitive list and every original appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than fifty two weeks.

(b) The probationary term for trainee positions, in which an appointee is required to serve a specified training term, shall be not less than twelve weeks nor more than fifty-two weeks.

(c) An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation, or following completion of the minimum period of probation, upon written notice that his/her probationary term is successfully completed. If termination of probationary period is by notice, a copy of such notice shall be sent to the Personnel Officer.

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

2. Promotions.

A promotion means the appointment of an employee to a higher grade position. Every promotion within the same civil division shall be for a probationary term of from four to twelve weeks. If the conduct or performance of the probationer is not satisfactory, his employment in such position shall be discontinued at the end of such term.. The appointing authority must notify, in writing, the employee that the probationary period is being waived. A copy of such-notice shall be sent to the Personnel Officer.

3. Restoration to permanent position.

When a permanent employee is promoted to a position in which he is required to serve a probationary term, the position thus vacated by him 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 previous position at his own election. If the conduct or performance of the probationer is not satisfactory, he shall be restored to his/her former permanent position at the end of his/her probationary term.

4. Absence during probationary term.

Any period of authorized or unauthorized absence aggregating up to ten work days during the probationary term, may, in the discretion of the appointing authority, be counted as time served in the probationary term. Any such periods of absence in excess of an aggregate of ten work days shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his 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 conduct and performance and, at least two weeks prior to the end of the probationary term shall report thereon in writing to the proper appointing authority. The supervisor shall also, from time to time during the probationary term, advise the probationer of his status and progress. A probationer whose services are to be terminated for unsatisfactory service shall receive written notice at least one week prior to such termination and, upon request, shall be granted an interview with the appointing authority or his representatives.

6. Restoration of eligible list.

A probationer whose employment is terminated or who resigns before the end of his probationary term may request that his name be restored to the eligible list from which he was

appointed, provided such list is still in existence. His name may be restored to such list if the Personnel Officer in his discretion determines that the probationer should be given a second opportunity for appointment.

7. Temporary or provisional service in higher level position.

When an employee who has not completed his 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 lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term if it be one of fixed duration, the appointing authority shall, on request of such probationer, furnish his 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 request, shall be returned to his lower position for sufficient time to permit him to complete his probationary term. The employment of such a probationer in his lower position shall not be terminated at the end of his probationary term on account of unsatisfactory service unless he shall have actually served in such position, in the aggregate, at least the minimum period specified for such probationary term or the entire probationary term if it be one of fixed duration.

8. Removal during probationary term.

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

9. Notwithstanding any other provisions of these rules, the appointment or promotion of a police officer shall not become permanent unless and until he/she has satisfied such requirements as may be applicable to him/her under section two hundred nine-Q of the General Municipal Law. If a police officer is promoted to a higher rank for which he/she has met all requirements of eligibility for permanent promotion except training requirements applicable under section two hundred nine-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 therefore, he/she shall be restored to such lower rank position.

10. An employee who is reinstated to a position after a separation of more than one year, either in his former jurisdiction or in another jurisdiction, shall serve a new probationary period in the same manner and subject to the same requirements as apply upon the original appointment to such position.

RULE FIFTEEN

TRAINEE APPOINTMENTS

For the purposes of this rule, appointment or promotion to the positions of Police Officer, Firefighter, Correction Officer and Deputy Sheriff shall be considered as Trainee appointments. The term of training shall conform with the maximum time prescribed by statute for successful completion of the required training programs.

RULE SIXTEEN

EFFECT OF TEMPORARY OR PROVISIONAL APPOINTMENT ON STATUS OF APPOINTEE

1. Effect of temporary appointment on eligibility for permanent appointment

The acceptance by an eligible of a temporary appointment shall not affect his standing on the eligible list for a permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment.

2. Provisional appointment of permanent employee

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

3. 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.

(b) No provisional employee who has twice failed an examination for permanent appointment shall be given another provisional appointment in the same titled position, provided however, when an examination fails to produce any qualified eligibles, or where an eligible list is depleted of all eligibles immediately following its establishment, such employee, at the discretion of the appointing authority, may be given another provisional appointment in the same titled position. For the purpose of this rule, a failure to appear for an appropriate examination shall constitute a failure.

4. Contingent permanent appointment

(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 Period: All appointments under this rule shall be required to complete the probationary period 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 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.

3. Preferred List: Upon displacement, if the contingent permanent appointee was appointed from a promotion eligible list, he/she shall be restored to his/her permanent position and have his/her name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have his/her name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.

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

(b) All prospective appointees under this rule shall receive a copy of this rule and be canvassed as "permanent 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 appointment was made.

(e) When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee in that position shall immediately gain permanent competitive class status in the class if the required probationary period as prescribed in this rule has been satisfactorily completed.

(f) When a permanent competitive class 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 SEVENTEEN

TRANSFERS

1. Transfer of Eligibility for Permanent Appointment

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

(a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and

(b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and

(c) I. The Personnel Officer determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical.

2. When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and

(d) The Personnel Officer has determined that such appointment is for the good of the service.

RULE EIGHTEEN

REINSTATEMENT

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

All reinstatements are subject to the following terms and conditions:

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

A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.

With the exception of an employee who is being reinstated to his 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.

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

Reinstatement following a break in service of more than one year must also satisfy the following additional condition: The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Personnel Officer that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.

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

2. Refusal or failure to accept reinstatement from preferred list

(a) Preferred list eligibility shall continue for four years.

(b) Relinquishment of eligibility for reinstatement. The failure or refusal of a person on a preferred list, after reasonable notice, to accept reinstatement therefrom to his former position, or any similar position in the same salary grade for which such list is certified, shall be deemed to be a relinquishment of his eligibility for reinstatement, and his name shall thereupon be stricken from such preferred list. The name of such person may be restored to such preferred list and certified to fill such appropriate vacancies as may thereafter occur only upon the request of such person and his submission of reasons satisfactory to the Personnel Officer for his previous failure or refusal to accept reinstatement.

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

(d) Restoration to eligibility for reinstatement not to affect previous appointments. The restoration of the name of a person to a preferred list, or his restoration to eligibility for certification therefrom to positions in a lower salary grade than his 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 NINETEEN

LEAVE OF ABSENCE

1. A leave of absence without pay may be granted by the appointing authority in conformance with the regulations or policies established by the appropriate legislative body, or appointing authority provided however, that a permanent competitive class employee may not encumber a permanent appointment to another position in the civil service of the same municipality.

2. A leave of absence without pay, not to exceed four years, shall be granted by an appointing officer to an employee who is a veteran of the Armed Forces of the United States, providing such a leave of absence is for the purpose of taking courses under the educational benefits provided for in Title 38, United States Code or under a New York State Board of Regents War Service Scholarship, Education Law, Section 614. An employee taking such a leave shall be reinstated to his position, provided he makes application for such reinstatement within sixty days after the termination of his courses of study.

RULE TWENTY

RESIGNATION

1. Resignation in writing

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

2. Effective date

If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of the appointing authority. If an effective date is specified in a resignation, it shall take effect on such specified date. However, if a resignation is submitted while the employee is on leave of absence without pay, such resignation, for the purpose of determining eligibility for reinstatement, shall be deemed to be effective as of the date of the commencement of such absence. Notwithstanding the provisions of this section, when charges of incompetency or misconduct have been or are about to be filed against an employee, the appointing authority may elect to disregard a resignation filed by such employee and to prosecute such charges; and, in the event that such employee is found guilty of such charges and dismissed from the service, his termination shall be recorded as a dismissal rather than as a resignation.

3. Withdrawal or amendment

A resignation may not be withdrawn, canceled or amended after it is delivered to the appointing authority, without the consent of the appointing authority.

4. Voluntary Demotion of Permanent Competitive Employee

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

RULE TWENTY ONE

REPORTS OF APPOINTING OFFICERS

For the purpose of certification of payrolls and to enable the Personnel Officer to keep an official roster of the classified service as required by law, each appointing officer, from time to time, and upon the date of the official action in each case, shall report to the Personnel Officer as follows:

- (a) Every appointment or employment whether probationary, temporary or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position,
- (b) Every failure to accept an appointment under him by a person eligible therefor, with copies of the offer or notice of appointment and the reply thereto, if any.
- (c) Every discharge during or at the end of probationary term with the date thereof.
- (d) Every vacancy in a position, for whatever reason with the date thereof.
- (e) Every position abolished, with the date of such abolition.
- (f) Every change of compensation in a position, with the date thereof.
- (g) Every promotion, giving positions from which and to which made, with the salaries and date thereof.
- (h) Every transfer, giving the positions from which and to which made, with the date and salaries thereof.
- (i) Every reinstatement in a position, with the date and salary thereof.
- (j) Every leave of absence, with the date and duration thereof.
- (k) Every new position, giving a complete description of the duties thereof.

RULE TWENTY TWO

CERTIFICATION OF PAYROLLS

1. Extended certifications

The Personnel Officer may certify the employment of a person for a limited or extended period. No further certification shall be necessary for the payment of salary or compensation to such person, so long as his title and salary grade remain unchanged and during such stated period, except as to the first payment for services in each fiscal year and, if required by the Personnel Officer, the first payment for services in the second half of each fiscal year. Nothing herein shall be construed to prevent or preclude the Personnel Officer from terminating or rescinding a certification at any time by giving notice thereof to the appropriate fiscal or disbursing officer.

2. Temporary certifications

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

3. Refusal or termination of certification

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

RULE TWENTY THREE

CLASSIFICATION PLAN

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

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

Class title means the designation given under these rules to a class and to each position allocated to such class.

Job 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 or illustrative examples of work of positions in the class, enumerates the knowledges, skills, abilities, and personal characteristics required for successful performance of the work, states required minimum experience of the position and indicates any special requirements of the class.

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

Reclassification means the re-allocation of a position from one class to another because of a permanent and material change of the duties of that position.

2. The Personnel Officer shall prepare and maintain a list of class titles and class specifications for all positions in the classified service of the civil division and shall allocate all such positions to an appropriate class.

3. Classification of Vacant Positions. The appointing officer shall file a prescribed form with the Personnel Officer when a classified position which has or is about to become vacant is to be filled. Such form shall contain a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications for the position. After an analysis of the position description, the Personnel Officer shall allocate the position to an appropriate class, or, if no appropriate class exists, shall create a new class and prepare a class specification for such position.

4. Classification of New Position. The appointing officer shall file a prescribed form with the Personnel Officer when a new position is to be created. Such form shall contain a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications for the position. After an analysis of the position description, the Personnel Officer shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification for each new class.

5. Reclassification. The appointing officer shall file a prescribed form with the Personnel Officer whenever a permanent and material change is made in the duties and responsibilities of any position. Such form shall clearly describe in detail the changes which have been made in the duties of the position, the Personnel Officer shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification of such position.

6. Notice of Appeals. Any appointing officer may make application for the classification or reclassification of any position in his department, or any employee in the classified service may apply for a reclassification of his position. Such application must set forth reasons in support of the requested reclassification, and must show changes in the duties and responsibilities of the position since the last determination with respect to its classification. The Personnel Officer shall give reasonable notice of any proposal or application for a change in classification to the appointing officer 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. No employee, either by classification, 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 TWENTY FOUR

PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATION

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

RULE TWENTY FIVE

LAYOFF OF COMPETITIVE CLASS EMPLOYEES

1. For the purpose of this Rule the following terms shall mean:

(a) Direct line of promotion shall be strictly construed in that in order to be considered as direct line all titles must have the same generic root.

(b) Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

(c) Layoff unit shall mean each department of a county, city, town, village, each school district and each special district. Authorities and community colleges shall be deemed to be separate civil divisions.

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

(i) Dismissal from the service, or

(ii) Suspension without pay for a period exceeding one month, or

(iii) Demotion in grade and title.

(e) I. Permanent Service shall start on the date of the incumbent's original appointment on a permanent basis in the classified service, however, in the case of disabled veterans, the date of original permanent appointment is considered to be 60 months earlier than the actual date; while non disabled veterans are considered to have been appointed 30 months earlier than their actual date of appointment. For the purpose of this Rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of the Civil Service Law.

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

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

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

V. If an employee was covered-in to a classified position upon acquisition by a civil division of an agency in which he was employed, his 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 permanent service if he also happens to be a veteran or disabled veteran.

(d) A person is considered blind if he is so certified by the Commission for the 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 on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; that person having the highest rank having greater retention rights over those having lower ranks.

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

(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 probationary period. Probationary employees do, however, have superior retention rights to those of contingent permanent, temporary and provisional employees.

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

3. Vertical bumping

(a) Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself 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 must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

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

4. Retreat

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

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

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

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

(e) Where a title change has been effected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement, however, this employee's name will be entered on an appropriate preferred list.

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

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

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

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

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

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

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

7. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

APPENDIX "A" - EXEMPT CLASS

COUNTY SERVICE:

Assistant County Attorney 1st
Assistant County Attorney 2nd
Assistant District Attorney 1st
Assistant District Attorney 2nd
Assistant District Attorney 3rd
Assistant District Attorney 4th
Assistant District Attorney 5th
Assistant to the County Administrator
County Attorney
Deputy County Administrator
Deputy County Clerk
Deputy County Clerk II
Deputy County Clerk III
Deputy County Superintendent of Public Works I
Deputy County Superintendent of Public Works II
Deputy County Treasurer
District Attorney Investigator
Public Defender
Secretary to Commissioner of Social Services
Secretary to County Administrator
Secretary to County Attorney
Secretary to District Attorney
Secretary to Sheriff
Undersheriff

WORKERS' COMPENSATION:

Executive Secretary

APPENDIX "A" - EXEMPT CLASS

TOWN SERVICE - IN ALL TOWNS WHERE FOUND:

Bookkeeper to Supervisor

Deputy Town Clerk

Dog Enumerator

Tax Collector

Town Attorney

TOWN OF WELLSVILLE:

Budget Officer

VILLAGE SERVICE - IN ALL VILLAGES WHERE FOUND:

Acting Police Justice

Village Attorney

VILLAGE OF BOLIVAR:

Tax Collector

Village Treasurer

VILLAGE OF ALFRED, ANDOVER, ANGELICA, BELMONT, BOLIVAR, CUBA, RICHBURG, AND WELLSVILLE:

Deputy Village Clerk and Treasurer

VILLAGE OF ALFRED:

Village Treasurer

SCHOOL DISTRICT SERVICE - IN ALL SCHOOL DISTRICTS WHERE FOUND:

Census Taker

School Attorney

School District Clerk

School District Treasurer

School Tax Collector

Secretary to School Superintendent

APPENDIX "B" - NON-COMPETITIVE CLASS

IN ALL CIVIL DIVISIONS AND AGENCIES WHERE FOUND:

Account Clerks*

Account Clerk-Typists*

Automotive Mechanics

Automotive Mechanic-School Bus Drivers

Automotive Mechanic Helpers

Building Maintenance Assistants

Building Maintenance Mechanics

Carpenters

Clerks*

Cooks

Custodians*

Dispatchers*

Heavy Motor Equipment Operators

Heavy Motor Equipment Operator Trainees

Janitors*

Life Guards**

Maintenance Assistants

Mason

Motor Equipment Operators I

Motor Equipment Operators

Recreation Directors**

Recreation Leaders**

Recreation School Bus Drivers**

Recreation Supervisors**

Registered Professional Nurses

Registrar of Vital Statistics*

Wastewater Treatment Plant Operators*

Stenographers*

APPENDIX "B" - NON-COMPETITIVE CLASS

Switchboard Operators*

Typists*

Welders

Working Supervisors

COUNTY SERVICE:

Assistant Director of Veteran's Service Agency

Assistant Public Defender (3)

Automotive Mechanic Assistant

Assistant Automotive Mechanic Supervisor

Automotive Partspersons

Bridge Construction Supervisor

Cook-Manager

*Commissioner of Social Services

Community Service Aides

County Historian

*Deputy Commissioner of Social Services

*Director of Community Mental Health Services

*Director of Data Processing

*Director of Development

*Director of Emergency Management and Fire

*Director, Office for the Aging

*Director of Real Property Tax Service II

*Director of Veteran's Service Agency

Drivers, Office for the Aging

*Employment and Training Program Director III

Equipment Supervisor

Heavy Equipment Mechanics

Heavy Equipment Mechanics, Senior

Heavy Motor Equipment Operators I

Heavy Motor Equipment Operators II

APPENDIX "B" - NON-COMPETITIVE CLASS

COUNTY SERVICE (cont.)

Forester

Jail Administrator

Jail Physician*

JOBTRAK Supervisors

Landfill Heavy Equipment Operator

Landfill Operator

Life Guards*

Medical Consultant*

Maintenance Supervisors

*Office Manager (Worker's Compensation)

*Personnel Officer

Physical Therapist*

Probation Officer Trainee*

Public Health Nurses*

*Public Health Director

Road Maintenance Supervisors

Secretary to Public Defender*

Senior Sign Maker

Social Services Attorney

Soil Conservation Supervisor

Solid Waste Equipment Mechanic

Stop-DWI Program Coordinator*

Summer Youth Employment & Training Counselors**

Transfer Station Operators

Welder-Fabricator

*Youth Bureau Program Director

APPENDIX "B" - NON-COMPETITIVE CLASS

TOWN SERVICE - IN ALL TOWNS WHERE FOUND:

Assessor I*
Building Inspectors*
Code Enforcement Officer (PT)
Constables*
Deputy Town Highway Superintendents
Dog Control Officers*
Health Officers*
Town Highway Superintendents (appointed)
Town Historian*
Police Officers*
Public Works Maintenance Workers
School Crossing Guards*

TOWN OF CANEADEA AND FRIENDSHIP (Under 5,000 population)

Wastewater Treatment Plant Operator
Water Treatment Plant Operator
Water Treatment Plant Operator Trainee

TOWN OF INDEPENDENCE:

Police Sergeant*

TOWN OF WELLSVILLE:

Automotive Partspersons
Community Center Maintenance Assistant

VILLAGE SERVICE - IN ALL VILLAGES WHERE FOUND:

Building Inspectors*
Code Enforcement Officer (PT).
Constables*
Health Officers*
Village Historians*

APPENDIX "B" - NON-COMPETITIVE CLASS

VILLAGE SERVICE - IN ALL VILLAGES WHERE FOUND: (cont.)

Police Officers*
Public Works Maintenance Workers
Sanitation Workers
School Crossing Guards*

VILLAGE OF ANDOVER AND ANGELICA (Under 5,000 population)

Line Helpers
Lineworkers

VILLAGES OF ALFRED, BELMONT, BOLIVAR AND CUBA (Under 5,000 population)

Chief Wastewater Treatment Plant Operator
Wastewater Treatment Plant Operators

VILLAGE OF ALFRED, ALMOND, ANDOVER, BELMONT, BOLIVAR, CANASERAGA, AND CUBA (Under 5,000 population)

Superintendent of Public Works
Deputy Superintendent of Public Works

VILLAGE OF BOLIVAR (Under 5,000 population)

Water Treatment Plant Operator

VILLAGE OF WELLSVILLE:

Assistant Line Supervisor
Housing Code Inspector*
Junior Utility Plant Operators
Line Supervisors
Lineworkers
Line Helpers
Utility Plant Operators
Water Maintenance Supervisor
Water Maintenance Assistants

APPENDIX "B" - NON-COMPETITIVE CLASS

VILLAGE OF WELLSVILLE: (cont,)

Water Plant Supervisor
Water & Wastewater Maintenance Worker
Zoning Officer*

SCHOOL SERVICE - IN ALL SCHOOL DISTRICTS WHERE FOUND:

Audio Visual Assistant - Driver
Building Maintenance Assistants - School Bus Drivers
Cashiers*
Cleaners-School Bus Drivers
Cook Managers
Electricians
Head School Bus Drivers
Head Maintenance Assistant - School Bus Driver
Health Office Assistant
Parent Activities Coordinator
Registered Professional Nurses (School)
School Bus Drivers
School Chauffeurs
School Dentists*
School Physicians*
Senior Maintenance Mechanics
Supervisor of Attendance*
Supervisor of Attendance - Clerk
Supervisor of Transportation*
Teacher Aides

SPECIAL DISTRICTS - IN ALL CONSOLIDATED HEALTH DISTRICTS WHERE FOUND:

Environmental Health Technicians*

Environmental Health Aides*

Senior Environmental Health Technician*

IN ALL OFFICES AND DEPARTMENTS WHERE THE FOLLOWING POSITIONS EXIST:

Section 55-a -- designated positions in titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by blindness or by the OVR State Education Department as otherwise physically or mentally disabled.

NOTE:

An asterisk (*) before a title designates policy- or confidential titles exempt from Section 75 as amended by Chapter 439 of the Laws of 1986.

Symbols after the title

* = Part-time **= Seasonal

= where population is under 5,000

APPENDIX "C" - LABOR CLASS

IN ALL CIVIL DIVISIONS AND AGENCIES WHERE FOUND:

Chain Saw Operators

Cleaners

Food Service Helpers

Grounds Workers

Laborers

Library Pages

Office Aides

Recreation Aides

School Aides

School Monitors

Security Guards

Senior Aides

Sign Makers

Site Managers, Office for the Aging

Swimming Pool Attendants

APPENDIX "D" - UNCLASSIFIED SERVICE COUNTY SERVICE:

All members, officers and employees of the Board of Elections

Board of Directors of the County Soil Conservation District

Clerk to the Board of Legislators

Commissioner of Jurors

Coroners

County Administrator

County Clerk

County Fire Advisory Board

County Legislators

County Park Commission

County Planning Board

County Public Health Committee

County Sheriff

County Superintendent of Public Works

County Treasurer

County Veteran's Service advisory Committee

County Vocational Education and Extension Board

District Attorney

District Fish and Wildlife Management Board

Journal Clerk

Representatives of the District Forest Practice Board

TOWN SERVICE - IN ALL TOWNS WHERE FOUND:

Assessors (Elected)

Councilmen

Justices of the Peace

Members of the Board of Review

Supervisors

Tax Collectors (Elected)

Town Clerk

Town Highway Superintendent (where elected)

APPENDIX "D" - UNCLASSIFIED SERVICE COUNTY SERVICE:

VILLAGE SERVICE - IN ALL VILLAGES WHERE FOUND:

Mayors

Police Justices

Trustees

IN VILLAGES OF ALFRED AND BOLIVAR:

Village Clerk

IN VILLAGES OF ALMOND, ANDOVER, ANGELICA, BELMONT, CANASERAGA, CUBA, RICHBURG AND WELLSVILLE:

Village Clerk and Treasurer

SCHOOL SERVICE:

All positions certified by the Commissioner of Education of the State of New York in accordance with Section 35 G and J of the Civil Service Law.

SPECIAL DISTRICTS:

Members of Local Boards of Health

VILLAGE OF ANGELICA:

Members of Power and Light Board

Members of Water Board

VILLAGE OF WELLSVILLE:

Members of Power and Light Board