

# EXAMINATION PLANNING AND ADMINISTRATION

(Technical Assistance Program)

**Objective:** The State Department of Civil Service provides, upon request of municipal service agencies, examination services to be used for the selection of competitive class employees in accordance with merit and fitness.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.2

**Regulation:** Municipal Civil Service Rules, Regulations of the NYS Department of Civil Service (Present Regulations)

**Program Contact:**

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Albany, NY 12239  
(518) 457-9553  
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**Fiscal Contact:**

NA

**Eligibility:** Counties, Cities, Towns and Regional Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Mandated, required by State law or regulation. Examination services are provided to municipal civil service agencies upon request.

**Action Required to Receive Aid:** Submit a request for examination assistance (MSD-300) with a copy of the position description.

**Description of Aid:**

The State Department of Civil Service prepares and rates examinations for municipal civil service agencies upon request. Other technical service related to examination administration is also provided, which can include advice on: examination security; list establishment; list certification; seniority credits; veterans credits; examination comparability and related issues.

## POSITION CLASSIFICATION ASSISTANCE

(Technical Assistance Program)

**Objective:** Provides position classification assistance to municipal governments in New York State.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.1

**Regulation:** Municipal Civil Service Rules

**Program Contact:**

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**Fiscal Contact:**

NA

**Eligibility:** Counties, Cities, Towns and Regional Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Mandated, required by State law or regulation. Requests for position classification assistance must be made through the municipal civil service agency that has jurisdiction.

**Action Required to Receive Aid:** Request from municipal civil service agency to the Municipal Service Division for assistance.

**Description of Aid:**

Technical assistance to review duties and responsibilities of positions in local government. Position job class specifications will be developed and status of current employees will be reviewed. Recommendations on appropriate titles and jurisdictional classification will be made to the municipal civil service agency.

## REGIONAL AND SPECIALIZED TRAINING

(Technical Assistance Program)

**Objective:** Provides training programs on all aspects of merit system administration to improve municipal civil service administration.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.3

**Regulation:** NA

**Program Contact:**

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**Fiscal Contact:**

NA

**Eligibility:** Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Optional, without any State or Federal mandated requirements. Training programs on selected topics of civil service/personnel administration.

**Action Required to Receive Aid:** Request via municipal civil service agency.

**Description of Aid:**

Training programs that can be of short (half-day) duration to week-long seminars depending on the topic. Typical topics cover areas such as:

- Civil Service Law and Rules
- Disciplinary Procedures
- Jurisdictional Classification
- Position Classification
- Examination Administration
- Personnel Transactions
- Layoff Procedures
- Veterans Rights Under Civil Service

## TECHNICAL ADVICE AND ASSISTANCE

(Technical Assistance Program)

**Objective:** Provides municipal civil service agencies with a consultative service which provides technical advice and assistance relative to merit system administration.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.3

**Regulation:** NA

**Program Contact:**

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**Fiscal Contact:**

NA

**Eligibility:** Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Mandated, required by State law or regulation. Consultant service to municipal civil service agencies.

**Action Required to Receive Aid:** Request.

**Description of Aid:**

Consultants available to assist municipal civil service agencies in all aspects of merit system administration.

# TECHNICAL ADVICE AND ASSISTANCE CIVIL SERVICE INSTITUTE

(Technical Assistance Program)

**Objective:** Provides intensive training for new civil service administrators in local government.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.3

**Regulation:** NA

**Program Contact:**

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**Fiscal Contact:**

NA

**Eligibility:** Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Optional, without any State or Federal mandated requirements.

**Action Required to Receive Aid:** Request via municipal civil service agency.

**Description of Aid:**

Residential training in Albany over a four-week period covering a broad range of civil service topics such as Civil Service Law and Rules, position classification, examination administration and personnel transactions.

# TECHNICAL ADVICE AND ASSISTANCE IN PREPARATION AND PROMULGATION OF CIVIL SERVICE RULES

(Technical Assistance Program)

**Objective:** Provides technical advice and assistance to municipal civil service agencies to help in the development, preparation and promulgation of Municipal Civil Service Rules to carry into effect State Civil Service Law.

**Administering Agency:** NYS Department of Civil Service

**Specific Program URL:** [www.cs.state.ny.us](http://www.cs.state.ny.us)

**NYS Object Code:** NA

**Year Established:** 1941

**Catalog of Federal Domestic Assistance No.:** NA

**Legal Authority:**

**Law:** NY Civil Service Law, Section 23.3

**Regulation:** NA

**Program Contact:**

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**Fiscal Contact:**

NA

**Eligibility:** Municipal Civil Service Agencies.

**Type of Program and Special Restrictions:** Mandated, required by State law or regulation.

**Action Required to Receive Aid:** Request to Municipal Service Division.

**Description of Aid:**

The Municipal Personnel Consultant will work with requesting civil service agency to develop rules necessary to effectively administer civil service in areas such as jurisdictional classification; advice on proper procedures for adoption; and implementation of rule.

