

# CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

## Civil Service Manual For Appointing Authorities



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## INTRODUCTION

**The New York State Constitution and New York State Civil Service Law mandate that public employees must be hired for jobs on the basis of merit and fitness. In practical terms, “merit and fitness” means finding people who are best suited to perform a particular job. Civil Service jobs can be divided into two areas: positions that require participants to compete in an examination, and positions that do not require competitive examination. In all cases Equal Opportunity Employment practices are enforced**

Chautauqua County Department of Human Resources oversees the hiring processes for all Chautauqua County Government departments and agencies, as well as its towns, villages, school districts, special districts, City of Dunkirk, City of Jamestown, and BOCES Second Supervisory District, Erie-Chautauqua-Cattaraugus counties.

***The purpose of this manual is to introduce you to various aspects of Civil Service and related laws, rules and procedures as they impact many of your statutory duties and responsibilities. This manual is not intended to be a substitute for sound knowledge of the law, rules and procedures necessary to manage the details of merit system administration.*** As necessary, you will be referred to specific sections of law, rules or manuals for clarification or to obtain more in-depth information. As you read through this manual, you will note unfamiliar terms, the meaning of which is significant for proper administration of Civil Service Law and Rules. You should refer to the Glossary of Municipal Civil Service Terms, found at the end of this manual.

The Chautauqua County Department of Human Resources webpage has the Chautauqua County Civil Service Rules, forms, informational memos, manuals, examination announcements and job openings: <http://www.co.chautauqua.ny.us/314/Human-Resources>.

Our staff is available to answer your questions and assist you through the hiring process. Please contact us at [cchr-municipal@co.chautauqua.ny.us](mailto:cchr-municipal@co.chautauqua.ny.us).

## APPOINTMENTS

- 1. Permanent** – Permanent appointments in the competitive class are made from the most appropriate eligible lists established as a result of competitive examinations. Permanent appointments are also made to non-competitive, exempt, and labor classes. Permanent appointments are subject to probationary periods. A permanent appointment cannot be terminated, interrupted or discontinued except in accordance with the laws, rules and regulations governing the classified service.
- 2. Contingent-Permanent** – Contingent-permanent appointment is a competitive class appointment made from an eligible list to a position which is permanently encumbered by another employee. Although the contingent-permanent appointee serves a probationary period in the same manner as a permanent employee, full permanency cannot be gained until the position becomes unencumbered. A detailed definition is in our Civil Service Rules under Rule XV, Section 5.
- 3. Provisional** – In the event a vacancy occurs in the competitive class for which no appropriate eligible list exists, the position may be filled by a qualified applicant on a provisional basis. The provisional employee must compete in a civil service examination and be reachable when an eligible list is established.
- 4. Temporary** – Temporary appointments are made to either replace an employee who is on a leave of absence, to fill a position established for a short duration, to replace a person while they are serving probation in another position or, in some circumstances, to fill a position vacated by an employee who accepts a provisional appointment. Successive temporary appointments shall not be made to the same position. The Human Resource Director must approve an extension to a temporary appointment. A written request must be sent when a position is going to continue beyond a six-month period. Civil Service Law Section 64 outlines guidelines for all temporary appointments. Temporary appointments to competitive-class positions are subject to the following durations:

  - Not exceeding three months-selection can be made without regard to existing eligible lists.
  - Exceeding three months but not exceeding six months-selection must be made from an appropriate eligible list without regard to ranking on the eligible list.
  - Exceeding six months-selection must be from a Certified Eligible List issued by our office showing those available for selection from the appropriate eligible list and in the top.
- 5. Part-time** - This definition is used by Civil Service solely for the purpose of jurisdictional classification of positions, where a position is other than competitive when part-time but competitive when filled on more than a part-time basis. Part-time is defined by Civil Service as employment or combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the civil division.

## JURISDICTIONAL CLASSIFICATION

The following jurisdictional classifications are in the classified service. A candidate must complete an application form so that the qualifications can be reviewed and approved. Non-competitive, labor and competitive class titles have position descriptions, which outline the minimum qualifications. Please contact our office for current position descriptions.

If you have any question on the classification of a position please contact our office:

1. **Exempt** – Positions for which competitive or non-competitive examinations or other qualification requirements are not practicable. A listing of exempt class titles appears in Appendix A of the Civil Service Rules for Chautauqua County.
2. **Labor** – A position may be filled by the appointment of any person selected by the appointing officer of the agency where a vacancy exists. A candidate must complete an application form for appointments in the labor class. A listing of labor class titles appears in Appendix C of the Civil Service Rules for Chautauqua County.
3. **Non-Competitive** – The Human Resource Director establishes minimum qualifications. An application for appointment shall state the qualifications of the nominee and shall be filed by the appointing authority with the Director. A listing of noncompetitive class titles appears in Appendix B of the Civil Service Rules for Chautauqua County.
4. **Competitive** – Positions that require a Civil Service Examination and appointment from an appropriate eligible list. If the title is not listed in the appendix of our Civil Service Rules, then the classification of the position is competitive.

Some titles change jurisdictional classification depending on their status (part-time or full-time). For example, a part-time Clerk II or Account Clerk is listed in our rules as non-competitive class, and a full-time Clerk II or Account Clerk is competitive class. When a title is listed in the appendices as part-time (PT) that title becomes competitive when classified as full-time.

5. **Unclassified** - The civil service shall be divided into the classified and unclassified service. Section 35 of Civil Service Law defines the unclassified service and shall comprise some of the following: offices filled by election, members, officers and employees of boards of elections and persons employed as members of the teaching and supervisory staff of a school district, board of cooperative educational services or county vocational education and extension board, as certified to the state commission by the commissioner of education.

## POSITIONS

### **EXISTING POSITIONS**

Each employee in your agency is hired in a specific Civil Service title. We can provide you with a listing showing the Civil Service titles we have for your active employees.

### **CREATING POSITIONS**

To create a new position, you must complete a New Position Duties Statement (NPDS). On the NPDS, you must describe in detail all the duties of the position and the percentage of time spent on each duty. The Human Resource Director will classify and title the position and return the form for your approval. The position is created and assigned a position control number when the original is approved by the appointing authority and returned. The legal basis for this is found in Section 22 of Civil Service Law and states the following:

*“Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.”*

It is **not** necessary for us to keep track of the position status as either part-time or full-time, for positions that do not change jurisdictional class. Example: Cleaner is Labor Class whether part-time or full-time.

**Civil divisions may also need to obtain Committee and/or Board approval before creating positions only after the position has been classified and title by the Chautauqua County Department of Human Resources.**

### **MONITORING HOURS**

Hours must be monitored for part-time employees working in one or more titles that are noncompetitive class. The hours could change the classification of the position to competitive when the employee is working greater than 50 percent of normally work hours within a municipality. It is your responsibility to ensure that these employees do not work beyond the allowable hours.

### **VACANT POSITIONS**

Positions in your agency that become vacant remain in our records and you must obtain backfill approval prior to filling positions. The position duties may change over time and the position may need to be reclassified.

## **REVIEW OF ESTABLISHED EXEMPT CLASS POSITIONS**

When a vacancy occurs in the exempt class, the Human Resource Director must evaluate the position and determine if it is still properly classified. Before an agency rehires, a New Position Duties Statement (NPDS) form must be completed.

## **RECLASSIFICATION OF EXISTING POSITION**

If the duties of a position change, the position should be reclassified. A New Position Duties Statement (NPDS) can be completed by an appointing authority or Job Class Questionnaire by the employee if either party thinks they are working out of title.

## **FILLING POSITIONS**

### **MINIMUM QUALIFICATIONS**

When filling an existing vacancy, review the position description. If you would like to have the position description revised, send a written request to the Human Resource Director explaining any changes in the duties and/or minimum qualifications and the reason for your request.

#### **1. Other than competitive-class titles**

You should accept and **review applications for minimum qualifications and special requirements**. Send applications of candidates that you are interested in hiring to our office for review and approval prior to appointment.

***If you appoint a candidate we determine is not qualified for a position, you will have to rescind the appointment.***

**It is your responsibility to ensure that licenses or certificates required for an appointment remain current.**

#### **2. Competitive-class titles**

- a) If you want to fill a competitive-class position, check with us to see if there is an active eligible list (including a preferred list or an agency promotional list). If a list exists, submit an Eligible List Certification Order Form.
- b) If no list exists for the title you are trying to fill, you can accept applications for a provisional appointment.
- c) Transfer or Reinstatement: When an agency recruits for a permanent competitive-class position you may be contacted by individuals that are interested in a transfer or reinstatement Refer to Civil Service Rules XVI and XVII.
- d) If you are interested in pursuing a transfer or reinstatement, the Human Resource Director must approve the transfer prior to appointment. Please submit the Transfer Request CCP450 Form. The form has sections for both the candidate and appointing agency to fill out.
- e) New York State Civil Service Law, Section 55a, and Chautauqua County provides

opportunity for disabled applicants to be appointed on a non-competitive basis to certain entry-level competitive-class titles.

## **PROBATIONARY PERIODS**

Except as otherwise provided in Civil Service Rule XIII, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall serve a probationary term of not less than eight (8) no more than fifty-two (52) weeks.

The minimum and maximum lengths of probationary periods differ for promotions, trainee positions, Police Officers, Deputy Sheriffs, and other titles specifically outlined in Civil Service Rule XIII. Employees who are provisional or temporary do not serve probationary periods.

## **RESIDENCY**

Our General Statement is the following: Preference in appointment may be given to successful candidates who are legal residents of Chautauqua County, or to legal residents of the town, village, city and school district or special district in which an appointment is to be made. Please refer to Section 23-4A for Certification of Residency.

Please refer to our examination announcements for any special residency requirements. **APPLICATIONS**

The Application for Examination or Employment is to be used for appointments and is available on our website:

Please review the candidate's application for accuracy and completeness and make sure the candidate has attached any documentation required to prove they meet the minimum qualifications listed on the job description for the position they are applying for.

If rehiring someone, consult with Human Resources for guidance.

If you are not sure which form to use, contact our office for assistance.

## **REPORT OF PERSONNEL CHANGE FORMS (RPC)**

In order for us to maintain accurate, official employee rosters, and for the purpose of payroll certification, appointing officers must report personnel actions as they occur on a Report of Personnel Change Form (RPC).

Civil Service Rule XX outlines the types of actions appointing authorities must report to our office. *Some* of the most common actions are:

- Appointments
- Terminations
- Resignations
- Retirements
- Leaves with or without pay
- Salary changes

- Hours changes
- Promotions
- Demotions

Retirement membership is mandatory for permanent and contingent-permanent full-time employees and the retirement number will need to be indicated on the RPC.

**The Report of Personnel Change Form (RPC)** is divided into 10 sections. Section 1 of the form must be fully completed with Employer's name, Employee's name, current job title, effective date, Social Security Number (existing employee use only the last four digits). Sections 2 through 8 will need to be filled out to describe the type of actions being taken by the appointing authority. Section 9 of the form, allows the appointing authority to add remarks explaining the type of action being reported. In order to have the transaction certified by our office it must be signed by the appointing authority.

**Signature Authorization** - Appointing authorities may give written authorization for employees to sign on their behalf. We can issue you an authorization form for your use.

The Report of Personnel Change Form is available on our website.

## **EXAMINATIONS**

Examinations are called for in anticipation of a vacancy or at the time of a provisional appointment. The Chautauqua County Department of Human Resources will order the examination through the New York State Civil Service. The exam will be held on the State's examination schedule and may only offer examinations on a yearly or bi-yearly basis. Current examination announcements are posted on our website.

### **TYPES**

- 1. Open-Competitive Examinations** are open to anyone who meets the minimum qualifications.
- 2. Promotional Examinations** are offered to existing employees in an agency who meet the promotional qualifications.
- 3. Non-Competitive Promotional Examinations** are given for only one candidate. To qualify for a Non-Competitive Promotional Examination there can be no more than three qualified eligible candidates in the department/agency promotional fields.
- 4. Continuous Recruitment Examinations** are those for which we accept applications at any time. There is no specified closing date and the examination date is scheduled by our office on a bi-annual basis.

### **RESULTS**

After scores are received for an examination, an eligible list is established. We send candidates notification of their scores.

## **ELIGIBLE LIST**

Names of passing candidates are placed on an eligible list that is established for one year and may be extended up to a maximum of four years. An eligible list may expire, or become exhausted, prior to the four-year period.

Eligible lists for Continuous Recruitment Examinations are established for one year. The scores for these examinations, regardless of examination date, are interfiled with existing candidates' scores to form a constantly changing eligible list.

Promotional eligible lists must be exhausted prior to using an open-competitive eligible list.

When filling a competitive-class position, complete an Eligible List Certification Order form and send it to our office. This form can be found on our website [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us) under Forms & Applications.

## **CERTIFICATION OF ELIGIBLES**

After we receive your request, we will issue a Certification of Eligible List. Our office will put notes pertaining to the appointment in an email at the time the Certification is issued.

**PLEASE NOTE THAT ANY APPOINTMENTS MADE FROM THIS LIST MUST BE DATED WITHIN THE EFFECTIVE DATES OF THE CERTIFICATION DOCUMENT.** Please contact us immediately if you find fewer than 3 candidates interested in the position.

Pursuant to Civil Service Law, the appointing officer of an agency must provide notice of non-selection to all persons on an eligible list who are certified and considered for appointment but not selected. Notice must be in writing by the appointing officer whenever another candidate is selected. The law does not require a reason for non-selection. The candidates required to receive the non-selection notice will be those within the top three list ranking who have indicated interest in the position by response to the canvass. Please see the section below entitled "The Rule of Three". The "Notice of Non-selection" form letter is included below and should be reproduced on your letterhead, sent to the appropriate candidates and copies returned to the Chautauqua County Department of Human Resources Office with the certification.

Please contact our office with any questions during the hiring process.

## **INSTRUCTIONS FOR THE CERTIFICATION OF ELIGIBLE CANDIDATES**

1. The certification is valid for 30 days only. It may be extended for an additional 30 days with our approval.
2. Any declination of your offer of employment must be in writing and must be returned with this certification.
3. Appointment of a person who has been granted and uses his/her veteran or disabled veteran credits will require completion of Form VC-5. Form VC-5 is enclosed if any candidates on the list have veteran's credits.
4. Appointment of a person who wishes to relinquish his veteran or disabled veteran credits will require completion of Form VC-5.
5. "Result of Canvass/Interview/Offer" column should be completed to indicate one of the following:

- A. Permanent appointment (includes probationary period)
- B. Temporary appointment (for a limited time job)
- C. Declined appointment (attach copy of letter or other supporting document)
- D. No reply to letter of canvas

6. Return the original of the certification form and make a copy for your records.

If No Action Taken you still need to return the original Certification of Eligible List, signed, dated, and marked with “No Action Taken” along with any declination forms.

If you have a provisional appointee in your agency that scores in the top three, we will immediately issue a certification so you can make a permanent appointment.

## **DECLINATIONS**

Candidates listed on the certification that declines an interview or offer of employment must complete a Declination Form. If you receive declinations that result in fewer than three interested candidates, you need to contact our office for more information on how to proceed.

## **NON-SELECTION LETTER**

It is your responsibility to send written notification of non-selection to candidates. We send you a copy of a non-selection notification letter each time we issue a certification.

## **PAYROLL CERTIFICATION**

Civil Service Law §100 requires that payrolls for certification be received from each civil division annually. Rule XXI of the Chautauqua County Rules for the Classified Civil Service outlines the payroll certification. The Chautauqua County Human Resource Director will request a payroll to certify yearly on the below schedule. For employees paid by voucher, the voucher must be submitted for certification.

- Towns - the first full payroll in March.
- Villages - the first full payroll in August.
- School Districts - the first full payroll in October.
- All other agencies - the first pay period in January.

The following information must be on your payroll and/or voucher and must agree with the information we have on file:

- Full name of employee
- Civil Service title
- Salary (hourly or yearly - the rate reported to us)
- Retirement number
- Signed certification

## **TEMPORARY AND WITHHELD CERTIFICATION**

Civil Service Law §101 outlines the penalties for refusal and Civil Service Rule XXI outlines the Chautauqua County Human Resource Directors authority when certifying the payroll. If the Human Resource Director requires further information in order to make a final determination, a temporary certification may be made for discrepancies on a payroll.

The appointing authority must submit any requested information to resolve the discrepancies noted and submit a new payroll for certification.

If the information is not forthcoming during the temporary certification, formal exception(s) will be taken on the payroll item(s). When exception(s) are taken and certification is withheld, the disbursing or fiscal officer cannot legally pay the employee(s) in question. Following is a summary of Civil Service Laws 100-102 pertaining to payroll certification:

### **In accordance with Section 100 of Civil Service Law:**

“Except as otherwise provided in this section, no disbursing or auditing officer of the state or of any civil division thereof shall approve or pay or take any part in approving or paying any salary or compensation for personal service to any person holding an office or position in the classified service unless the voucher or payroll therefore bears the certificate of the civil service department or municipal commission having jurisdiction that the persons named therein are employed in their respective positions in accordance with law and rules made pursuant to law...”

### **In accordance with Section 101 of Civil Service Law:**

“Any officer who shall willfully pay or authorize the payment of salary or compensation to any person in the classified service with knowledge that the state civil service department or appropriate municipal civil service commission has refused to certify the payroll, estimate or account of such person, or after due notice from such department or commission that such person has been appointed, employed, transferred, assigned to perform duties or reinstated in violation of any of the provisions of this chapter or the rules established there under, shall be guilty of a misdemeanor.”

### **In accordance with Section 102 of Civil Service Law:**

“Any sums paid contrary to the provisions of Section 100 of this chapter may be recovered from any officer by whom the person or persons receiving the same were appointed in violation of the provisions of law and of the rules made in pursuance of law, or any officer signing or countersigning or authorizing the signing or countersigning of any warrant for the payment of the same...”

## **DISCIPLINARY PROCEDURES**

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 prescribed in the Civil Service Rules. The supervisor is responsible, from time to time, during the probationary term, to advise the probationer of his/her status and progress. Refer to Civil Service Rule XIII for procedures to follow regarding probationary terms. Check with us before terminating an employee to be sure all proper procedures have been followed. The termination of an employee must be reported to us on a Report of Personnel Change Form with an explanation of the termination procedures in the Remarks Section.

Section 75 of New York State Civil Service Law outlines which permanent employees have rights and what procedures to follow when suspending, removing or disciplining employees. Agencies should work closely with their attorneys.

## **LAYOFF PROCEDURES**

Civil Service Rule XXV and New York State Civil Service Laws 80 and 81 outlines the procedures to follow when there is a layoff in a competitive-class title.

When there is a potential layoff situation for competitive class employees, contact us immediately. A letter indicating the specific titles affected by the layoff and the effective date of layoff is required. The abolition of positions does not necessarily mean the termination from employment of the incumbents of those particular positions.

We will provide civil divisions with a Civil Service Seniority Roster Report. The civil division must notify the employees affected by the layoff. Employees that are affected by the layoff must be reported to us on a Report of Personnel Change Form.

When the above process has been completed and we have received notification, we establish appropriate preferred list(s). Competitive-class employees who are laid off will be placed on preferred lists for a four-year period. An appropriate preferred list certification is issued for filling a vacancy before any other eligible list.

## **GLOSSARY OF MUNICIPAL CIVIL SERVICE TERMS**

**APPOINTING AUTHORITY** - an officer, commission or body having the power to select applicants for employment.

**CERTIFICATION** - a select list of those candidates on an eligible list who have indicated an interest in a particular position in a particular location.

**CERTIFICATION OF PAYROLL** - Section 100 of the Civil Service Law requires the civil service agency to certify that all persons in the classified service receiving compensation for personal service are employed in accordance with the law and rules; individuals may not be paid without such certification.

**CIVIL SERVICE COMMISSION (Local)** - established by law and consisting of three\* Commissioners appointed to 6-year terms, one of whom is designated as the President of the Commission and serves as Chair at the appointing authority's pleasure. (The President also serves as the head of the municipal civil service agency.) \*Except Monroe County and City of Rochester, which have five Commissioners.

**PERSONNEL OFFICER (Local)** - The personnel officer of a county shall be appointed by the board of supervisors or, in a county having a county executive, by the county executive with the advice and consent of the county legislature. The term of office of a personnel officer shall be six years. A personnel officer shall have all the powers and duties of a municipal civil service commission.

These Commissioners are appointed as follows:

1. Counties - by the legislative body except in those counties with a County Executive, in which event, appointment is made by the County Executive with the advice and consent of the legislative body;
2. Suburban towns - by the legislative body;
3. Cities - by the Mayor, City Manager or other authority having the general power of appointment of city officers and employees;
4. Regional - by written agreement duly approved by the governing board or body or each County or City participating;

**CIVIL SERVICE COMMISSION (State)** - established by law and consisting of three Commissioners appointed by the Governor and confirmed by the State Senate for 6-year terms, one of whom is designated as President of the Commission and serves as President at the Governor's pleasure. (The President also serves as the head of the Department of Civil Service.)

**CLASS OR CLASS OF POSITIONS** - one or more positions sufficiently similar in respect to duties and responsibilities that the same title may be used to designate each position in the class, which are allocated to the same salary or grade, with the same qualifications required and the same examination used to select eligible employees.

**CLASS SPECIFICATION** - a written description of a title or class of positions which includes information on the duties and responsibilities of incumbents, minimum qualifications for appointment and other distinguishing features.

**CLASSIFIED SERVICE** - all offices and positions in the civil service, exclusive of the military service, not included in the unclassified service; divided into four jurisdictional classes; competitive, non-competitive, labor and exempt.

**CLASSIFY** - to group positions according to their duties and responsibilities and assign a class title.

**COLLATERAL LINE** - titles which are not in a direct line to a promotion title but which are sufficiently comparable in duties and salary grades that incumbents may be allowed to compete in the promotion examination.

**COMPETITIVE CLASS** - the jurisdictional class comprised of positions for which it is practicable to determine the merit and fitness of applicants by examinations which rank them against each other. All jobs in the classified service are competitive unless designated or approved otherwise by the State Civil Service Commission (see Jurisdictional Classification).

**CONTINUOUS RECRUITMENT** - a type of examination for which applicants are accepted continuously. The test itself is administered periodically; successful candidates are added to the list for a specified period of time in rank order without regard to the date of the addition of their names to the eligible list.

**DECENTRALIZED EXAMINATION** - a competitive examination for which all or part of the development, administration and scoring has been decentralized to the municipal civil service agency that will make use of the resulting eligible list.

**DEMOTION** - the voluntary or involuntary placement or appointment of an employee to a position allocated at a lower salary grade.

**DEPARTMENT OF CIVIL SERVICE** - New York State's primary personnel management agency, responsible for the development and maintenance of statewide agency personnel systems; the classification and allocation of State positions; and the recruitment and selection of candidates for State employment. The head of the Department is the President of the Civil Service Commission.

**DEPARTMENTAL PROMOTION EXAMINATION** - a promotion examination opens only to employees of the department in which the positions to be filled exist.

**DEPUTY** - officer authorized by law to act generally for and in place of his/her principal.

**DESK AUDIT** - a review and discussion of the duties and responsibilities of a position made at the employee's desk or other regular place of work. (Usually done in connection with a classification survey or decision).

**DIRECT LINE OF PROMOTION** - positions are considered to be in direct line of promotion if they are in competitive class titles, in a career series, in a lower salary grade and the title has the same generic root: such as Clerk, Senior Clerk, Principal Clerk and Head Clerk.

**ELIGIBLE LIST** - a list from which candidates for a competitive class position, ranked in order of their respective final examination ratings, may be appointed.

**EXAMINATION** - a formal selection process which includes minimum qualifications, assessment measures, employment interviews and probationary periods; used to evaluate the qualifications and suitability of candidates for public employment. An examination for a competitive class position ranks candidates against one another. An examination for a non-competitive class position is based on the assessment of a candidate's education and experience as compared to the established minimum qualifications.

**EXAMINATION ANNOUNCEMENT** - a document issued to inform potential applicants of an upcoming examination; the announcement contains but is not limited to the following information: the number and title of the examination, the date of the examination, filing information (including the last date applications will be accepted), minimum qualifications, type and scope of test(s), salary or salary grade, and a duties description; it may also contain vacancy information.

**EXEMPT CLASS** - one of the four jurisdictional classes in the classified service; those offices and positions in the civil service of State or civil service divisions thereof, defined by Section 41 of the Civil Service Law and listed in the Municipal Civil Service Rules Appendices.

**EXEMPT VOLUNTEER FIREFIGHTER** - a bona fide member of a volunteer fire department who served in said department for five years and is so certified to be an exempt volunteer firefighter in accordance with Section 200 of the General Municipal Law. Exempt volunteer firefighters may have additional but limited rights in the event of abolition of their position and protection against arbitrary dismissal.

**INTER-DEPARTMENTAL PROMOTION** - a promotion from a position in one department to a position in another department in the same civil division.

**JOB DESCRIPTION** - a detailed written summary of the duties and responsibilities of an individual job.

**JURISDICTIONAL CLASSIFICATION** - designation by the Civil Service Commission of positions in the classified service in either the non-competitive, labor or exempt class; positions not so designated by the Commission are in the competitive class. Positions in the exempt, non-competitive or labor classes must be specifically named in the rules, subject to the approval of the State Civil Service Commission.

**LABOR CLASS** - the jurisdictional class comprised of unskilled or manual labor positions for which there are no minimum qualifications established; applicants may be required to

demonstrate their ability to do the job, or to qualify in such tests of their fitness for employment as may be determined practicable.

**MERIT AND FITNESS** - phrase summarizing the requirement in the State Constitution that appointments and promotions shall be made according to merit and fitness to be ascertained, as far as practicable, by competitive examination; Civil Service is, hence, called a "merit system."

**MINIMUM QUALIFICATIONS** - education and/or experience requirements denoting the minimum standards that all candidates are required to possess for examination or appointment.

**NON-COMPETITIVE CLASS (NC)** - one of the four jurisdictional classes of the classified service. The Civil Service Commission may designate a position non-competitive (with the approval of the State Civil Service Commission) upon determining that a competitive examination is impracticable for filling the job. However, non-competitive class positions must be filled through examination or by appointment of candidates who meet the established minimum qualifications for the position. Such an examination may be similar to a competitive examination except that successful candidates are not ranked by score.

**NON-COMPETITIVE PROMOTION (NCP)** - an examination administered when the number of employees qualified for and interested in promotion does not exceed the number of vacancies by more than two; the employee(s) may be nominated by the appointing authority, and, if successful on an appropriate examination, receive permanent appointment.

**OPEN-COMPETITIVE EXAMINATION** - an examination open to all individuals who possess the announced minimum qualifications.

**OUT-OF-TITLE WORK** - duties performed by an incumbent of a position which are not appropriate to the class to which the position has been assigned. Refer to Section 61.2 of the Civil Service Law.

**PERMANENT APPOINTMENT** - an appointment made to a position in accordance with applicable laws, rules and regulations; a permanent appointment may provide rights and privileges, such as due process prior to dismissal; eligibility for promotion examinations, transfers, and future reinstatement and certain protections in the event of abolition of positions.

**PERMANENT SERVICE** - generally, the date of the incumbent's original appointment on a permanent basis in the classified service; used for purposes of computing retention rights in the event of layoff. (For disabled veterans the date is 60 months earlier than the actual date; for non-disabled veterans the date is 30 months earlier than the actual date.)

**POLICY INFLUENCING (Non-Competitive Class)** - positions in the non-competitive class whose duties are of a confidential nature or require the performance of functions influencing policy; positions are designated as policy influencing by the municipal civil service commission or personnel officer; employees in positions so designated are denied tenure by statute and

are not afforded the protections provided to other non-competitive class employees (Section 42(2-a) of the Civil Service Law).

**POSITION** - an assigned group of duties and responsibilities which can be performed by one person; commonly known as a "job," a position may be occupied or vacant; see municipal rules for definition.

**PREFERRED LIST** - an eligible list established as a result of a reduction in force, or where otherwise provided by law, which consists of the names of displaced employees ranked by seniority; a preferred list must be used before any other means of filling a position (except certain special military lists); the top acceptor on a preferred list must be appointed or the position left vacant ("Rule of One"). See Sections 80 and 81 of the Civil Service Law and the municipal civil service rules for procedures and legal prescriptions.

**PROBATIONARY TERM** - the period of time, commencing upon a permanent appointment, during which an employee's performance on the job is assessed; the final step in the selection process.

**PROMOTION** - generally, in the competitive class, an appointment from a promotion eligible list to a higher level position; in the non-competitive class, the appointment of an employee to a higher-grade position without competitive examination.

**PROMOTION EXAMINATION** - an examination for a higher level position open only to permanent employees who are currently serving in or who have served in qualifying titles for periods of time specified in the minimum qualifications.

**PROVISIONAL APPOINTMENT** - a non-permanent appointment to a competitive class position which may be made when there is no appropriate or mandatory eligible list. See Section 65 of the Civil Service Law and refer to the municipal civil service rules for limitations on provisional appointments.

**"RULE OF THREE"** - refers to the statutory provision that appointments must be made from among the three highest eligibles on an open-competitive or promotion eligible list who are willing to accept the position. (See also Section 61, Civil Service Law)

**UNCLASSIFIED SERVICE** - all offices and positions in the civil service of the State and its civil divisions which are not in the classified service; unclassified service positions include, for example, all elective offices, officers and employees of the State/municipal Legislature, members of the teaching and supervisory staff of a school district and certain positions in the State University of New York.

## HELPFUL WEBSITES

- Chautauqua County Forms..... <http://www.co.chautauqua.ny.us/316/FORMS-APPLICATIONS>
- Laws of New York..... [www.public.leginfo.state.ny.us](http://www.public.leginfo.state.ny.us)
- NYS Department of Education ..... [www.nysed.gov](http://www.nysed.gov)
- NYS Department of Civil Service..... [www.cs.ny.gov](http://www.cs.ny.gov)
- NYS Department of Health..... [www.health.ny.gov](http://www.health.ny.gov)
- NYS Department of Labor ..... <http://www.labor.ny.gov/home>
- NYS Department of Taxation & Finance forms ..... [www.tax.ny.gov/forms](http://www.tax.ny.gov/forms)
- NYS Professions-Online Verifications ..... [www.op.nysed.gov/opsearches.htm](http://www.op.nysed.gov/opsearches.htm)
- NYS Conference of Mayors..... [nycom.org](http://nycom.org)
- NYS Association of City & Village Clerks..... [www.nysclerks.com/nysacvc\\_index.html](http://www.nysclerks.com/nysacvc_index.html)
- Records Retention Schedule..... [www.archives.nysed.gov/publications/records-retention-and-disposition-schedule-co-2](http://www.archives.nysed.gov/publications/records-retention-and-disposition-schedule-co-2)
- Red Cross Digital Certificates..... [www.redcross.org/take-a-class/digital-certificate](http://www.redcross.org/take-a-class/digital-certificate)
- Water/Wastewater License..... [health.ny.gov/environmental/water/drinking/operate/certified\\_operators/chautauqua\\_certified\\_operators.htm](http://health.ny.gov/environmental/water/drinking/operate/certified_operators/chautauqua_certified_operators.htm)

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**ALPHABETICAL LISTING OF ATTACHED FORMS**

Chautauqua County Civil Service Application .....

Eligible List Certification Order Form.....

Exempt Position Evaluation Questionnaire Form.....

Job Class Questionnaire .....

Mass Change Worksheet .....

New Position Duties Statement.....

Non-Selection Form Letter .....

Report of Personnel Change Form .....

Report of Personnel Change Form (Samples)

Type of Appointment (6 samples) .....

Pay Rate Change.....

Name Change .....

Hours Change.....

Leave of Absence .....

Suspension .....

Reinstatement .....

Termination.....

Rule of three (appointment in the Competitive Class)

Signature Authorization Form (for payroll Certification only) .....



# CHAUTAUQUA COUNTY APPLICATION FOR EMPLOYMENT AND EXAMINATION

COMPLETED AND SIGNED APPLICATION MUST BE PRINTED AND MAILED OR DELIVERED TO:  
Human Resources, 3 N. Erie Street, Room 144, Gerace Office Building, Mayville, NY 14757-1007  
Phone (716) 753-4237 • Website [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us)

Carefully read the appropriate announcement before completing this form. Answer all questions with complete and detailed information. An incomplete application may result in disqualification. This application is used for employment within Chautauqua County Civil Service and may be part of your examination. All statements are subject to verification. If you need assistance or reasonable accommodation in the application process, please contact our office. **Faxed or emailed applications are not accepted.**

It is the policy of the Chautauqua County Human Resources Department to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, color, religion, national origin, sex, disability, military status, sexual orientation, marital status, or criminal record.

## 1. APPLICANT INFORMATION (Please Type or Print Legibly)

Exact Job or Examination Title:			Exam Number (number listed on announcement)	
Last Name:	First Name:	MI:	Social Security Number:	
(Street)	(City)	(State)	(Zip Code)	
Mailing Address:				
Daytime Phone Number:	Other Phone Number:	Email Address:		
Please provide any other assumed name(s) or nickname(s) relevant to enable a check on your work record:				
Are you <b>under</b> the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No, if <b>YES</b> , enter your date of birth: <small>mm/dd/yyyy</small>				

## 2. RESIDENCY/CITIZENSHIP: State your permanent legal residence and indicate how long you have continuously resided at the location up to the date of this application. IMPORTANT: This section may determine your residency for employment.

School District:	City/Village:	Town of:
County of:	State:	Resided for how long? Years:                      Months:
Residence Address: ( <b>ONLY</b> , if different from your mailing)		

Are you a United States Citizen?  Yes  No    Are you legally authorized to work in the United States?  Yes  No  
**Employment is contingent upon the provision of proof of the right to accept employment in the United States.**

## 3. DRIVER'S LICENSE (ALL applicants must complete this section)

Do you have a valid New York State Driver's License?  Yes  No    Do you have one from any other State?  Yes  No

If you have a valid Driver's License, please provide the following Information:

State:            Class:            ID:                      Endorsements:                      Restrictions:

Do you have 5 or more years of Driving experience?  Yes  No

Have you been convicted of any motor vehicle violations (including speeding tickets) in the past five years?  Yes  No

If **YES**, please explain:

## 4. UNIFORMED APPLICANTS ONLY (Examples - Correction Officer, Court Security, Deputy Sheriff, Firefighter, and Police Officer)

Have you completed the Basic Police Officer Training or Sheriff's Academy?  Yes  No (if YES, please list the school under section 5)

Do you have a valid New York State Pistol Permit?  Yes  No                      **DATE OF BIRTH:** mm/dd/yyyy

Have you ever been convicted of any crime (felony or misdemeanor)?  Yes  No

**5. EDUCATION** – Positions and examinations may require specific course work. On an attached sheet, list the courses that you have completed. If you claim credit for a partially completed college curriculum attach a list of completed courses and credit or semester hours. Indicate how many credit hours or courses are required for graduation. Do NOT send a transcript unless requested on the examination announcement.

Do you have a High School or Equivalency Diploma?  Yes  No If NO, indicate highest grade completed: \_\_\_\_\_  
 Name of High School or Issuing Governmental Authority: \_\_\_\_\_

Name and Location of College, University, or Technical Schools	Course of Study (Major/Minor)	Credits Completed	Degree/Certificate Received	Degree/Certificate Received/Completed or Expected mm/yyyy

**Complete the following question if a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the examination announcement.** Examples of Professional or Trade Licenses: Peace Officer, RPN, LPN, COTA, Wastewater or Water Treatment Plant Operator, Lifeguard, EMT, CPR and First Aid.  
 If not currently licensed, check this box

Professional or Trade Licenses	License Number	Specialty	City or State Issued by	Registered mm/dd/yyyy
		Granted By		From:  To:

**6. GENERAL INFORMATION FOR APPLICANTS**

**Change of Address** - You are responsible to notify this office of address changes. A change of address form is available from our website, [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us) (click on "Employment"), or our Mayville office. Failure to do so may delay, or prevent, our ability to send you important notices concerning an examination. We cannot make allowances for notices to candidates not received on a timely basis due to an improper or changed address.

**Background Investigation** - Applicants may be required to undergo a state and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**How did you hear about this job?**

- Posted Notice   
  County Website   
  College/School   
  Community Organization  
 Internet Website \_\_\_\_\_   
 NYS Employment Office  
 Newspaper \_\_\_\_\_   
 Other \_\_\_\_\_

**7. EMPLOYMENT AND EXPERIENCE:** We will not refer to resumes or other applications on file. You are responsible for submitting an accurate, complete and clear description of your experience. If your title and duties changed within any employer, indicate such changes as separate experience. Include part-time, volunteer and military experience, which may be prorated. *If more space is needed, attach an additional copy of this page.*

<small>Most Recent</small> <b>EMPLOYER:</b>	Type of Business:
Address:	Dates Employed: From <small>MO YR</small> To <small>MO YR</small>
Supervisor's Name:	Total Hrs. Per Week      Earnings \$
Job Title:	<b>Check the box if your duties included:</b> <input type="checkbox"/> Supervision of Employees <input type="checkbox"/> Typing/Data Entry
<b>List Job Duties:</b>	
Reason for Leaving: <span style="float: right;">May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>EMPLOYER:</b>	Type of Business:
Address:	Dates Employed: From <small>MO YR</small> To <small>MO YR</small>
Supervisor's Name:	Total Hrs. Per Week      Earnings \$
Job Title:	<b>Check the box if your duties included:</b> <input type="checkbox"/> Supervision of Employees <input type="checkbox"/> Typing/Data Entry
<b>List Job Duties:</b>	
Reason for Leaving: <span style="float: right;">May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>EMPLOYER:</b>	Type of Business:
Address:	Dates Employed: From <small>MO YR</small> To <small>MO YR</small>
Supervisor's Name:	Total Hrs. Per Week      Earnings \$
Job Title:	<b>Check the box if your duties included:</b> <input type="checkbox"/> Supervision of Employees <input type="checkbox"/> Typing/Data Entry
<b>List Job Duties:</b>	
Reason for Leaving: <span style="float: right;">May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>EMPLOYER:</b>	Type of Business:
Address:	Dates Employed: From <small>MO YR</small> To <small>MO YR</small>
Supervisor's Name:	Total Hrs. Per Week      Earnings \$
Job Title:	<b>Check the box if your duties included:</b> <input type="checkbox"/> Supervision of Employees <input type="checkbox"/> Typing/Data Entry
<b>List Job Duties:</b>	
Reason for Leaving: <span style="float: right;">May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

**8. EXAMINATION APPLICANTS ONLY:** (If **NOT** applying for an EXAM **SKIP** to section 9)

**MULTIPLE EXAMS** – Have you applied to take an examination with New York State, or any **other** County, Town, or City that will be held on the same date?  **Yes**  **No**. If **YES**, please attach a Cross-file Application Form located on our website under Forms and Applications or call our office to have one mailed to you.

**EXAMINATION APPLICATION FEE/WAIVER** – *Civil Service Law Section 50.5(b): "...fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance."*

**NO, I do not wish to apply for an EXAMINATION FEE WAIVER.** Fee amount can be found on Examination Announcement **Enclosed** is a Check or Money Order Payable to the **DIRECTOR OF FINANCE**. **CASH** will not be accepted.

**YES, I wish to apply for an EXAMINATION FEE WAIVER** for this examination.

**Check all boxes that apply to you:**

- Unemployed **and** primarily responsible for support of a household. **NOTE: Individuals who can be claimed as a dependent on any other person's tax return ARE NOT eligible for application fee waiver as head of household.**
- Eligible for Medicaid
- Receiving Supplemental Security Income (SSI) payments
- Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)
- Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency

**VETERAN'S CREDITS** – If you are serving, or have served in the armed forces of the United States on a full-time, active duty basis during wartime, you may be eligible to receive credits as a disabled or non-disabled veteran. To determine if you are eligible to claim veteran's credits, ALL of your answers must be "YES" to be eligible to claim veteran's credits.

**Yes**, I wish to apply for **VETERAN'S CREDITS** for this examination. (If **NO** skip to section 9)

Have you served in the Armed Forces of the U.S.A.?  **Yes**  **No** Active service dates mm/yyyy From: \_\_\_\_\_ To: \_\_\_\_\_

I expect to receive or already have received a discharge that was honorable or release under honorable circumstances from the Armed Forces of the United States. The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law, on a full-time active duty basis other than active duty for training purposes.  **Yes**  **No**

I am now serving, or have served, on an active duty basis other than active duty for training purposes during one or more of the following time of War periods:  **Yes**  **No**

**In the Armed Forces:**  
Dec. 7, 1941 to Dec. 31, 1946  
June 27, 1950 to Jan. 31, 1955  
Feb. 28, 1961 to May 7, 1975  
Aug. 2, 1990 to the date when the Persian Gulf hostilities end

**Or earned the armed forces, Navy, or Marine Corps expeditionary medal for service in:**  
Lebanon – June 1, 1983 to Dec. 1, 1987  
Granada – Oct. 23, 1983 to Nov. 21, 1983  
Panama – Dec. 20, 1989 to Jan. 31, 1990

**Or in the U.S. Public Health Service:**  
July 29, 1945 to Sept. 2, 1945  
June 26, 1950 to July 3, 1952

I am a United States citizen or an alien lawfully admitted for permanent residence:  **Yes**  **No**

I am a New York State Resident:  **Yes**  **No**

**If you have answered YES to all the questions, please attach a Veterans Credit Application form, which can be found on our website under FORMS & APPLICATIONS tab, along with a copy of your DD214.**

**9. APPLICANT AFFIRMATION – PLEASE READ AND SIGN**

**I affirm under penalties of perjury that all statements made on this application (including any attached papers) are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**



# ELIGIBLE LIST CERTIFICATION REQUEST

The Personnel Officer shall determine the eligible list most nearly appropriate for the position to be filled. Certification will be valid for 30 days only. It may be extended for an additional 30 days with prior approval.

**CHAUTAUQUA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**  
3 North Erie St., Mayville, NY 14757-1007  
716 753- 4237 or 716 753-4682  
[cchr-municipal@co.chautauqua.ny.us](mailto:cchr-municipal@co.chautauqua.ny.us)

**Before completing this form check with our office about availability of OPEN POSITION(S) and CURRENT ELIGIBLE LIST**

1) **DATE OF REQUEST:** (mm/dd/yyyy)

2) **AGENCY NAME:**

3) **VACANCY LOCATION:**

Building/Facility Name:

Address:

City:

State:

Zip:

4) **VACANCY INFORMATION:** (If this is a new position, please attach a New Position Duties Statement)

Civil Service Position/Title Name:

Last Employee Holding Position/Title:

Number of Vacancies:                      Average Hours Per Week:

Pay Rate/Range                      to                      **All Appointments From This Certification Have to be Within This Pay Range**

Type of Vacancy:                      Full-time- For How Many Months?                      Part-time - For How Many Months?

Temporary **3 to 6** Months

Temporary **Over 6** Months

5) **TYPE OF CERTIFICATION REQUESTED:** (Canvass Letters should have a **return date of 7 to 10 days**. Agencies may be bound to a **Resident List, Preferred List or Promotional List** per Civil Service Law.)

RESIDENT LIST      Canvass Letters?      YES      NO      Canvass Letters Return Date:

FULL LIST              Canvass Letters?      YES      NO      Canvass Letters Return Date:

6) **SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE:**

**Name & Title:**

**Date:**

7) **CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES ONLY:**

**PROVISIONAL SERVING?**      YES      NO      Is Pay Rate Lower than Provisional Start Rate?      YES      NO

**AVAILABILITY:**

Agency bound to a Preferred List or Resident List?      YES      NO      Open Roster Position Number(s)

**TYPE OF ELIGIBLE LIST CERTIFIED:**

PREFERRED      YES      NO      RESIDENT LIST      YES      NO      PROMOTIONAL      YES      NO

OPEN COMPETITIVE      YES      NO      **Eligible List Certified Through Rank of**

**CERTIFICATION DATA ENTRY:** Eligible List Title

Certification No: C20      -      Eligible List Number #      Date of Certification/Canvass Letter

Certification Return Date      Canvass Return Date

**INSTRUCTIONS FOR AGENCY/NOTES:**

**CERTIFICATION TRACKING:**

*Date Certification Extended*                      Date Certification Received                      Was Action Taken      YES      NO

Canvass Letters Re-Canvass      YES      NO      Re-Canvass Letters Return Date

**Canvass Results Entered in DB                      Application Tracking Updated                      RPC Received**

**EXEMPT POSITION EVALUATION QUESTIONNAIRE**

Section 41 (2) of the Civil Service Law states as follows:

No office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules. Upon the occurrence of a vacancy in any position in the exempt class, the State or Municipal Civil Service Commission having jurisdiction shall study and evaluate such position, and within four months after the occurrence of such vacancy, shall determine whether such position, as then constituted, is properly classified in the exempt class. Pending such determination, said position shall not be filled, except on a temporary basis.

To: Chautauqua County Human Resources Department, Gerace Office Building, 3 North Erie Street, Mayville, NY 14757.

From: County Department of \_\_\_\_\_  
Town of \_\_\_\_\_  
Village \_\_\_\_\_  
School District of \_\_\_\_\_  
Special District of \_\_\_\_\_

Title of Position (See other side): \_\_\_\_\_

Name of last Employee in Position: \_\_\_\_\_

I DO HEREBY CERTIFY that the duties of the above-named position in the exempt class have not substantially changed since it was last vacated and evaluated and that said duties are consistent with the specification for the position.

Signature of Appointing Officer \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

NOTE: When duties have changed and/or are not consistent with the specifications, and for exempt positions, for which this form is not appropriate as indicated on the other side, complete Form CCP-220 or Form CCP-221, which should accompany Form CCP-428, Report of Personnel Change, reporting the separation of an employee in an exempt position.

REMARKS:

**EXEMPT POSITION FOR WHICH THIS FORM MAY BE USED**

**All Civil Divisions**

Census Takers (Unlimited)  
Deputy Receiver of Taxes & Assessments

**County Service**

Assistant County Attorneys (3)  
Assistant District Attorneys (2)  
Chaplains (2)  
Chief Information Officer/Dpty. County Exec.  
County Attorney  
Deputy County Clerks (2)  
Deputy County Executive  
First Deputy Director of Finance (1)  
Deputy Director of Planning & Development  
(Development)  
Director of Economic Development  
Director of Emergency Services  
Executive Assistant  
First Assistant Co. Attorneys (3)  
First Assistant Dist. Attorneys (4)  
Ombudsman  
Public Defender  
Second Assistant Co. Attorneys (4)  
Second Assistant Dist. Attorneys (3)  
Secretary to Co. Officer (District Attorney)  
Senior Investigator (District Attorney)  
Special Assistant for Medicaid  
Undersheriff

**All Towns**

Bookkeeper to Supervisor  
Budget Officer  
Deputy Town Clerks (3)  
Deputy Town Highway Superintendent  
Deputy Town Supervisor (1)  
Dog Enumerators (2)  
Town Attorney  
Town Historian (Part-time)  
Dog Control Officer (3)  
Clerk to Justice

**Dunkirk School District**

Secretary to the Superintendent of Schools

**All Towns Except Busti, Ellicott,  
Hanover and Pomfret**

Constables (Civil matters only)

**Towns of Busti, Ellicott & Hanover**

Civil Officers (4)

**All Villages**

Acting Police Justice  
Clerk to Justice  
Deputy Village Clerk  
Deputy Village Clerk & Treasurer  
Deputy Village Treasurer  
Dog Control Officer (3)  
Village Administrator  
Village Attorney  
Village Historian (Part-time)  
Village Treasurer

**Frewsburg Fire District**

Fire District Secretary  
Fire District Treasurer

**All School Districts Including Board of  
Cooperative Educational Services**

Academic and Cultural Coordinator  
Clerk of Board of Cooperative Educational Svcs.  
Internal Claims Auditor  
School Attorney  
School District Clerk  
School District Treasurer  
School Tax Collector  
Treasurer of Board of Cooperative  
Educational Services

**City of Dunkirk**

Assistant City Treasurer  
Deputy City Clerk  
Director of Civil Defense  
Director of Planning & Development  
Fiscal Affairs Officer  
Secretary to the Mayor

**Dunkirk Housing Authority**

Executive Director – Dunkirk Housing Auth.



14. Describe fully in what detail your assignments are made to you, stating what form (such as—penciled lay-out, rough draft, etc.) your work is in when it comes to you, what decisions have already been made for you, and what decisions are left to you.

15. Describe your work responsibilities, as you understand them.

16. Who checks or reviews your work and what is the nature of such check?

17. Date: \_\_\_\_\_ 18. Signature : \_\_\_\_\_  \*Certified

\*Typed name and checked certification box indicate that the entries to the above questions are my own answers to the questions, and to the best of my knowledge and belief are correct and complete answers to the questions.

**TO BE FILLED IN BY IMMEDIATE SUPERIOR OF EMPLOYEE**

19. Place an X mark opposite that item in each group which will best describe the work of this position:

- |   |  |
|---|--|
| <input type="checkbox"/> Simple repetitive routine.<br><input type="checkbox"/> Repetitive, but involves independent decisions in individual cases.<br><input type="checkbox"/> Customarily involves independent decisions on order of tasks and methods used.<br><input type="checkbox"/> Customarily involves independent decisions as to the scope and planning of projects. | <input type="checkbox"/> Does not involve any planning or supervision of the work of others.<br><input type="checkbox"/> Involves some advisory or "straw-boss" supervision of the work of others.<br><input type="checkbox"/> Involves the regular, but routine supervision of the work of others in the immediate field of activity.<br><input type="checkbox"/> Involves responsibility for the planning and assigning of work activities of considerable variety and importance. |
|---|--|

- 
- Requires no previous training or specialized education.
- 
- 
- Requires some previous training or experience but with NO specialization in the department activity.
- 
- 
- Requires some previous training or experience WITH some specialization in the department activity.
- 
- 
- Requires thorough training in the trade or profession, but NO specialized experience in the department activity.
- 
- 
- Requires thorough training in the trade or profession WITH specialized experience in the department activity.
- 
- 
- Requires administrative ability in the trade or profession with advanced training and experience in the department activity.

**If the position involves stenography check one of the following:**  
 Includes occasional or incidental stenography, but a qualified stenographer is NOT necessary to fill the position.  
 Involves stenography as the major function of the position.

**Keyboarding:**  
 Does this position require the use of a typewriter or computer keyboard?  
 Yes  No

If you answered yes, please provide the percentage of total daily work time spent on the following 2 unique keyboarding tasks:

- a. Uses a keyboard to enter information into spreadsheets, database fields or other data-collection computer programs. **NOTE:** This does not include tasks of retrieving or searching for data:        %
- b. Uses a keyboard to type multi-paragraph correspondence including letters, memos, taped dictation or other text documents:        %

Does the keyboarding work require an emphasis on speed more so than accuracy to complete high-volume repetitive data entry?  
 Yes  No

20. How much formal education should be required in case of vacancy? Show by the letter "N" in the appropriate space, the least that you consider should be accepted, and by "D" the amount desirable.

Read & Write	GRADE SCHOOL OR HIGH SCHOOL												COLLEGE			
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Other special or technical courses:																

21. Are the statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items)

22. Give your idea of the essential nature of the work and responsibilities of the position and the attention of the supervision it requires:

23. Date: \_\_\_\_\_ 24. Signature of \_\_\_\_\_  Approved  
 Immediate Supervisor: (Typed name and checked "approved" box indicate authorization and approval)

**TO BE FILLED IN BY DEPARTMENT HEAD**

25. Comment on the above statements of employee and superior. (Indicate any inaccuracies)

26. Date: \_\_\_\_\_ 27. Signature of \_\_\_\_\_  Approved  
 Department Head: (Typed name and checked "approved" box indicate authorization and approval)









# NEW POSITION DUTIES STATEMENT

CHAUTAUQUA COUNTY  
DEPARTMENT OF HUMAN RESOURCES

3 North Erie St. - Gerace Office Building  
Mayville, NY 14757-1007  
Phone 716-753-4237 Fax 716-753-4686  
E-MAIL [cchrs@co.chautauqua.ny.us](mailto:cchrs@co.chautauqua.ny.us)

Section 22 of Civil Service Law authorizes the Personnel Officer of the Chautauqua County Department of Human Resources to assign the classification of position titles for all positions employed by all agencies under its jurisdiction. Agency officials must secure the certification of the Personnel Officer for all new/reclassified positions before the commencement of employment activities.

**DIRECTIONS:** This form is intended to gather a variety of information concerning the duties and organizational role of a new position, or a position that is being evaluated for potential changes. This form should be completed by a person who is authorized by the chief administrative officer of the agency. The person completing the form should be the one who is most familiar with the duties, requirements and organizational placement of the position(s) requested. The form should be completed electronically or by hand and sent to the Chautauqua County Department of Human Resources. The document is preferred to be received electronically via email.

<b>1) AGENCY/COUNTY DEPARTMENT NAME:</b>	<b>2) NUMBER OF POSITIONS:</b>	<b>3) COUNTY ONLY - G/L BUDGET NUMBERS:</b>
		Fund: Dept No: Sub Dept No: Proj: Sub Proj:

**4) HOW IS THE POSITION TO BE STAFFED?** (Select only one) Permanently (Position without a pre-determined time limit)  
Temporary for a limited period of \_\_\_\_\_ months Seasonally for work that occurs each year from \_\_\_\_\_ through \_\_\_\_\_

**5) NUMBER OF HOURS SCHEDULED PER WEEK?** If this position has **NO** scheduled hours select one **below:**  
Works occasionally when additional staff is required To fill in for permanent staff who are absent on a particular day

**6) ENTER THE NAME & TITLE OF PERSONS SUPERVISING THIS POSITION:**

Immediate Supervisor & Title	
Administrative Supervisor & Title	

**7) WILL THIS POSITION SUPERVISE ANYONE? IF YES, HOW MANY?**

*List Employees by Name & Title* (If more than 4, list the number of workers for each title rather than names)


**8) ENTER THE NAMES & TITLES OF OTHER EMPLOYEES DOING SUBSTANTIALLY THE SAME KIND OF WORK:**


**9) ENTER THE MINIMUM QUALIFICATIONS YOU SUGGEST SHOULD BE REQUIRED FOR THIS POSITION:**

**EDUCATION:** (Check the minimum level of achievement below)  
High School Diploma/HSE/GED Associates (2 yrs.) Bachelors (4 Other

**WORK EXPERIENCE:** (List the minimum length of experience desired in addition to the education above)  
None Years Months

**Describe the type of desired work experience below:**

**DRIVER'S LICENSE:** (List the type of Driver's license & endorsements required to perform the below)

**OTHER LICENSES/CERTIFICATIONS:** (List all non-driving duties licenses/certifications required perform the duties below)

**LANGUAGE:** (List all languages required to perform the duties to below)

**TOOLS & EQUIPMENT:** (List general types, such as office machines & hand tools used to perform the duties below)

**ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:** (List the MINIMUM knowledge, skills & abilities below)



Notice of Non-selection Form Letter

[Your Letterhead]

[Date]

Candidate Name  
Candidate address

Dear \_\_\_\_\_,

This letter is to inform you that another individual has been selected for the position of \_\_\_\_\_.

Thank you for your interest.

Sincerely

[Name of Agency Appointing Officer]  
[Title]





# REPORT OF PERSONNEL CHANGE (RPC)

Report of Personnel Change Form for Cities, Schools, Special Districts, Towns and Villages

Please include an application for all new appointments

CHAUTAUQUA COUNTY  
DEPARTMENT OF HUMAN RESOURCES

3 North Erie St., Mayville, NY 14757-1007

cchr-municipal@co.chautauqua.ny.us

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**1) AGENCY NAME:**

**2) EMPLOYEE INFORMATION:** (This section **MUST** be completed for all types of CHANGES/TRANSACTIONS)

Name:	Social Security Number:		
Address:	Date of Birth: (mm/dd/yyyy)		
City:	State:	Zip:	Phone Number/Email: (optional)

**3) EFFECTIVE DATE OF CHANGE/APPOINTMENT:** (mm/dd/yyyy)

**4) APPOINTMENT:** (Changes to an Employee's position/title are considered a new appointment. An Application is required for verification of qualifications)

Job Title:	<b>SELECT Type of Appointment Below</b>
Previous Title:	PERMANENT
Pay Rate \$:	COMPETITIVE Enter Exam # Certification #
Pay Cycle: Weekly Bi-weekly Other	PROVISIONAL (Prior Approval is Required)
Average Hours Per Week:	SUBSTITUTE (On Call/As Needed)
Retirement Number:	TEMPORARY/SEASONAL - Enter Ending Date
	ELECTED OFFICIAL (No Application Needed)

**5) PAY RATE CHANGE:** NEW RATE \$ ENTER REASON

**6) NAME CHANGE:** (Enter **PREVIOUS** name)

**7) HOURS CHANGE:** (Enter Average Hours Per Week) NEW HOUR ENTER REASON

**8) LEAVE OF ABSENCE:** (Paid & Unpaid) END DATE (mm/dd/yyyy)  
Administrative Order Medical Non-Occupational/Section 73 CSL Workers Comp/Section 71 CSL Other

**9) SUSPENSION:** (Please indicate reason in remarks) END DATE (mm/dd/yyyy)

**10) REINSTATEMENT FROM:** RETURN DATE (mm/dd/yyyy) PAY RATE \$  
Administrative Order Medical Non-Occupational/Section 73 CSL Workers Comp/Section 71 CSL Other

**11) TERMINATION:** (Please indicate reason in remarks) Resignation Retirement Temporary/Seasonal  
End of Term Removal Deceased Layoff (Prior Civil Service Approval Required)

**12) REMARKS:**

**13) SIGNATURE OF APPOINTING AUTHORITY/DESIGNEE AFFIRMING THE ABOVE STATEMENT IS TRUE & ACCURATE:**

<b>Name &amp; Title:</b>	<b>Approved Date:</b>
Typed Name & Checked approved box indicates signature of approval	(mm/dd/yyyy)

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**Exceptions/Notes:**

Application <i>Required/Approved</i>	License/Certificate <i>Required/Approved</i>	Probationary Period: Start Date:	End Date:
CS Status:	CS Action:	Position IN:	OUT:
Seniority Date:	CS Seniority Date:	Jurisdictional Class:	Provisional/Scanned

For the <b>Director of Human Resources:</b>	<b>Date:</b>	<b>Certified Thru:</b>
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Resignation	Retirement	Temporary/Seasonal
End of Term	Removal	Deceased
		<b>Layoff (Prior Civil Service Approval Required)</b>

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For the <b>Director of Human Resources:</b>	<b>Date:</b>	<b>Certified Thru:</b>
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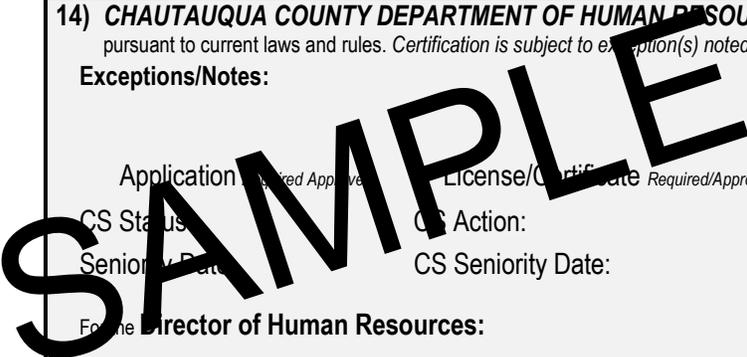
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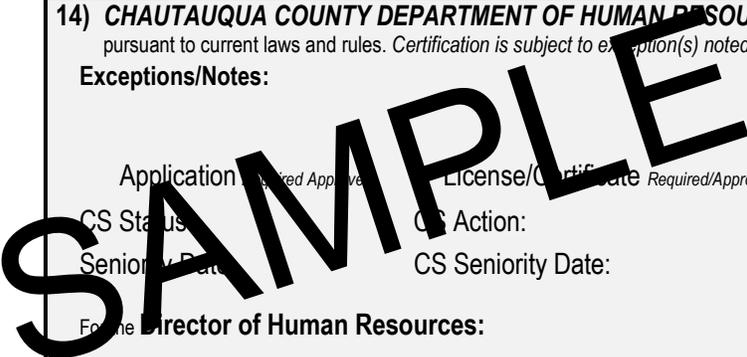
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Address:	Date of Birth: (mm/dd/yyyy)		
City:	State:	Zip:	Phone Number/Email: (optional)

**3) EFFECTIVE DATE OF CHANGE/APPOINTMENT:** (mm/dd/yyyy)

**4) APPOINTMENT:** (Changes to an Employee's position/title are considered a new appointment. An Application is required for verification of qualifications)

Job Title:	<b>SELECT Type of Appointment Below</b>
Previous Title:	PERMANENT
Pay Rate \$:	<b>COMPETITIVE</b> Enter Exam #      Certification #
Pay Cycle:    Weekly    Bi-weekly    Other	PROVISIONAL (Prior Approval is Required)
Average Hours Per Week:	SUBSTITUTE (On Call/As Needed)
Retirement Number:	TEMPORARY/SEASONAL—Enter Ending Date
	ELECTED OFFICIAL (No Application Needed)

**5) PAY RATE CHANGE:**    NEW RATE \$      ENTER REASON

**6) NAME CHANGE:** (Enter **PREVIOUS** name)

**7) HOURS CHANGE:** (Enter Average Hours Per Week)    NEW HOURS      ENTER REASON

**8) LEAVE OF ABSENCE:** (Paid & Unpaid)      END DATE (mm/dd/yyyy)

Administrative Order    Medical Non-Occupational/**Section 73 CSL**    Workers Comp/**Section 71 CSL**    Other

**9) SUSPENSION:** (Please indicate reason in remarks)      END DATE (mm/dd/yyyy)

**10) REINSTATEMENT FROM:**      RETURN DATE (mm/dd/yyyy)      PAY RATE \$

Administrative Order    Medical Non-Occupational/**Section 73 CSL**    Workers Comp/**Section 71 CSL**    Other

**11) TERMINATION:** (Please indicate reason in remarks)

Resignation	Retirement	Temporary/Seasonal
End of Term	Removal	Deceased
		<b>Layoff (Prior Civil Service Approval Required)</b>

**12) REMARKS:**

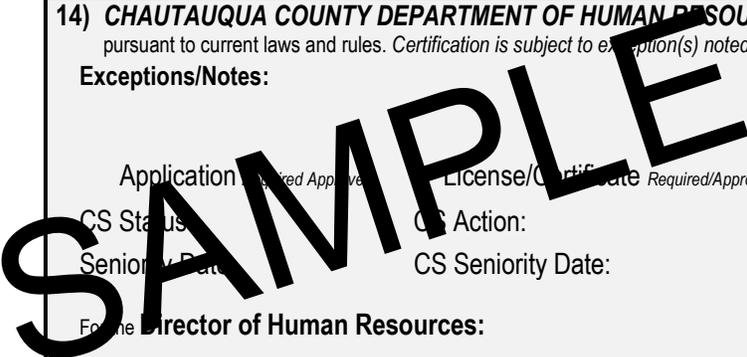
**13) SIGNATURE OF APPOINTING AUTHORITY/DESIGNEE AFFIRMING THE ABOVE STATEMENT IS TRUE & ACCURATE:**

<b>Name &amp; Title:</b>	<b>Approved Date:</b>
Typed Name & Checked approved box indicates signature of approval	(mm/dd/yyyy)

**14) CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES:** The below signature certifies that the above employment transaction is made pursuant to current laws and rules. Certification is subject to exception(s) noted & terminates upon separation or change in status of the employee.

**Exceptions/Notes:**

Application Required/Approved	License/Certificate Required/Approved	Probationary Period: Start Date:	End Date:
CS Status:	CS Action:	Position IN:	OUT:
Seniority Date:	CS Seniority Date:	Jurisdictional Class:	Provisional/Scanned
For the Director of Human Resources:		Date:	Certified Thru:







# REPORT OF PERSONNEL CHANGE (RPC)

Report of Personnel Change Form for Cities, Schools, Special Districts, Towns and Villages

Please include an application for all new appointments

CHAUTAUQUA COUNTY  
DEPARTMENT OF HUMAN RESOURCES

3 North Erie St., Mayville, NY 14757-1007

cchr-municipal@co.chautauqua.ny.us

Report all types of personnel changes on this form. Fill all sections and boxes below that describe the change and **attach an application(s)** as if applicable. When reporting a multiple number of salaries, terminations and hour changes, please use the MASS Change Worksheet.

**1) AGENCY NAME:**

**2) EMPLOYEE INFORMATION:** (This section **MUST** be completed for all types of CHANGES/TRANSACTIONS)

Name:	Social Security Number:		
Address:	Date of Birth: (mm/dd/yyyy)		
City:	State:	Zip:	Phone Number/Email: (optional)

**3) EFFECTIVE DATE OF CHANGE/APPOINTMENT:** (mm/dd/yyyy)

**4) APPOINTMENT:** (Changes to an Employee's position/title are considered a new appointment. An Application is required for verification of qualifications)

Job Title:	<b>SELECT Type of Appointment Below</b>
Previous Title:	PERMANENT
Pay Rate \$:	COMPETITIVE Enter Exam # Certification #
Pay Cycle: Weekly Bi-weekly Other	PROVISIONAL (Prior Approval is Required)
Average Hours Per Week:	SUBSTITUTE (On Call/As Needed)
Retirement Number:	TEMPORARY/SEASONAL—Enter Ending Date
	ELECTED OFFICIAL (No Application Needed)

**5) PAY RATE CHANGE:** NEW RATE \$ ENTER REASON

**6) NAME CHANGE:** (Enter **PREVIOUS** name)

**7) HOURS CHANGE:** (Enter Average Hours Per Week) NEW HOUR ENTER REASON

**8) LEAVE OF ABSENCE:** (Paid & Unpaid) END DATE (mm/dd/yyyy)  
Administrative Order Medical Non-Occupational/Section 73 CSL Workers Comp/Section 71 CSL Other

**9) SUSPENSION:** (Please indicate reason in remarks) END DATE (mm/dd/yyyy)

**10) REINSTATEMENT FROM:** RETURN DATE (mm/dd/yyyy) PAY RATE \$  
Administrative Order Medical Non-Occupational/Section 73 CSL Workers Comp/Section 71 CSL Other

**11) TERMINATION:** (Please indicate reason in remarks) Resignation Retirement Temporary/Seasonal  
End of Term Removal Deceased Layoff (Prior Civil Service Approval Required)

**12) REMARKS:**

**13) SIGNATURE OF APPOINTING AUTHORITY/DESIGNEE AFFIRMING THE ABOVE STATEMENT IS TRUE & ACCURATE:**

<b>Name &amp; Title:</b>	<b>Approved Date:</b>
Typed Name & Checked approved box indicates signature of approval	(mm/dd/yyyy)

**14) CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES:** The below signature certifies that the above employment transaction is made pursuant to current laws and rules. Certification is subject to exception(s) noted & terminates upon separation or change in status of the employee.

**Exceptions/Notes:**

Application <i>Required/Approved</i>	License/Certificate <i>Required/Approved</i>	Probationary Period: Start Date:	End Date:
CS Status:	CS Action:	Position IN:	OUT:
Seniority Date:	CS Seniority Date:	Jurisdictional Class:	Provisional/Scanned

For the <b>Director of Human Resources:</b>	<b>Date:</b>	<b>Certified Thru:</b>
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**Certification of Appointing Authority**

I hereby certify that the persons named in the foregoing payroll are employed solely in and have actually performed the proper duties of positions and employments indicated and that the persons described herein as laborers are employed at ordinary/unskilled labor only, that the said payroll period of \_\_\_\_\_ is approved at \_\_\_\_\_ and is certified for payment from appropriations authorized, and that the person named herein, except those appointed and employed as laborers, have taken and filed the Constitutional Oath in accordance with the provisions of Chapter 574, Laws of 1917.

\_\_\_\_\_  Approved \_\_\_\_\_  
**Date**                      **Signature**                      **Title**