

ESSEX COUNTY

Rules for the Classified Civil Service

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RULES FOR THE CLASSIFIED CIVIL SERVICE OF ESSEX COUNTY

PURPOSE AND EFFECT

It is hereby declared to be the purpose of these rules to provide an orderly and uniform system for the administration of Civil Service in Essex County, New York 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 Essex County, New York as well as the Towns, Villages and School Districts and Special Districts herein. These rules may be amended by the Personnel Officer after public hearing and subject to the approval of the State Civil Service Commission.

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Rule 1 - Definitions

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

1. "Personnel Officer" means the Personnel Officer of Essex County, New York.
2. "Employee" means the incumbent of a position appointed to the position in accordance with these rules and the Civil Service Law.
3. "Position" means an aggregation of duties to be performed and responsibilities to be exercised by one person.
4. "Compensation" means the remuneration authorized for a position and shall include food, lodging, maintenance and commutation when the same is furnished.
5. "Eligible List" means an official public record established and maintained by the commission as a public record which contains the names of those persons who have successfully completed examinations, listed in order of their final ratings from the highest to the lowest rank.
6. "Part-Time Employment" means any employment or a combination of one or more employments in a civil division in which an individual works less than fifty percent of the time prescribed as 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 ($\frac{1}{2}$) 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 one position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title in the same or a higher salary grade 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 similar position under the jurisdiction of the same appointing authority.
9. "Municipality" means the County, Town, Village, School District or Special District.

Rule 2 - Exempt Class

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

Rule 3 - Non-Competitive Class

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

Rule 4 - Labor Class

1. Positions approved by the State Civil Service Commission for placement in the labor class shall be listed in Appendix C of these rules and made a part hereof.
2. A position in the labor class may be filled by the appointment of any person selected by the appointing 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.

Rule 5 - Unclassified Service

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

Rule 6 - Recruitment of Personnel

1. Residency requirements for County positions.
 - An applicant need not be a resident of Essex County at the time of examination.
2. Residency requirements for municipal positions.
 - An applicant must be at the time of examination and for at least one month prior thereto a resident of the municipality in which appointment is to be made or any reasonable combination of municipalities both in and outside of New York State contiguous to the municipality in which appointment is to be made or contiguous to the municipality in which such municipality is located as determined by the personnel officer. Residence requirements may be suspended or reduced by the personnel officer in cases where requirement difficulty makes such requirements disadvantageous to the public interest.
3. 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 one month 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 appointment.
4. Announcement of examinations.
 - The public announcement of an examination shall specify the application fee, if any, the title, the duties of the position, the minium qualifications required, the issue date, the final date for filing applications, the subject or scope of the examination and the relative weights thereof, and if known, the date and place of examination. Public notice of the open competitive and promotion examination shall be made at least twenty-five days before the date of the examination and must be conspicuously posted in a public place for fifteen days. The last day for filing shall not be less than ten days before the date of the open competitive examination.

Rule 7 - Applications

1. Applications of candidates for positions in the classified service must be addressed to the Personnel Officer at the Civil Service and Personnel Office and be made on the form prescribed by 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 or disapproval at least four days before the examination.
3. Appointing Officer may see application; restrictions. A candidate's application for examination may be exhibited, upon request, to the appointing officer to whom his/her name is certified, or 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 authorized representative, all reference therein to the candidate's national origin or to the basis of his/her citizenship shall be concealed.

Rule 8 - Disqualification

1. Any applicant whose application is disqualified for an examination or appointment shall be notified of the reasons for such disqualification and afforded an opportunity to submit facts in opposition to such disqualification prior to final disposition of such application.
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 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. A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, may be grounds for disqualification for examination or, after examination, for certification and appointment.

Rule 9 - Examinations

1. Examinations prepared and rated by the New York State Civil Service Department.
 - a. For examinations prepared and rated by the State Civil Service Department, the provisions of the rules and regulations of the State Civil Service Commission and Department shall govern the rating of examinations, the review of examinations papers by candidates and the filling of appeals.
 - b. The State Civil Service Commission shall have sole and exclusive authority to correct any errors in rating upon appeal or otherwise.
2. Examinations prepared and/or rated by the Municipal Civil Service Personnel Officer.
 - a. The Personnel Officer shall adopt a system to conceal the identity of the candidates' papers in a written examination until such written examination has been rated.
 - b. Rating keys shall be prepared for each examination held. The marking of an examination shall be made on the scale of 100, with 70 the passing score. The Personnel Officer may, after the announcement of an examination is made, subdivide the written examination into parts and require a passing mark of 70 in each of the parts and require a passing mark of 70 in each of the parts in order that candidates be considered further for eligibility. Notice of such arrangements shall be given in the instructions of the written examination.
 - c. Applications and examination records and papers of candidates shall be preserved until at least six months after the expiration of the eligible list resulting from such examination, but in no event may records be destroyed except in accordance with the policies of the State Commissioner. Whenever an oral examination shall be prescribed as part of an examination, every effort shall be made to insure that a stenographic or recording device record of all the questions and answers be made a part of the examination records.
 - d. Every candidate in an examination shall be notified in writing of his/her final rating. Except for continuous recruitment examinations, he/she shall also, if successful, be notified of his/her relative position on any eligible list established as a result of the

examination.

- e. Except for candidates in continuous recruitment examinations, any candidate receiving such notice may inspect his/her examination papers in the Personnel Office and in the presence of a designated representative of the Personnel Office provided he/she makes his/her request for such inspection, in writing, within ten (10) days of the date of the postmark of such notice. The examination of a candidate shall be exhibited only to the candidate except that candidate may bring a consultant to review the record of an oral examination. The consultant must be approved by the Personnel Officer prior to the review and may not be an individual who was in any way involved in the preparation, conduct or administration of the examination.
 - f. A candidate who wishes to appeal to the Personnel Office from his/her rating in one, or more, or all of the subjects of an examination must submit such appeal in writing within twenty days after the earliest date of which his/her examination papers were made available for his/her inspection. Such appeal must show that a manifest error was made in the original rating. Such appeal shall be considered as opening all of the candidate's papers for review, whether resulting in a higher or lower average standing. No change in rating shall be made as a result of an appeal unless it shall affect the candidate's relative position on the eligible list.
 - g. There shall be no reviews of examinations conducted on a continuous recruitment basis other than for a computational check of the candidate's answers against the key answers; nor shall there be reviews of practical or performance examination.
3. Examinations generally
- a. The Personnel Office may at any time during the life of an eligible list, resulting from any examination except as provided in 1.b., correct any clerical or computational errors in the ratings of candidates who competed in the examination.
 - b. Any change in an eligible list pursuant to this rule shall not affect the status of any person previously appointed from such eligible list.
4. Examination material security. In order to prevent the unauthorized publication and dissemination of examination material, the following acts are prohibited except as authorized by the Personnel Officer.

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

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

Rule 10 - Eligible Lists

1. Every candidate who attains a passing grade in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts or subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but if two or more eligibles receive the same final grade, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed therefore by the Personnel Officer.
2. The date of the establishment of a list shall be the date fixed therefore by the Personnel Officer resolution, and shall be entered on such list. The duration of all eligible lists shall be fixed by the Personnel Officer resolution prior to the establishment of such lists, but shall not be less than one or more than four years. The date of establishment of a list and its duration shall be given to all successful candidates at the time when notice of standing on the eligible list is given to such candidates. Where the duration of an eligible list is fixed at less than four years, the Personnel Officer may, by resolution prior to the expiration date of such list, extend the duration of the list up to the maximum limitation of four years, provided that eligibles on such list are notified in writing of the extension of the eligible list.
3. Eligible lists shall be open to public inspection at the office of the Personnel Officer. The names of persons who failed to receive a passing examination grade shall not be disclosed to the public.
4. The Personnel Officer shall have power in his/her discretion to correct any error and amend any eligible list where it appears that an error has been made. The 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 name appear thereon. The reasons for such action shall be recorded in the minutes of the Personnel Officer and reported to the State Civil Service Commission within 30 days.

Rule 11 - 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 have the same final rating as such eligible shall 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 days from the date of its issuance. After the expiration of such thirty-day period, no appointment shall be made except from a new certification. The Personnel Officer, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.
3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his/her willingness to accept such appointment within seven business days after the mailing of such canvass or offer, he/she may be considered ineligible when making selection for such particular appointment.
4. The name of the person declining appointment shall be eliminated from further certification from the eligible lists unless declination is for one or more of the following reasons:
 - a. Insufficiency of compensation offered when below minimum grade of position for which the examination was held;
 - b. Geographical location of employment;
 - c. Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing;
 - d. Other reasons deemed acceptable by the Personnel Officer.

The Personnel Officer shall enter upon the eligible list the reasons for its 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 list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the final rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles

appear on the eligible list as provided in rule ten.

6. Whenever a vacancy exists in a position in the competitive class and an open-competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Personnel Officer on the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination of equivalent character within the last four years from the date of nominations.
7. Whenever one or more eligibles shall have declined any appointment offered and an eligible whose relative standing is lower and who was reachable on the certification only because of the aforesaid declination shall have been appointed to the position, the salary or compensation of such appointee shall not be increased, except by a service or a class-wide increase, within a period of six months after his/her appointment beyond that offered to the persons so declining.
8. An open-competitive, promotion or preferred eligible list shall not be certified for filling a permanent competitive class vacancy created by reclassification or a permanently encumbered competitive class position if the appointment or promotion from such list would require the layoff of a permanent employee; but this provision shall not apply if the incumbent whose position was reclassified has, following such reclassification, either refused to take an examination for such reclassified position or failed to qualify for appointment, examination or promotion to such position.

Rule 12 - Promotions

1. In order to be eligible to participate in a promotion examination or to be promoted a candidate must have been employed in a competitive class position on a permanent basis in a lower grade, either in direct line of promotion or in a related or collateral line of promotion as determined by the Personnel Officer. The Personnel Officer shall determine the minimum period of such service for eligibility to enter a promotion examination, and may also prescribe a minimum period of such service as a qualification for promotion from the resulting eligible list.
2. Any candidate who is nominated for non-competitive examination for promotion to a position and who fails to appear for such examination or who fails to pass two successive examinations for such promotion shall not thereafter be eligible for employment in such position, except by appointment or promotion from an eligible list established following competitive examination.
3. Promotion examinations for non-competitive class employees shall, in addition to the requirements of Civil Service Law, Section 52(12), require that applicants shall have been employed in a full-time position.

Rule 13 - Probationary Term

1. Probationary Term.

- a. Except as herein otherwise provided, every permanent appointment from an open competitive list, and every original appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than twenty-six weeks.
- b. The probationary term for a Trainee position, in which an appointee is required to serve a specified training term, shall not be less than twelve nor more than fifty-two weeks.
- c. The probationary term for Police Officer, Firefighter and Corrections Officer positions shall be not less than twelve nor more than fifty-two weeks. The probationary term for Social Service Workers and Caseworkers shall be not less than eight weeks nor more than fifty-two weeks.
- d. Every permanent appointment from a promotion eligible list shall be for a probationary period of twelve weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.
- e. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation or upon earlier written notice following completion of the minimum period of probation that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Personnel Officer.

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

2. Interdepartmental transfers.

An interdepartmental transfer means a transfer from a position in one department to a position in another department. Every interdepartmental transfer shall be for a probationary term of twelve weeks. If the conduct or performance of the probationer is not satisfactory, his/her employment in such position shall be discontinued at the end of such term.

3. Restoration to permanent position.

When a permanent employee is promoted or transferred to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except of a temporary 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 absence during the probationary term, may, in the discretion of the appointing authority, 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. If absences are not to be counted as time served, the appointing authority shall notify the probationer in writing of this fact.

5. Report on probationer's service.

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

6. Restoration to eligible list.

A probationer whose employment is terminated or who resigns before the end of his/her probationary term may request that his/her name be restored to the eligible lists from which he/she 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 services in higher level position.

When an employee who has not completed his/her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position may, in the discretion of the appointing authority, be considered as

satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term if it be one of fixed duration, the appointing authority shall, on the 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 his/her to complete his/her probationary term. The employment of such probationer in his/her 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 75 of the Civil Service Law, or applicable negotiated disciplinary procedures, at any time during the probationary term, to remove a probationer for incompetency or misconduct.

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

Rule 14 - Trainee Appointments

1. The Civil Service Personnel Officer may require that permanent appointment or promotions to designated positions shall be conditioned 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. The employment of such person may be discontinued if his/her conduct, capacity or fitness is not satisfactory, or at any time if he/she fails to pursue or continue satisfactorily such training or academic courses as may be required.
 - a. For the purposes of this rule, appointment or promotion to the positions of Police Officer, Firefighter and Correction Officer shall be considered as Trainee appointments. The term of training shall conform with the maximum time prescribed by statute for successive completion of required training programs.

Rule 15 - Effect of Temporary or Provisional Appointment on Status of Appointee

1. Effect of temporary appointment on eligibility for permanent appointment.

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

2. Provisional appointment of permanent employee.

- a. When a permanent competitive class employee is given a provisional appointment to a competitive class position in the same department or agency, the position thus vacated by him/her shall not be filled on other than a temporary basis pending his/her reinstatement thereto upon failure of his/her provisional 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 appointment authority shall return such provisional appointee to his/her permanent position within fifteen days of receipt of such written notice.

3. Successive provisional appointment.

- a. No provisional employee who has refused to take an examination held for permanent appointment shall be given another provisional appointment in the same titled position. No provisional employee who fails two examinations for permanent appointment shall be eligible for provisional appointment in the same title under the same appointing authority. For the purposes of this rule, a failure to appear for an appropriate examination shall constitute a failure on an appropriate examination.

- b. The term of provisional appointment shall end upon establishment of an appropriate eligible list for the position as prescribed in Section 65 of the Civil Service Law or upon receipt of the results of examination wherein no candidates passed the appropriate examination. The provisional appointee may be authorized the second provisional appointment at the discretion of the Personnel Officer if the eligible list fails to produce three eligibles from which to make a permanent appointment to the position.

4. 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 a layoff or if the permanent incumbent returns from leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on the inverse order of their contingent permanent appointments.
 3. Preferred List: Upon displacement, if the contingent permanent appointee was appointed from a promotion eligible list, he/she shall be restored to his/her permanent position and have his/her name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have his/her name placed on a preferred list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.
 4. Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.
 - b. All prospective appointees under this rule shall receive a copy of this rule and be canvassed as “permanent-contingent permanent.”
 - c. Contingent permanent appointments from eligible lists shall be made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent permanent appointment; there will be no recanvassing of the eligible list in the event the contingent permanent position becomes unencumbered. Acceptance of an 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 lists or prior to appointing a temporary or provisional to the positions.
- e. When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee in that position shall immediately gain permanent competitive class status in the class if the required probationary period as prescribed in this rule has been satisfactorily completed.
- f. When a permanent competitive class employee accepts a contingent permanent appointment in the same civil division, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.

Rule 16 - Transfers

1. Transfer of eligibility for permanent appointment.

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

- a. There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- b. There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- c. (1) The Personnel Officer determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or

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

Rule 17 - 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 has resigned.

All reinstatements are subject to the following terms and conditions:

- a. The prospective appointing authority must request approval from the Personnel Officer to reinstate an individual.
- b. 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.
- c. With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
- d. The Personnel Officer shall determine if the reinstatement is for the good of the services.

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

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

Rule 18 - Leave of Absence

1. A leave of absence without pay may be granted by the appointing authority in conformance with the regulations established by the appointing legislative body, provided however, that a permanent competitive class employee may not encumber a permanent competitive class position by a leave without pay while holding a permanent appointment to another position in the civil service of the same municipality.
2. A leave of absence without pay, not to exceed four years, shall be granted by an appointing officer to an employee who is a veteran of the Armed Forces of the United States, provided such a leave of absence is for the purposes of taking courses under the educational benefits provided for in Title 38, United States Code or under a New York State Board of Regents War Service Scholarship, Education Law, Section 614. An employee taking such a leave shall be reinstated to his/her position, provided he/she makes application for such reinstatement within sixty days after the termination of his/her courses of study.

Rule 19 - Resignation

1. Resignation in writing.

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

2. Effective date.

If no effective date is specified in a resignation, it shall take effect upon delivery to or filing with the appointing official. 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 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 official, without the written consent of the appointing official.

4. Voluntary demotion of permanent competitive employee.

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

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

Rule 20 - 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 act on in each case, shall report to the Personnel Officer as follows:

- a. Every appointment or employment whether permanent probationary, provisional, 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 therefore, with copies of the offer or notice of appointment and the reply thereto, if any.
- c. Every discharge during or at the end of the probationary term with the date thereof.
- d. Every vacancy in a position, for whatever reason with the date thereof.
- e. Every position abolished, with the date of such abolition.
- f. Every change of compensation in a position, with the date thereof.
- g. Every promotion, giving positions from which and to which made, with the salaries and date thereof.
- h. Every transfer, giving the positions from which and to which made, with the date and salaries thereof.
- i. Every reinstatement in a position, with the date and salary thereof.
- j. Every leave of absence, with the date and duration thereof.
- k. Every new position, giving a complete description of the duties thereof.

Rule 21 - Certification of Payrolls

1. Extended certifications.

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

2. Temporary certification.

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

3. Refusal or termination of certification.

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

Rule 22 - Position Classification

1. Definitions. For the purpose of this rule the following definitions shall apply:
 - a. “CLASS” means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, examinations, salary and administering other personnel functions.
 - b. “CLASS TITLE” means the designation given under these rules to a class and to each position allocated to such class.
 - c. “JOB CLASSIFICATION SPECIFICATION” means a formal written statement of the class which defines the general character and scope of the duties and responsibilities of positions in the class, lists typical work activities, enumerates knowledge, skills, abilities and personal characteristics required for successful full performance of the work, states required minimum qualifications, and indicates any special requirement of the class.
 - d. “ALLOCATION” means the assignment of a position to an appropriate class as determined by the duties, responsibilities, and minimum qualification requirements of the position.
 - e. “RECLASSIFICATION” means the reallocation of a position from one class to another because of a permanent and material change of the duties of that position.
 - f. “POWERS AND DUTIES”. The Personnel Officer shall have the power and duty to:
 - a. Classify and reclassify all positions in the civil service of all civil divisions under its jurisdiction.
 - b. Prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
 - c. Prepare and maintain a classification specification for each class in the competitive, non-competitive and labor jurisdiction classes of the civil divisions under its jurisdiction.
 - d. Investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities and qualification

requirements of all positions under its jurisdiction and to make revisions in the classification of positions.

3. Classification of Vacant Positions.

When a position has or is about to become vacant, the appointing officer shall file a detailed description of the duties and responsibilities of the position and a statement of suggested minimum entrance qualifications for the position with the Personnel Officer.

After an analysis of the detailed description of duties and responsibilities, 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 new class including a statement of appropriate minimum qualifications.

5. Reclassification of Positions. Either:

a. The Personnel Officer may, upon his/her own initiative, review the duties and responsibilities and qualification requirements of any position under his jurisdiction. Appointing authorities and employees in positions under review shall be required to complete a detailed description of the duties and responsibilities of the positions and provide such other information as determined necessary by the Personnel Officer. After an analysis of the detailed description of the duties and responsibilities, 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 including a statement of appropriate minimum qualifications; or

b. Whenever a permanent and material change is made in the duties and responsibilities of any position, the appointing authority shall file a detailed description of the duties and responsibilities of the position with the Personnel Officer. After an analysis of 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 including a statement of appropriate minimum qualifications; or

c. Any employee in the classified service may apply to the Personnel Officer for a position reclassification. Such application shall include a detailed description of the duties and responsibilities of the position since the last determination with respect to its classification. After an analysis of the duties and responsibilities of the position, the Personnel Officer shall allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class specification for such position including a statement of appropriate minimum qualifications.

6. Notice of Appeals.

The Personnel Officer shall give reasonable notice of any proposal or application for a change in classification to the appointing authority and to the employee or employees affected thereby. Any person desiring to submit facts orally or in writing in connection with the reclassification of any position shall be afforded reasonable opportunity to do so. The 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 the provisions of the Civil Service Law and these rules.

Rule 23 - 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 24 - Layoff of Competitive Class Employees

1. For the purpose of this rule the following terms shall mean:
 - a. Direct line of promotion shall be strictly construed in that in order to be considered as direct line all titles must have the same generic root.
 - b. Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.
 - c. Layoff unit shall mean that 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 in the last fiscal year by an employee during which he/she did not receive an “Unsatisfactory” performance rating and was not found guilty of misconduct or incompetency pursuant to Section Seventy-five of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee:

1. Dismissal from the service, or
2. Suspension without pay for a period exceeding one month, or
3. Demotion in grade and title.

e. 1. Permanent service shall state on the date of the incumbent’s original appointment on a permanent basis in the classified service; however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty months earlier than the actual date, while non-disabled veterans are considered to have been appointed thirty months earlier than their actual date of appointment. For the purposes of this rule the definition of what constitutes a veteran or disabled veteran is contained in Section Eighty-five 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 re-employment; 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 preceding 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 of the other civil division.

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

2. Suspension

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

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

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

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

e. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.

f. When several employees were originally appointed on a permanent basis from

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

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

h. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees do, however, have superior retention rights to those of contingent permanent, temporary and provisional employees.

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

3. Vertical bumping.

a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.

b. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

c. If an employee refused to displace a junior incumbent he/she must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

d. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level can not 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/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.
 - c. The service of the displacing incumbent in the title to which he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.
 - d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other titles as long as his/her service in each of the intervening titles was on other than a permanent basis. He/she may also displace by retreat to a position which does not count in the computation of his/her continuous service.
 - e. Where a title change has been effected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title, the new title will for retreat purposes be deemed to be the former title.
5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.
 6. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

ESSEX COUNTY <u>APPENDIX A</u> EXEMPT CLASS				
Position Title	Towns	Villages	Schools	County
Registrar of Vital Statistics (Part Time)	Yes	Yes	Yes	Yes
Assistant County Attorney (3)				Yes
Assistant District Attorneys (4)				Yes
Confidential Secretary to County Manager				Yes
County Attorney				Yes
County Historian (Part-Time)				Yes
Deputy County Clerk (4)				Yes
Deputy County Treasurer (2)				Yes
Deputy Superintendent of Public Works				Yes
Financial Administrator				Yes
Secretary to the County Attorney				Yes
Secretary to the District Attorney				Yes
Undersheriff				Yes
Budget Officer	In all Towns			
Chairman, Town Planning Board	In all Towns			
Clerk to the Supervisor	In all Towns			
Constables (Part-Time)	In all Towns			
Deputy Town Clerk	In all Towns			
Deputy Town Superintendent of Highways	In all Towns			
Deputy Town Supervisor	In all Towns			

ESSEX COUNTY <u>APPENDIX A</u> EXEMPT CLASS				
Position Title	Towns	Villages	Schools	County
Dog Enumerators	In all Towns			
Inspectors of Election	In all Towns			
Town Attorney	In all Towns			
Town Historian (Part-Time)	In all Towns			
Water Tax Collector	In all Towns			
Youth Commission Chairman (Part-Time)	Town of Schroon:			
Village Attorney		In all Villages		
Village Historian (Part-Time)		In all Villages		
Village Treasurer		In all Villages		
Village Treasurer/Tax Collector		In all Villages		
Village Manager (Part-Time)		Village of Keeseville		
Census Takers			In all School Districts	
School Attorney			In all School Districts	
School District Clerk			In all School Districts	
School District Treasurer			In all School Districts	
School Tax Collector			In all School Districts	
Student Aides			In all School Districts	
Student Helpers			In all School Districts	

ESSEX COUNTY APPENDIX A EXEMPT CLASS				
Position Title	Towns	Villages	Schools	County
Secretary/Soil-Water Conservation District	Soil & Water Conservation			
Registrar of Vital Statistics (Part-Time)	Yes	Yes	Yes	Yes

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Account Clerk (Part-Time)	Yes	Yes	Yes	Yes
Account Clerk/Typist (Part-Time)	Yes	Yes	Yes	Yes
Assistant Recreation Directors (Seasonal)	Yes	Yes	Yes	Yes
Assistant Swimming Area Directors (Seasonal)	Yes	Yes	Yes	Yes
Automotive Mechanics	Yes	Yes	Yes	Yes
Building Inspector III (Part-Time)	Yes	Yes	Yes	Yes
Clerks (Part-Time)	Yes	Yes	Yes	Yes
General Mechanics	Yes	Yes	Yes	Yes
Head Lifeguards (Seasonal)	Yes	Yes	Yes	Yes
Health Officers (Part-Time)	Yes	Yes	Yes	Yes
Heavy Equipment Operators	Yes	Yes	Yes	Yes
Janitors (Part-Time)	Yes	Yes	Yes	Yes
Junior Lifeguards (Seasonal)	Yes	Yes	Yes	Yes
Landfill Operators	Yes	Yes	Yes	Yes
Library Aides	Yes	Yes	Yes	Yes
Library Clerks (Part-Time)	Yes	Yes	Yes	Yes

ESSEX COUNTY <u>APPENDIX B</u> NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Lifeguards (Seasonal)	Yes	Yes	Yes	Yes
Maintenance Persons	Yes	Yes	Yes	Yes
Motor Equipment Operators	Yes	Yes	Yes	Yes
Motor Vehicle Operators	Yes	Yes	Yes	Yes
Physicians (Part-Time)	Yes	Yes	Yes	Yes
Recreation Assistants (Seasonal)	Yes	Yes	Yes	Yes
Recreation Directors (Seasonal)	Yes	Yes	Yes	Yes
Recreation Leaders (Seasonal)	Yes	Yes	Yes	Yes
Recreation Specialists (Seasonal)	Yes	Yes	Yes	Yes
Recreation Supervisors (Seasonal)	Yes	Yes	Yes	Yes
Registered Professional Nurses	Yes	Yes	Yes	Yes
Senior Recreation Leaders (Seasonal)	Yes	Yes	Yes	Yes
Stenographers (Part-Time)	Yes	Yes	Yes	Yes
Typists (Part-Time)	Yes	Yes	Yes	Yes
Vector Control Technicians (Seasonal)	Yes	Yes	Yes	Yes
Watchpersons	Yes	Yes	Yes	Yes
Water Maintenance Persons	Yes	Yes	Yes	Yes
Building Maintenance Helpers				Yes
Bus Drivers				Yes
Chief Deputy Sheriff				Yes
*Commissioner of Social Services				Yes

ESSEX COUNTY <u>APPENDIX B</u> NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Community Service Aide				Yes
Cooks				Yes
Court Attendant/Detention Aides (Part-Time)				Yes
*Director of Community Mental Health Services				Yes
*Director of Real Property Tax Services II				Yes
Facility Aides				Yes
Home Health Aides				Yes
Homemakers				Yes
Housekeepers				Yes
*Information Systems Director				Yes
Jail Administrator				Yes
Landfill Operator				Yes
Licensed Practical Nurses				Yes
Maintenance Mechanic				Yes
Medical Directors (Part-Time)				Yes
Nursing Assistants				Yes
*Personnel Officer				Yes
Psychiatric Social Worker (Part-Time)				Yes
Public Health Nurse "In Training"				Yes
Senior Cooks				Yes
Senior Maintenance Mechanic				Yes

ESSEX COUNTY <u>APPENDIX B</u> NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Sign Shop Worker				Yes
Social Services Attorney (Part-Time)				Yes
Swimming Area Director (Seasonal)				Yes
Welder				Yes
Working Supervisors				Yes
*Youth Bureau Director				Yes
Youth Services Aides				Yes
<i>* Positions which are confidential or require the performance of functions in influencing policy (Chapter 439 with the Laws of 1986 - Applicability of Section 75 Non-Competitive Class Employees)</i>				
Animal Control Officers (Part-Time)	In all Towns			
Bus Drivers (Part-Time)	In all Towns			
Cemetery Supervisors (Seasonal)	In all Towns			
Deputy Registrar of Vital Statistics	In all Towns			
Greenskeeper (Seasonal)	In all Towns			
Police Officers (Part-Time)	In all Towns			
Recreation Trails Attendants (Seasonal)	In all Towns			
School Crossing Guards (Part-Time)	In all Towns			
Wastewater Treatment Plant Operator	In all Towns			
Town Campsite Caretaker (Seasonal)	In all Towns			
Water Superintendent (Population under 5000)	In all Towns			

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Water Treatment Plant Operators (Population under 5000)	In all Towns			
Working Supervisors	In all Towns			
Assessor	Town of Chesterfield			
Junkyard Control Officer	Town of Crown Point			
Golf Course Rangers (Population under 5000)	Town of Elizabethtown			
Cook	Town of Essex			
Assessor	Town of Lewis			
Assessor	Town of Jay			
Chief Water Treatment Plant Operator	Town of Jay			
Housing Assistance Aide (Part-Time)	Town of Jay			
Administrative Assistant	Town of Minerva			
Maintenance Mechanics	Town of Minerva			
Town Enforcement Officer (Part-Time)	Town of Minerva			

ESSEX COUNTY <u>APPENDIX B</u> NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Water and Wastewater Maintenance Persons	Town of Moriah			
Assistant Water/Wastewater Superintendent (Population under 5000)	Town of Newcomb			
Wastewater Treatment Plant Operators	Town of Newcomb			
Ski Area Maintenance Mechanic (Seasonal)	Town of Newcomb			
Camp Health Directors (Seasonal 07/01-08/31)	Town of North Elba			
Golf Course Ranger (Seasonal)	Town of North Elba			
Groundskeeper	Town of North Elba			
Park District Supervisor	Town of North Elba			
Chief Water Treatment Plant Operator	Town of Schroon			
Chief Wastewater Treatment Plant Operators (Population under 5000)	Town of Schroon			
Golf Course Superintendent (Seasonal)	Town of Schroon			
Maintenance Mechanic (Part-Time)	Town of Schroon			
Ski Area Maintenance Mechanic	Town of Schroon			
Water and Sewer Superintendent	Town of Schroon			
Assessor	Town of St. Armand			
Records Management Clerk (Part-Time)	Town of St. Armand			

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS

Position Title	Towns	Villages	Schools	County
Water and Wastewater Treatment Plant Operators	Town of St. Armand			
Assessor	Town of Ticonderoga			
Detention Aides (Part-Time)	Town of Ticonderoga			
Municipal Bingo Inspector (Part-Time)	Town of Ticonderoga			
Public Safety Dispatcher (Part-Time)	Town of Ticonderoga			
Recreation Director (Part-Time)	Town of Ticonderoga			
Senior Library Clerk (Part-Time)	Town of Ticonderoga			
Water and Wastewater Maintenance Persons	Town of Ticonderoga			
Assessor	Town of Westport			
Cook (Part-Time)	Town of Westport			
Chief Wastewater Treatment Plant Operator	Town of Westport			
Records Management Clerk (Part-Time)	Town of Westport			
Recreation Director	Town of Westport			
Water and Wastewater Maintenance Persons	Town of Westport			
Water and Wastewater Superintendent	Town of Westport			
Zoning Enforcement Officer (Part-Time)	Town of Westport			
Assessor	Town of Willsboro			
Cook (Part-Time)	Town of Willsboro			

ESSEX COUNTY <u>APPENDIX B</u> NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Water and Wastewater Superintendent	Town of Willsboro			
Chief Water Treatment Plant Operator	Town of Wilmington			
Cook (Part-Time)	Town of Wilmington			
Housing Assistance Aides (Part-Time)	Town of Wilmington			
Library Manager (Part-Time)	Wilmington Library			
Animal Control Officer (Part-Time)		In all Villages		
Police Officers (Part-Time)		In all Villages		
School Crossing Guards (Part-Time)		In all Villages		
Street Commissioner		In all Villages		
Public Works Superintendent		In all Villages		
Water and Streets Superintendent		In all Villages		
Water and Wastewater Superintendent		In all Villages		
Water Superintendent		In all Villages		
Water Treatment Plant Operators		In all Villages		
Working Supervisor		In all Villages		
Water and Wastewater Treatment Plant Operator		Village of Keeseville		
Apprentice Groundworkers		Village of Lake Placid		

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS

Position Title	Towns	Villages	Schools	County
Assistant Chief Wastewater Treatment Plant Operator 1-A		Village of Lake Placid		
Assistant Electric Utilities Superintendent		Village of Lake Placid		
Assistant Electric Meter Service Maintainers		Village of Lake Placid		
Assistant Water and Wastewater Superintendent		Village of Lake Placid		
Automotive Mechanic Helper		Village of Lake Placid		
Chief Lineworkers		Village of Lake Placid		
Chief Wastewater Treatment Plant Operators 1-A		Village of Lake Placid		
Detention Aides (Part-Time)		Village of Lake Placid		
Electric Meter Readers		Village of Lake Placid		
Electric Meter Service Maintainers		Village of Lake Placid		
Fire Drivers (Part-Time)		Village of Lake Placid		
Fire Drivers and Caretaker		Village of Lake Placid		
Groundworker		Village of Lake Placid		
Housing Assistance Aide		Village of Lake Placid		
Laboratory Technician (Part-Time)		Village of Lake Placid		
Line Foreworkers		Village of Lake Placid		
1 st Class Lineworkers		Village of Lake Placid		
2 nd Class Lineworkers		Village of Lake Placid		
3 rd Class Lineworkers		Village of Lake Placid		
Parking Enforcement Officers (Seasonal)		Village of Lake Placid		

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Water and Wastewater Maintenance Person		Village of Lake Placid		
Water and Wastewater Superintendent		Village of Lake Placid		
Pumping Station Operator	Town of North Elba Raybrook Water District			
Automotive Mechanic/Cleaners			In all School Districts	
Automotive Mechanic Helpers			In all School Districts	
Cleaners/Bus Drivers			In all School Districts	
Cooks			In all School Districts	
Cook/Managers			In all School Districts	
Custodians (Part-Time)			In all School Districts	
Groundskeepers/Bus Drivers			In all School Districts	
Head Bus Drivers			In all School Districts	
Health Office Assistants (Part-Time)			In all School Districts	
School Bus Drivers			In all School Districts	
School Bus Drivers/Cleaners			In all School Districts	
School Dentist (Part-Time)			In all School Districts	
School Lunch Managers (Part-Time)			In all School Districts	
School Physician (Part-Time)			In all School Districts	
Senior Cooks			In all School Districts	
Supervisor of Attendance (Part-Time)			In all School Districts	

ESSEX COUNTY APPENDIX B NON-COMPETITIVE CLASS				
Position Title	Towns	Villages	Schools	County
Teachers' Aides			In all School Districts	
Automotive Mechanic/Bus Drivers			Lake Placid Central School	
Maintenance Mechanic			Ticonderoga Central School	
Maintenance Person/School Bus Drivers			Willsboro Central School	

ESSEX COUNTY APPENDIX C LABOR CLASS				
Position Title	Towns	Villages	Schools	County
Activities Aides	Yes	Yes	Yes	Yes
Activities Attendants	Yes	Yes	Yes	Yes
Aging Services Aides	Yes	Yes	Yes	Yes
Cleaners	Yes	Yes	Yes	Yes
Fire House Caretakers	Yes	Yes	Yes	Yes
Food Service Helpers	Yes	Yes	Yes	Yes

ESSEX COUNTY APPENDIX C LABOR CLASS				
Position Title	Towns	Villages	Schools	County
Groundskeepers	Yes	Yes	Yes	Yes
Laborers	Yes	Yes	Yes	Yes
Recreation Attendants	Yes	Yes	Yes	Yes
Recycling Attendant	Yes	Yes	Yes	Yes
Student Trainees	Yes	Yes	Yes	Yes
Tourist Aides	Yes	Yes	Yes	Yes
Transfer Station Attendants	Yes	Yes	Yes	Yes
Vector Control Aides (Seasonal)	Yes	Yes	Yes	Yes
Dietary Attendants				Yes
Fish Hatchery Attendant				Yes
Kitchen Aides				Yes
Laundry Workers				Yes
Leisure Time Activity Aides				Yes
Records Retention Aides				Yes
Cemetery Attendants	In all Towns			
Landfill Attendants	In all Towns			
Town Campsite Attendants (Seasonal)	In all Towns			
Parking Lot Attendants (Seasonal)	Town of Keene			

ESSEX COUNTY APPENDIX C LABOR CLASS				
Position Title	Towns	Villages	Schools	County
Maintenance Helpers	Town of Newcomb			
Golf Starters (Seasonal)	Town of Schroon			
Park Attendants (Seasonal)	Town of Willsboro			
Youth Employment Aide	Town of Wilmington			
Parking Lot Attendant		Village of Lake Placid		
Food Service Helpers			In all School Districts	
School Monitors			In all School Districts	
Park Attendants	North Elba Park District			
Park Attendant Trainees	North Elba Park District			

ESSEX COUNTY APPENDIX D UNCLASSIFIED CLASS				
Position Title	Towns	Villages	Schools	County
Clerk, Board of Supervisors				Yes
Coroners				Yes
County Auditor				Yes
County Clerk				Yes
County Highway Superintendent				Yes
County Manager				Yes
County Superintendent of Public Works				Yes
County Treasurer				Yes
Deputy Clerk, Board of Supervisors				Yes
District Attorney				Yes
Legislative Aide				Yes
Members, Board of Supervisors				Yes
Nursing Home Administrator				Yes
Officers and Employees, Board of Elections				Yes
Public Health Director				Yes
Senior Legislative Aide				Yes
Sheriff				Yes
Tax Collectors	In all Towns			

ESSEX COUNTY APPENDIX D UNCLASSIFIED CLASS				
Position Title	Towns	Villages	Schools	County
Town Assessors	In all Towns			
Town Clerk/Tax Collectors	In all Towns			
Town Clerks	In all Towns			
Town Councilpersons	In all Towns			
Town Justices	In all Towns			
Town Superintendent of Highways	In all Towns			
Town Supervisors	In all Towns			
Voting Machine Custodians	In all Towns			
Mayor		In all Villages		
Police Justices		In all Villages		
Village Clerk		In all Villages		
Village Clerk/Treasurer		In all Villages		
Village Clerk/Treasurer/Tax Collector		In all Villages		
Village Trustees		In all Villages		
Election Inspectors		Village of Lake Placid		
Village Tax Collector		Village of Lake Placid		
Voting Machine Inspectors		Village of Lake Placid		