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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 St. Lawrence 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 St. Lawrence County as well as the Towns, Villages and Special Districts therein. These rules may be amended by the Personnel Officer after public hearing and subject to the approval of the State Civil Service Commission.

RULE I

DEFINITIONS

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

1. "Personnel Officer" means the personnel officer of the county of St. Lawrence.

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 record kept in the Personnel Officer's office as a public record which contains the names of those persons who have successfully completed examination, listed and ranked in order of their final ratings from the highest to the lowest rank.

6. "Part-time Employment" means any employment or a combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the normal 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 similar position under the jurisdiction of the same appointing authority.

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

9. "Municipality" means County, Town, City, Village or Special District.

10. "Employment in Multiple Positions" means the employment of an individual in more than one position, where authorized by the Personnel Officer, in one or more civil divisions. Appointments to each position must be made in accordance with the Civil Service Law, Rules, and applicable policies.

RULE II

ADMINISTRATION

Personnel Officer administration.

RULE III

EXEMPT CLASS

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

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

RULE IV

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 an appointment by the personnel officer. A nomination for such an appointment shall state the qualifications of the nominee and shall be filed by the appointing authority with the Personnel Officer. Such appointment shall become effective only after approval by the Personnel Officer.

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

RULE V

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

RULE VI

UNCLASSIFIED SERVICE

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

RULE VII

RECRUITMENT OF PERSONNEL

1. **Residence Requirements for Municipal Positions.**

An applicant must be at the time of examination and for at least thirty (30) days prior thereto a resident of St. Lawrence County. Residents of contiguous counties who reside within a school district under the jurisdiction of the St. Lawrence County Personnel Officer are eligible for examination and appointment to positions within the school district in which they reside. Residence requirements may be further limited to that of a particular municipality. Residence requirements may be suspended or reduced by the Personnel Officer in cases where recruitment difficulty makes such requirements disadvantageous to the public interest.

2. **Preference in Certification.**

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the civil service law, an eligible must have been a resident of such municipality for at least thirty (30) days prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of certification and appointment.

3. **Announcements of Examinations.**

The public announcement of an examination shall specify the application fee, if any, the title, 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 and promotional examinations shall be made at least twenty-five days (25) before the date of the examination and must be conspicuously posted in a public place for fifteen (15) days. The last day for filing applications shall be not less than ten (10) days before the date of the examination.

RULE VIII

APPLICATIONS

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

2. The Personnel Officer shall notify each applicant of the disposition of his/her application. Approved applicants for competitive examination shall be given notice of their approval at least four (4) days before the examination, by mail to the address stated in the application.

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

RULE IX

DISQUALIFICATION

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

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

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

RULE X

EXAMINATIONS

1. 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, subdivision 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 candidate's papers 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 (6) 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/her final rating, and, if successful, of his/her relative position on the eligible list established as a result of the examination. Any candidate receiving such notice, or his/her duly authorized representative, may inspect his/her examination papers in the office of the Personnel Officer and in the presence of a designated representative of the Personnel Officer, provided he makes request for such inspection in writing within the period of ten (10) days after the date of the post-mark of such notice. The application and examination papers of a candidate shall be exhibited only to the candidate or his/her duly authorized representative designated as such in writing. The application of an eligible 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/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.

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.

RULE XI

ELIGIBLE LISTS

1. Every candidate who attains a passing mark in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but, if two (2) 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 lists, but, shall not be less than one (1) year nor more than four (4) 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 (4) years, the Personnel Officer may, prior to the expiration of such list, extend the duration of the list up to the maximum limitation of four (4) 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 the power in his/her discretion to correct any error and amend any eligible list where it appears that an error has been made. The Personnel Officer shall have power to revoke any eligible list where the provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reason for such action shall be reported to the State Civil Service Commission.

RULE XII

CERTIFICATION

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

2. A certification issued by the Personnel Officer to an appointing officer shall be valid for a period of thirty (30) days from the date of its issuance. After the expiration of such thirty (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 one hundred and twenty days (120) days, extended in increments of thirty (30) days, upon the request of the 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 7 calendar days after the mailing of such canvass or offer, he/she may be considered ineligible when making selection for such particular appointment. When an eligible fails to respond, his/her name shall be restricted from further certification from the eligible list. Thereafter, the eligible may request that his/her name be restored to active status on such list, provided the list is still in existence. The eligible's name may be restored to active status on such list if the Personnel Officer in his/her discretion determines that the reasons for the previous non-response are satisfactory.

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:

    - Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
    - Geographical location of employment;
    - Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing;
    - 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 rating of the third (3rd) highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles appear on the eligible list as provided in Rule XI.

6. Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three (3) 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 has already qualified in an examination of equivalent character within the last four (4) 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 (6) 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 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.

RULE XIII

PROMOTIONS

1. In no case shall any person be eligible to participate in a promotion examination until he has served at least six (6) months on a permanent basis in a lower grade position.

2. Any person who is nominated for non-competitive examination for promotion to a position and who fails to pass two (2) 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 at a salary level less than that assigned the position for which promotion examination is to be held.

RULE XIV

PROBATIONARY TERM

1. **Probationary Term.**

a) Except as 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 two (2) calendar months nor more than twelve (12) calendar months.

The probationary period for the following titles shall be for a probationary term of not less than two (2) calendar months nor more than eighteen (18) calendar months:

- Deputy Sheriff
- Police Officer
- Fire Driver-Fire Fighter
- Code Enforcement Officer
- Code Compliance Technician
- Building Inspector III
- Housing Code Inspector
- Housing Rehabilitation Specialist
- Housing Inspector

b) An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Personnel Officer.

c) 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 and Transfers.**

a) Transfers to Positions in the Same Civil Division.

Every transfer from one position to another in the same civil division shall serve a probationary term of three (3) calendar months. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated on or before the completion of the period of probation.

b) Transfers to Positions Under Different Appointing Authorities in Different Civil Divisions.

Every transfer from a position in one civil division to a position in another civil division shall serve a probationary term of three (3) calendar months. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated on or before the completion of the period of probation. The Personnel Officer shall advise the prospective transferee in writing prior to approval of the transfer that a three (3) month probationary term is required and must be successfully completed to obtain permanent status in the position to which transfer is sought. The prospective transferee shall be advised it is his/her responsibility to request a leave of absence from the releasing agency. Unless the prospective transferee obtains a leave of absence, the releasing agency is not required to hold a position to return to should the probationary period not be successfully completed.

c) Promotions.

All promotions shall be for a probationary term of three (3) calendar months; provided, however, that upon promotion the appointing officer may waive the requirements of satisfactory completion of the probationary term. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated on or before the completion of the period of probation. For the purposes of this subdivision, the term "promotion" shall include the appointment of an employee to a higher grade position in the labor, non-competitive or exempt class or the appointment of an employee from a promotional eligible list in the competitive class.

3. **Restoration to a permanent position.**

When a permanent employee is promoted or transferred to a position within 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 the end of his/her probationary term.

4. **Absence during probationary term.**

Any periods of authorized or unauthorized absence aggregating up to ten (10) 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 (10) work days shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his/her absence which, pursuant to this section, are not considered as time served in the probationary term. Nothing in this section shall be construed to except a probationer from the application of section four (4) of rule twenty (20) of these rules.

5. **Report of probationer's service.**

The probationer's supervisor shall carefully observe his/her conduct and performance, and, at least two (2) weeks prior to the end of the probationary term shall report thereon in writing to the proper appointing authority. The supervisor shall also, from time to time during the probationary term, advise the probationer of his/her status and progress. A probationer whose services are to be terminated for unsatisfactory service shall receive written notice at least one (1) week prior to such termination, and, upon request, shall be granted an interview with the appointing authority or his/her representative.

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

7. **Temporary or provisional service in higher level positions.**

When an employee who has not completed his/her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position, may, in the discretion of the appointing authority, be considered as satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term if it be one of fixed duration, the appointing authority shall, on request of such probationer, furnish his/her decision in writing as to whether or not service in such higher level position shall be considered as satisfactory probationary service. In the event of an adverse decision by the appointing authority such probationer at his/her request, shall be returned to his/her lower position for sufficient time to permit him to complete his/her probationary term. The employment of such a probationer in his/her lower position shall not be terminated at the end of his/her probationary term on account of unsatisfactory service unless he/she shall have actually served in such position, in the aggregate, at least the minimum period specified for such probationary term or the entire probationary term if it be one of fixed duration.

8. **Removal during probationary term.**

Nothing contained in this rule shall be construed to limit or otherwise affect the authority of an appointing authority pursuant to section seventy-five (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 (209-q) of the General Municipal Law. If a police officer is promoted to a higher rank for which he has met all requirements of eligibility for permanent promotion except training requirements applicable under section two hundred nine-q (209-q) of the General Municipal Law, he shall be deemed to be on leave of absence from the lower rank position from which he was promoted pending completion of such training. During such period such lower rank position may not be filled except on a temporary basis. In the event of his/her failure to complete such training successfully within the time allowed therefore, he shall be restored to such lower rank position.

10. An employee who is reinstated to a position after a separation of more than one (1) year, either in his/her former jurisdiction or in another jurisdiction shall serve a new probationary period in the same manner and subject to the same requirements as apply upon the original appointment to such position. A permanent employee reinstated within one (1) year shall not be required to serve a probationary period.

RULE XV

SEASONAL AND TRAINEE APPOINTMENTS

1. **Appointment to seasonal positions in competitive class.**

a) Positions in the competitive class where the nature of service is such that it is not continuous throughout the year, but recurs in each successive year, except as herein otherwise provided, shall be designated as seasonal positions and shall be subjected to the provisions of these rules applicable generally to positions in such class.

b) Upon the expiration of the employment season, the names of all persons employed in such seasonal positions shall be entered upon a seasonal re-employment list in the order of their first appointment to the title vacated by them at the expiration of such employment season. Such seasonal re-employment list shall be certified to the appointing authority at the commencement of or during the next employment season, and the persons whose names appear thereon as still qualified shall be entitled to re-employment in such positions in the order in which their names appear on such list. Any such person may be re-examined by the Personnel Officer with respect to his/her physical fitness for the performance of the duties of the position, and may be disqualified for re-employment in the same manner, and for any reasons applicable to the disqualification of any eligible on an eligible list resulting from open competitive examination.

c) The name of any person on such list who is not reached for re-employment shall remain on such list and shall be certified in the order of the date of his/her first appointment to such position during subsequent employment seasons; provided, however, that the eligibility for re-employment of any such person shall not continue for a period longer than three (3) years from the date of his/her separation from such seasonal employment. A seasonal re-employment list shall not be deemed to be a preferred list as provided for in Section eighty-one (81) of the Civil Service Law.

2. **Trainee Appointments.**

The Civil Service Personnel Officer may require that permanent appointments or promotions to designated positions shall be condition upon the satisfactory completion of a term of service as a trainee in such a position or in an appropriate, lower training title or the completion of specified training or academic courses, or both. The period of such term of training service shall be prescribed by the Personnel Officer. Upon the satisfactory completion of such training term, and of specified courses, if required, an appointee shall be entitled to full permanent status in the position for which appointment was made. Any appointment hereunder shall be subject to such probationary period as is prescribed in these rules. Also, the employment of such person may be discontinued if his/her conduct, capacity or fitness is not satisfactory, or at any time he fails to pursue or continue satisfactorily such training or academic courses as may be required.

RULE XVI

EFFECT OF PROVISIONAL, CONTINGENT PERMANENT AND TEMPORARY APPOINTMENTS ON STATUS OF APPOINTEE

1. **Provisional Appointment of Permanent Employee.**

   a) When a permanent competitive class employee is given a provisional, temporary or trainee appointment to another competitive class position in the same department or agency, the employee shall be deemed to be on leave of absence from the vacated position. 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, temporary or trainee appointment to mature into permanent appointment.

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

2. **Successive Provisional Appointment.**

   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. For the purposes of this rule, a failure to appear for an appropriate examination shall constitute a refusal to take an appropriate examination. No provisional employee who has twice failed the examination for permanent appointment shall be given another provisional appointment in the same position; except that, upon written request from an appointing officer showing evidence of a lack of interested or available candidates, the Personnel Officer may, at his/her discretion, allow a third provisional appointment.

3. **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 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 layoff or the return from leave of absence of the permanent incumbent, 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, within the same department or agency, 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 made from a promotional 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, he/she shall have his/her name placed on a preferred eligible list for certification as a mandatory list in the department or agency 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.

(5) Promotion: When a permanent competitive class employee accepts a contingent permanent appointment, 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.

b) All appointments under this rule shall be canvassed as "permanent-contingent permanent." A copy of this rule must be included with the canvass letter.

c) Appointments to contingent permanent positions 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.

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 may 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(s).

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

4. **Effect of Temporary Appointment on Eligibility for Permanent Appointment.**

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

5. **Temporary Appointments to Permanently Encumbered Positions.**

When a temporary appointment to a permanently encumbered position is made from an eligible list and the temporary appointee is, at the time of such appointment, reachable for permanent appointment on such eligible list, he/she shall, at such time that the permanently encumbered position 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.

RULE XVII

TRANSFERS

Upon the written consent of the transferee and of the respective appointing authorities having jurisdiction over the positions to which and from which transfer is sought, 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:

1. 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

2. 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

3.

   a) The Personnel Officer determines that the examinations scopes and qualifications for the position held and to which appointment is sought are identical; or

   b) 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

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

RULE XVIII

REINSTATEMENT

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

   All reinstatements are subject to the following terms and conditions:

   - The prospective appointing authority must request approval from the Personnel Officer to reinstate an individual.
   - A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.
   - With the exception of an employee who is to be 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.
   - The Personnel Officer shall determine if the reinstatement is for the good of the service.

   Reinstatement following a break in service of more than one year must also satisfy the following additional 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 test for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.

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

a) Relinquishment of eligibility for reinstatement.

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

b) Effect or refusal to accept reinstatement to lower grade position.

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

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

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

RULE XIX

LEAVE OF ABSENCE

1. A leave of absence without pay, not to exceed one (1) year, may be granted to a permanent employee in the competitive, non-competitive or labor class of the classified service by an appointing officer. Notice of such leave of absence shall be given to the Personnel Officer. Where a leave of absence without pay has been granted for a period which aggregates one (1) year, a further leave of absence without pay shall not be granted unless the employee returns to his/her position and serves continuously therein for three (3) months immediately preceding the subsequent leave of absence. Notice of such subsequent leave of absence shall also be given to the Personnel Officer.

2. Except as permitted by subdivision 4 of this rule the Personnel Officer may for good cause shown, waive the provisions of this rule to permit an extension of the leave of absence for an additional one (1) year period. In no case may such leave of absence exceed in aggregate two (2) years from the date of commencement of the leave.

3. A leave of absence without pay, not to exceed four (4) years, shall be granted by an appointing officer to an employee who is a veteran of the Armed Forces of the United States, providing such a leave of absence is for the purpose of taking courses under the educational benefits provided for in Title 38, United States Code or under a New York State Board of Regents War Service Scholarship, Education Law, Section 614. An employee taking such a leave shall be reinstated to his/her position, provided he makes application for such reinstatement within sixty (60) days after the termination of his/her courses of study.

4. A permanent competitive class employee may be granted a leave of absence to serve in an exempt or unclassified position. Such leave of absence shall expire at the end of his/her employment in such exempt or unclassified position provided that such service shall not continue more than two (2) years.

RULE XX

RESIGNATION

1. **Resignation in writing.**

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

2. **Effective date.**

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

3. **Withdrawal or amendment.**

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

4. **Voluntary demotion.**

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 of relinquishment shall not take effect until the employee is reinstated to the lower level position.

RULE XXI

REPORTS OF APPOINTING OFFICERS

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

a) Every appointment or employment whether 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/her 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 the reason with the date thereof.

e) Every position abolished, with the date of such abolition.

f) Every change of compensation (i.e. negotiated salary increase, merit pay increase, demotion, suspension, leave of absence) in a position, with the date thereof.

g) Every promotion, giving the position from which and to which made, with the salaries and the 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.

l) Every change of name.

RULE XXII

CERTIFICATION OF PAYROLLS

1. Certification required prior to payment

(a) No person shall receive salary or compensation until the Personnel Officer has certified his or her employment to be in compliance with the provisions of the Civil Service Law or these Rules.

(b) The Personnel Officer shall not certify the names of any person employed in a manner that does not comply with the provisions of the Civil Service Law or these Rules.

2. Extended certification

(a) 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 as long as his or her status, title, and salary grade remain unchanged during the period of the certification granted.

(b) The Personnel Officer shall require certification of the first full payroll of the fiscal year for every civil division under its jurisdiction except school districts. The Personnel Officer shall certify the first full payroll of every school district under its jurisdiction in October every calendar year.

(c) The Personnel Officer may, at any time, require any civil division under its jurisdiction to submit payrolls or accounts for certification in accordance with §100(1) of the Civil Service Law.

(d) Annual certifications provided by the Personnel Officer shall be valid for a period of no more than 12 months following the scheduled date of certification established in these Rules. Certifications provided at any other time during the year shall be valid for a period not to exceed the next scheduled certification established in these Rules.

3. **Refusal or termination of certification**

(a) The Personnel Officer shall investigate any discrepancies between the payroll and the official roster and any other instances where the Personnel Officer finds the employment of a person may be in violation of the law or these Rules.

(b) In any case where the Personnel Officer finds satisfactory evidence that the employment of a person is in violation of law or these Rules, or the Personnel Officer finds satisfactory evidence of intent to evade the provisions of law or these Rules in regard to the employment of any person, the Personnel Officer shall refuse certification or terminate a certification previously made and then in force.

(c) Any refusal, termination, or revocation of a certification of any person shall be communicated in writing to the appropriate fiscal or disbursing officer.

RULE XXIII

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, 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.

"Class specification" means a formal written statement of the class which defines the general duties and responsibilities of positions in the class, lists typical or illustrative examples of work of positions in the class, enumerates the knowledge, skills and abilities required for successful performance of the work and states required minimum experience and training for positions in 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 Positions.**

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 such position.

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. After an analysis of the changes in the duties and responsibilities of the position, the Personnel Officer shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification for such position.

6. **Notice and Appeals.**

Any appointing officer may make application for the classification or reclassification of any position in his/her department, or any employee in the classified service may apply for a re-classification of his/her 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 reclassification of any position shall be afforded reasonable opportunity to do so. The Personnel Officer shall then determine the proper allocation of the position. No employee, either by classification or reclassification, change of title or otherwise, shall be promoted, demoted, transferred, suspended or reinstated except in accordance with provisions of the Civil Service Law and these rules.

RULE XXIV

PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION CONCERNING POLITICAL AFFILIATION

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

RULE XXV

LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES

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

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

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

   c) Layoff unit 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:

      1) Dismissal from the service, or

      2) Suspension without pay for a period exceeding one (1) month, or

      3) Demotion in grade and title.

   e)

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

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

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

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

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

2. Suspension

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

b) Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointment 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. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

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

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

3. Vertical bumping

a) Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself 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 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/her 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/her continuous service.

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

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

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

RULE XXVI

PRE-TERMINATION HEARING

Whenever an employee is to be terminated under Section 73 of the Civil Service Law following leave of absence occasioned by ordinary disability, or under Section 71 following exhaustion or termination of Workers' Compensation leave, he/she must be afforded an opportunity for a hearing to contest the decision before such termination is to take effect.

ST. LAWRENCE COUNTY APPENDICES
APPENDIX A - EXEMPT

COUNTY SERVICE

Assistant Conflict Defender (4)
Assistant County Attorney (6)
Assistant District Attorney (9)
Assistant Public Defender (9)
Chief Assistant District Attorney (1)
Chief Assistant Public Defender (1)
Conflict Defender
County Attorney
County Historian (Part-time)
Deputy Auditor
Deputy Budget Officer
Deputy County Attorney (1)
Deputy County Superintendent of Highways
Deputy County Treasurer - Accounting Supervisor
Deputy County Treasurer - Tax Supervisor
Director of Economic Development
Director of Human Resources
First Deputy County Clerk
Fiscal Manager/Chief Financial Officer
Personnel Officer
Public Defender
Second Deputy County Clerk
Secretary to County Attorney
Secretary to County Clerk
Secretary to District Attorney
Secretary to Public Defender
Secretary to Sheriff
Secretary to the Commissioner of Social Services
Undersheriff

TOWN SERVICE

Clerk to Each Town Justice
Constables (Part-time)
Deputy Highway Superintendent
Deputy Town Clerk
Deputy Town Supervisor
Dog Enumerators
Either Secretary or Bookkeeper to Supervisor
Registrar of Vital Statistics
Town Attorney
Town Budget Officer
Town Historian

Town of Canton
Deputy Town Clerk
Director of Economic Development

Town of Colton
Deputy Town Clerk (3)

APPENDIX A - EXEMPT

TOWN SERVICE cont'd.

Town of Edwards
Executive Director (Housing Authority)

Town of Fowler
Deputy Town Clerk (3)

Town of Gouverneur
Deputy Town Clerk (3)

Town of Hammond
Deputy Town Clerk (3)

Town of Hopkinton
Deputy Town Clerk (3)

Town of Madrid
Deputy Town Clerk (3)

Town of Massena
Deputy Town Tax Collector
Director of Economic Development
Receiver of Taxes and Assessments
Town Highway Superintendent

Town of Morristown
Deputy Town Clerk (3)

Town of Norfolk
Deputy Town Clerk (2)

Town of Stockholm
Deputy Town Clerk (2)

VILLAGE SERVICE

Clerk to Village Justice
Deputy Village Clerk
Deputy Village Clerk-Treasurer
Deputy Village Treasurer
Director of Community Development (Except Village of Potsdam)
Registrar of Vital Statistics
Village Attorney
Village Historian
Village Tax Collector
Village Treasurer

Village of Canton

Director of Economic Development
Executive Director (Housing Authority)

APPENDIX A – EXEMPT

VILLAGE SERVICE cont'd.

Village of Gouverneur

Secretary to Village Administrator
Village Administrator

Village of Massena

Executive Director (Housing Authority)
Village Administrator

Village of Potsdam

Director of Planning and Economic Development
Executive Director (Housing Authority)
Secretary to Village Administrator
Village Administrator

SCHOOL DISTRICTS

Census Taker
Clerk of Board of Cooperative Educational Services
School Attorney
School District Clerk
School District Treasurer
School Tax Collector
Secretary to District Superintendent of Schools (BOCES)
Secretary to Superintendent of Schools
Treasurer of Board of Cooperative Educational Services

Canton Central School

Claims Auditor

Norwood-Norfolk Central School

Claims Auditor

SPECIAL DISTRICTS

Massena Electric Department

Superintendent
Treasurer

Solid Waste Disposal Authority

Executive Director

Soil and Water Conservation District

Secretary-Treasurer

APPENDIX A – EXEMPT

SPECIAL DISTRICTS cont'd.

City of Ogdensburg

Attorney to the Housing Authority
City Historian
Clerk of the City Court
Corporation Counsel
Deputy City Clerk
Executive Director, Housing Authority
Secretary to the Mayor and City Manager
Special City Judge

APPENDIX B - NON-COMPETITIVE

ALL CIVIL DIVISIONS

Account Clerk/Typists (Part-time)
Account Clerks (Part-time)
Building Maintenance Crewleaders
Building Maintenance Mechanics
Building Maintenance Workers
Building Security Workers
Bus Drivers
Carpenters
Cashiers (Part-time)
Clerks (Part-time)
Cooks
Electricians
Groundskeepers
Head Building Maintenance Workers
Head Cook
Heavy Equipment Operators
Keyboard Specialists (Part-time)
Library Aides
Library Technicians (under 5,000 population)
Lifeguards (Seasonal)
Maintenance Electricians
Meat Inspectors (Part-time)
Motor Equipment Mechanic Helpers
Motor Equipment Mechanic - Motor Equipment Operators
Motor Equipment Mechanics
Motor Equipment Operators
Museum Curator
Painters
Photocopying Machine Operators
Plumbers
Police Matrons (Part-time)
Police Officers (Part-time)
Printing Machine Operators
Recreation Director (Part-time)
Recreation Leaders (Seasonal)
Recreation Maintenance Workers
Recreation Specialists (Seasonal)
Registered Professional Nurses
Sanitary Inspectors (Part-time)
School Crossing Guards (Part-time)
Secretaries I (Part-time)
Senior Account Clerks (Part-time)
Senior Librarians I (Part-time)
Senior Library Clerks (Part-time)
Special Events Officers (Part-time)
Stenographers (Part-time)
Wastewater Treatment Plant Operators (Part-time)
Water Treatment Plant Operators (Part-time)
Working Crew leaders

APPENDIX B - NON-COMPETITIVE

All Civil Divisions Cont'd

Account Clerks (HELP Program)
Account Clerks -Typist (HELP Program)
Administrative Assistants (HELP Program)
Assistants to the Chief of Police (HELP Program)
Assistant Purchasing Agents (HELP Program)
Assistant School Business Managers (HELP Program)
Chief Water Treat. and Wastewater Treat. Plant Operators (HELP Program)
Chief Water Treat. Plant Operators, Type A Plant (HELP Program)
Clerks (HELP Program)
Community School Site Coordinators (HELP Program)
Computer Programmer/Analysts (HELP Program)
Computer Technicians (HELP Program)
Conservation District Managers (HELP Program)
Conservation District Technicians (HELP Program)
Custodial Supervisors (HELP Program)
Custodians (HELP Program)
Delivery Clerks (HELP Program)
Director of Finances (HELP Program)
Economic Developers (HELP Program)
Engineering Aides (HELP Program)
Fiscal Managers (HELP Program)
Fiscal Officers (HELP Program)
Help Desk Technicians (HELP Program)
Insurance Clerks (HELP Program)
Keyboard Specialist (HELP Program)
Legal Secretaries (HELP Program)
Library Clerks (HELP Program)
Licensed Behavior Analysts (HELP Program)
Office Managers (HELP Program)
Parking Enforcement Officers (HELP Program)
Police Dispatchers (HELP Program)
Print and Mail Clerks (HELP Program)
Public Works Supervisors (HELP Program)
Recreation Directors (HELP Program)
School Auditors (HELP Program)
School Business Managers (HELP Program)
Senior Account Clerks (HELP Program)
Senior Clerks (HELP Program)
Senior Fiscal Officers (HELP Program)
Superintendents of Buildings & Grounds (HELP Program)
Superintendents of Buildings and Grounds and Transportation (HELP Program)
Superintendents of Public Works (HELP Program)
Technical Specialist (HELP Program)
Tenant Relations Assistants (HELP Program)
Water and Wastewater Treatment Plant Operator/Trainees (HELP Program)
Worker's Compensation Coordinators (HELP Program)

Section 55-a --- In all offices and departments where the following positions exist:

Designated positions in titles where 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.

APPENDIX B - NON-COMPETITIVE

COUNTY SERVICE

* Administrator, Indigent Defendants (Part-time)
* Administrator, Self-Insurance Fund (Part-time)
Advocate Workers for the Elderly
Alcohol Rehabilitation Aides
* Assistant County Administrator
Blasters
Bridge Construction Crew Leaders
Bridge Construction Mechanics
Building Electrical Maintenance Workers
* Chief Confidential Investigator
Chief Examination Monitors (Part-time)
Child Care Workers
Clinical Psychologists (Part-time)
* Commissioner of Social Services
Community Service Aides
Coordinator, Senior Community Service Project
Correctional Nurses
* County Fire Coordinator (Part-time)
Court Attendants (Part-time)
Crane Operators
* Deputy Commissioner of Social Services
* Deputy Director of Economic Development
* Deputy Director of Public Health
Deputy Director, Veterans' Service Agency
Deputy Sheriff - Matron
Deputy Sheriff - Matron Aides
* Director of Central Services
* Director of Community Services
* Director of Data Processing
* Director of Federal and State Aid Programs
* Director of Governmental Services
* Director of Office for the Aging
* Director of Physically Handicapped Program (Part-time)
* Director of Planning
* Director of Real Property Tax Services III
* Director, Veterans' Service Agency
* Emergency Services Director
Examination Monitors (Part-time)
Financial Investigator (Part-time)
Grand Jury Stenographer (Part-time)
Head Cleaner
Heavy Equipment Operator/Instructor
Heavy Equipment Operator/Labor Crewleaders
Heavy Equipment Operator/Winter Highway Supervisors
Highway Construction Crewleaders
Home Health Aides
Homemakers
House Parents
Impaired Driver Program Instructors (Part-time)
Labor Crewleaders

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

APPENDIX B - NON-COMPETITIVE

COUNTY SERVICE cont'd.

Laboratory Technician Trainees
Licensed Practical Nurses
Licensed Social Workers
Medical Consultants (Part-time)
Medical Director
Mental Health Counselors
Motor Equipment Mechanic-Heavy Equipment Operators
Motor Equipment Mechanics
Nutritionists (Part-time)
Outreach Workers
Planners (Part-time)
Psychiatric Social Workers (Part-time)
Psychiatrists (Part-time)
* Public Health Director
Reforestation Crewleaders
Senior Motor Equipment Mechanics
Sign Fabricator
Sign Maintenance Crew Leaders
Sign Maintenance Workers
* Social Services Attorney (Part-time)
STOP-DWI Program Coordinator
Summer Program Lead Tutors (Seasonal April-September)
Summer Program Manager
Summer Program Tutors
Supervising Clinical Psychologists
Telephone Operator-Receptionists (Part-time)
Welder Helpers
Welders
* Youth Bureau Director

COUNTY SERVICE

Accounting Supervisors (HELP Program)
Bridge Construction Supervisors (HELP Program)
Buildings and Grounds Crew leaders (HELP Program)
Building and Grounds Supervisors
Building Mechanical Maintenance Workers (HELP Program)
Case Managers (HELP Program)
Caseworkers (HELP Program)
Caseworker Assistants (HELP Program)
Chemical Dependency Case Aides (HELP Program)
Chemical Dependency Counselors (HELP Program)
Clinic Managers (HELP Program)
Communicable Disease Specialists (HELP Program)
Community Health Educators (HELP Program)
Community Service Workers (HELP Program)
Coordinators of Quality Assurance and Improvement (HELP Program)
Coordinators of Real Property Tax Service III (HELP Program)
Crime Analysts (HELP Program)
Deputy Directors of Solid Waste (HELP Program)
Deputy Director/EMS Coordinators (HELP Program)
Dispatchers – Emergency Services (HELP Program)
Employment Coordinators (Help Program)

APPENDIX B - NON-COMPETITIVE

COUNTY SERVICE cont'd.

Employment and Training Counselors (HELP Program)
Field Operations Coordinators (HELP Program)
Highway Maintenance Supervisors (HELP Program)
Human Resource Aides (HELP Program)
Human Resource Coordinators (HELP Program)
Human Resource Technicians (HELP Program)
Index Clerks (HELP Program)
Information Services Managers (HELP Program)
Medical Billing Clerks (HELP Program)
Mental Health Services Coordinators (HELP Program)
Motor Vehicle Clerks (Help Program)
Office for the Aging Case Managers (HELP Program)
Office for the Aging Program Coordinators (HELP Program)
Payroll Clerks (HELP Program)
Peer Advocates (HELP Program)
Planners I (HELP Program)
Planners II (HELP Program)
Planners III (HELP Program)
Public Health Preparedness Coordinators (HELP Program)
Public Health Program Coordinator (HELP Program)
Public Health Specialists (HELP Program)
Public Health Sanitarians (HELP Program)
Real Property Tax Service Aides (HELP Program)
Senior Advocate Workers for the Elderly (HELP Program)
Senior Chemical Dependency Case Aides (HELP Program)
Senior Chemical Dependency Counselors (HELP Program)
Senior Program Coordinators (HELP Program)
Senior Public Health Educators (HELP Program)
Senior Real Property Tax Service Aides (HELP Program)
Senior Site Crew Leaders (HELP Program)
Senior Title Searcher (HELP Program)
Service Coordinators (HELP Program)
Site Crew Leaders (HELP Program)
Social Welfare Examiners (HELP Program)
Social Welfare Investigators/Examiners (HELP Program)
Special Programs Coordinators (HELP Program)
Staff Development Coordinators (HELP Program)
Tax Collection Technicians (HELP Program)
Tax Map Technicians (HELP Program)
Tax Map Technician/CAD Specialists (HELP Program)
Title Searchers (HELP Program)
Weights and Measures Inspectors (HELP Program)
Welfare Fraud Investigator (HELP Program)
Youth Development Program Coordinator (HELP Program)

APPENDIX B - NON-COMPETITIVE

TOWN SERVICE

* Assessor
* Assistant Superintendent of Public Works (under 5,000 population)
* Building Inspector III (Part-time)
* Code Enforcement Officer (Part-time)
Crematory Manager
Crematory Operators
* Local Health Officer (Part-time)
Public Works Crewleaders
* Superintendent of Public Works (under 5,000 population)
* Zoning Enforcement Officer (Part-time)

Town of Clifton (Population under 5,000)
BTI Technicians (Part-time)
BTI Apprentices (Part-time)

Town of Colton (Population under 5,000)
BTI Technicians (Part-time)
BTI Apprentices (Part-time)

Town of DeKalb (Population under 5,000)

Water Treatment & Wastewater Treatment Plant Operators (Part-time)

Town of Fine (Population under 5,000)

BTI Technicians (Part-time)
BTI Apprentices (Part-time)

Town of Hopkinton

Museum Curator (Part-time)

Town of Madrid (Population under 5,000)

Water Treatment & Wastewater Treatment Plant Operators (Part-time)

Town of Massena

Senior Citizens Coordinator
* Town Auditor (Part-time)

Town of Norfolk

Museum Curator (Part-time)

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

APPENDIX B - NON-COMPETITIVE
VILLAGE SERVICE

* Assessor
* Assistant Superintendent of Public Works (under 5,000 population)
* Building Inspectors III (Part-time)
* Code Enforcement Officer (Part-time)

Dispatchers (Part-time)
Housing Code Inspectors (Part-time)

* Local Health Officer (Part-time)

Meter Repairer
Municipal Bingo Inspectors (Part-time)
Museum Aides
Museum Curator (Part-time)
Public Works Crewleaders

* Superintendent of Public Works (under 5,000 population)

Water and Sewer Maintenance Crewleaders
Water and Sewer Maintenance Workers
Water Meter Readers (Part-time)

Village of Edwards (Population under 5,000)

Water Treatment and Wastewater Treatment Plant Operators (part-time)

Village of Gouverneur

* Assistant Village Administrator (under 5,000 population)

Village of Massena

Senior Motor Equipment Mechanic
Welders

Village of Potsdam

Draftsperson (Part-time)
Head Motor Equipment Mechanic
Water and Sewer Treatment Plant Mechanics

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

APPENDIX B - NON-COMPETITIVE

SCHOOL DISTRICTS

Assistant Cooks
Attendance Officer (Part-time)
Bakers
Building Maintenance Workers-Bus Drivers
Bus Drivers-Cleaners
Bus Drivers-Custodial Workers
Business Managers (Part-time)
Cook Managers
Custodians (Part-time)
Head Motor Equipment Mechanics
Head School Bus Driver (Part-time)
Licensed Practical Nurses (School)
Lifeguards
Motor Vehicle Operators
Registered Professional Nurses (School)
School Auditor (Part-time) (Except Canton Central School and Norwood-Norfolk Central School)
School Bus Drivers
* School Dentist (Part-time)
School District Reporter (Part-time)
* School Physician (Part-time)
* School Physician's Assistant (Part-time)
Senior Bus Driver
Senior Food Service Managers
Senior Motor Equipment Mechanic
Student Aides
Supervisor of Attendance (Part-time)
Teachers Aides

BOCES

Educational Interpreters for the Deaf
* Labor Relations Specialist

Brasher Falls Central School

Educational Interpreters for the Deaf

Edwards-Knox Central School

Educational Interpreters for the Deaf

Massena Central School

Food Service Coordinator

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

APPENDIX B - NON-COMPETITIVE
SPECIAL DISTRICTS

Hospitals

Building Security Worker - Housekeepers I
Central Sterile Supply Assistants
Drug Room Aides (Part-time)
Drug Room Director (Part-time)
Head Cook
* Hospital Administrator
Inhalation Therapist
Licensed Practical Nurses
Medical Records Clerks (Part-time)
Nurse Anesthetists
Radiologic Technologists (Part-time)
Radiologist (Part-time)
Respiratory Therapist
Seamstress
Senior Cleaners
Senior Housekeepers

Clifton-Fine Hospital

* Business Office Manager
Laboratory Technician
* Medical Records Practitioner
Nutrition Services Director
Senior Laboratory Technician

Massena Memorial Hospital

* Hospital Treasurer
Phlebotomist

APPENDIX B - NON-COMPETITIVE

SPECIAL DISTRICTS (cont'd)

Massena Electric Department

Apprentice Lineworkers
Chief Lineworkers
* Deputy Superintendent of (MED)
Electric Meter Serviceworker/Electricians
First Class Lineworkers
Second Class Lineworkers

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

**City of Ogdensburg

Assistant Curator (Part-time)
Assessor
Building Maintenance Men
* City Engineer
City Maintenance Workers
* Comptroller
Cook Managers
Curator of Art
* Director of Development
* Director of Parks & Recreation
* Director of Planning & Development
* Director of Public Works
Dog Control Officer (Part-time)
Executive Director of the Ogdensburg Public Library
Executive Director of the Remington Art Memorial
Fire Reservist (Part-time)
Head Facility Maintenance Worker
Health Officer (Part-time)
Library Clerks (Part-time)
Library Page (Part-time)
Lifeguards (seasonal)
Maintenance Equipment Mechanic
Maintenance Man-Electrician
Mason
Motor Vehicle Operator
Museum Aide/Page (Part-time)
Museum Education Specialist
Museum Shop Manager
Park Foreman
Parks and Recreation Maintenance Workers
School Nurses
Senior Building Maintainers
Typists (Part-time)

* DESIGNATED AS POSITIONS WHICH ARE CONFIDENTIAL OR REQUIRE THE PERFORMANCE OF FUNCTIONS INFLUENCING POLICY.

** **After 11/07/2018 and when vacated these positions may be reclassified under St. Lawrence County.**

APPENDIX C - LABOR

ALL CIVIL DIVISIONS

Building Maintenance Helpers
Cleaners
Custodial Workers
Dog Wardens
Firehouse Caretakers
Food Service Helpers
Laboratory Aides
Laborers
Printing Aides
Recreation Attendants
Sanitary Landfill Attendants
Stock Attendants

COUNTY SERVICE

Laborers I
Nutrition Services Aides
Nutrition Services Assistants
Reforestation Laborers

TOWN SERVICE

Library Pages

VILLAGE SERVICE

Library Pages

SCHOOL DISTRICTS

Laundry Workers
School Monitors

SPECIAL DISTRICTS

Hospitals

Dietary Attendants
Housekeepers I
Housekeepers II
Nursing Assistants
Physical Therapy Aides
X-Ray Aides

** City of Ogdensburg

Audio Visual Helpers
Food Service Helpers/Cleaners
Student Workers (Seasonal 5/31-9/30)

** **After 11/07/2018 and when vacated these positions may be reclassified under St. Lawrence County.**

APPENDIX D - UNCLASSIFIED

ALL CIVIL DIVISIONS

All Elected Officers
All Members, Officers and Employees of Boards of Elections
Members of All Boards and Commissions

COUNTY SERVICE

County Administrator
County Clerk
County Superintendent of Highways
County Treasurer
Deputy Clerk to the Board of Legislators (2)
District Attorney
Secretary to the Board of Legislators (1)
Sheriff

TOWN SERVICE

Collector
Councilmen
Highway Superintendent
Town Clerk
Town Justices
Town Supervisor

VILLAGE SERVICE

Acting Village Justice
Mayor
Trustees
Village Clerk
Village Clerk-Treasurer
Village Justice

SCHOOL DISTRICTS

All positions as 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.

CITY OF OGDENSBURG

City Clerk
City Manager