NEW YORK STATE CLASSIFIED CIVIL SERVICE RESOURCES

Classified positions are divided into four jurisdictional classifications:

- **Competitive**: consists of those positions in which competitive examinations are held, lists established and appointments are made from certifications of the lists
- **Non-competitive**: includes positions that are not practical to fill by competitive examinations, but rather by the candidate’s qualifications compared to the qualifications established for the positions in the specification standard; these positions are typically filled through internal promotions of current employees
- **Labor**: positions in this class are filled by nomination of the appointing agency
- **Exempt**: class of policy making, confidential positions for which filling positions by competitive or non-competitive examination is not practical

Competitive positions at SUNY Oneonta require candidates to take an exam for that specific job title. Jobs are then filled from the list of candidates who have successfully taken an exam for that specific job title. The minimum passing score is 70, and results are usually available in 90-120 days. To view a glossary of New York State job titles, including information about jobs in specific state agencies and jobs in specific geographic locations follow this link: [https://careermobilityoffice.cs.ny.gov/cmo/gotit/](https://careermobilityoffice.cs.ny.gov/cmo/gotit/)

**Exam Announcements**
Tentative Exam Announcements: [https://www.cs.ny.gov/announ/tentative_schedule.cfm](https://www.cs.ny.gov/announ/tentative_schedule.cfm)
Sign up to receive exam notifications by email: [https://www.cs.ny.gov/announ/emaillist.cfm](https://www.cs.ny.gov/announ/emaillist.cfm)

**Transfers**
A transfer is the movement of a permanent competitive class employee from a position in one title to a position in a different title, or from a position in one agency to a position in another agency. Both positions must be within the competitive class, and can be to the same or lower salary grade, but cannot be to a title that is more than two (2) salary grades higher than the current title. Transfers between agencies are voluntary and occur with the consent of the employee after nomination by the appointing agency and the approval of the Department of Civil Service. Approval by the agency from which the employee is transferring is not required in order for the transfer to occur, except in the case of transfers within SUNY Oneonta. There are three different kinds of transfers: Sections 70.1, 70.4, and 52.6. To review the requirements and determine your eligibility, visit [https://www.cs.ny.gov/jobseeker/faq/transfer.cfm](https://www.cs.ny.gov/jobseeker/faq/transfer.cfm)

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Helpful New York State Civil Service Links

- Eligible List Management System (ELMS) for those who have taken an exam and placed on a list and want to view or manage list preferences, remove declinations, and update contact information: [https://www.cs.ny.gov/elmspublic/](https://www.cs.ny.gov/elmspublic/)
- New York State area map – SUNY Oneonta is located in Otsego County [https://www.cs.ny.gov/elmspublic/areas.cfm](https://www.cs.ny.gov/elmspublic/areas.cfm)
- Frequently asked questions about Civil Service helpful to those both new to the system and those familiar with the system: [https://www.cs.ny.gov/elmspublic/faq.cfm](https://www.cs.ny.gov/elmspublic/faq.cfm)
- Test guides and resources for State exams: [https://www.cs.ny.gov/testing/statetestguides.cfm](https://www.cs.ny.gov/testing/statetestguides.cfm)