

Proposed changes to the Rules are as follows:

RULE 1 – DEFINITIONS

Add:

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

RULE 12 – CERTIFICATION FOR APPOINTMENT

Add:

(c) Nomination and Administration of Qualified Incumbent Examinations for NY HELPS Appointees

The Commission may administer a qualified incumbent examination (QIE) for any position in any title which has been included in the NY HELPS program.

(1) Eligibility

An appointing officer shall nominate eligible employees to participate in a QIE. Such QIE may be offered only to incumbents who are currently serving in a designated NY HELPS title and have served a minimum of six months in such position.

(2) Frequency of Examination

Such QIEs may be held at such intervals as prescribed by the Commission. Names of successful candidates shall be interfiled on a continuing eligible list for each title as prescribed by section 57 of the Civil Service Law.

(3) Content and Scoring of the QIE

Such examination shall consist of a review of the qualifying service of the nominee.

All passing candidates shall be assigned an identical earned numerical rating and shall be deemed equally reachable for permanent competitive appointment from the eligible list resulting from the QIE. No seniority credits shall be awarded to the final earned rating of any candidate.

(4) Appointments from the QIE

All incumbents whose names are included on an eligible list created from a QIE must be appointed from such QIE within two months following the addition of their names on the eligible list. All individuals appointed from an eligible list created from a QIE shall obtain a permanent appointment in the competitive jurisdictional class. Such appointment shall not alter or re-set any required period of probation imposed upon the appointee upon original appointment through the NY HELPS program.

(5) Expiration of Use of QIEs

No QIE may be administered to any incumbent upon the termination of the NY HELPS program by the New York State Civil Service Commission and no individual may be appointed from a QIE eligible list following termination of the NY HELPS program by the New York State Civil Service Commission.

(6) QIEs Not Exclusive

A holding of a QIE or the placement of the name of an incumbent on an eligible list created from a QIE shall not prevent the appointing authority from granting such incumbent a permanent competitive appointment through any other method authorized by the Civil Service Law and these Rules.

(7) Priority in Certification

- (i) An eligible list created from a QIE shall have priority in certification over any open-competitive eligible list for the same title.
- (ii) An eligible list created from a QIE shall not have priority in certification over any mandatory promotion eligible list for the same title.
- (iii) An eligible list created from a QIE shall not have priority in certification over a duly established preferred list, nor shall the existence of such QIE prevent a transfer, reinstatement or any other lawful permanent appointment to a position filled from such eligible list.

(8) Expiration of Rule

This rule shall expire upon the termination of the NY HELPS Program by the New York State Civil Service Commission.

RULE 25 – LAYOFF OF COMPETITIVE, NON-COMPETITIVE, AND LABOR CLASS EMPLOYEES

Add:

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.

4. Retreat

- a. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the same jurisdictional 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.

Delete:

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.

4. Retreat

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

Proposed changes to the Appendices are as follows:

PROPOSED AMENDMENTS TO THE
CIVIL SERVICE RULES FOR CLINTON COUNTY
APPENDICES CHANGES

APPENDIX A

EXEMPT CLASS

SCHOOL DISTRICT SERVICE

Add:

Claims Auditors (2)

APPENDIX B

NON-COMPETITIVE CLASS

ALL CIVIL DIVISIONS

Add:

Clerks of the Works (HELP Program)

Inventory Clerks (HELP Program)

Real Property Tax Services Assistants (HELP Program)

Water Treatment Plant Operators (HELP Program)

APPENDIX B

NON-COMPETITIVE CLASS

COUNTY SERVICE

Add:

Administrative Assistants (HELP Program) (Buildings & Grounds only)

Airport Fire & Safety Coordinators (HELP Program)

Airport Maintenance Workers III

Assistant Payroll Clerks (HELP Program)

Court Navigators (HELP Program)

Directors of Health Planning & Promotion (HELP Program)

Directors of Jail Health Services (HELP Program)

Senior Children's Services Program Specialists (HELP Program)

Senior Employment and Training Instructors (HELP Program)

Veterans Counselors (HELP Program)

CITY SERVICE

Add:

Assistant Library Directors (HELP Program)

Assistant Superintendents of Public Works (HELP Program)

Parking Enforcement Officers (HELP Program)

TOWN/VILLAGE/SPECIAL DISTRICT SERVICE

Add:

Educational Coordinators (HELP Program)

Emergency Vehicle Drivers (village)