

**CIVIL SERVICE  
ADMINISTRATION  
IN THE  
COUNTY OF CORTLAND**

Prepared by the  
Cortland County  
Personnel/Civil Service Office

60 Central Avenue  
Cortland, NY 13045-2746

607-753-5076

**November 2003**

The Cortland County Personnel/Civil Service Office serves as the civil service agency for all divisions of government in the County of Cortland. This includes responsibility for the following jurisdictions:

<b>Towns</b>		<b>Villages</b>	<b>School Districts</b>
Cincinnatus	Marathon	Homer	Cortland
Cortlandville	Preble	Marathon	Cincinnatus
Cuyler	Scott	McGraw	DeRuyter
Freetown	Solon		Homer
Harford	Taylor		Marathon
Homer	Truxton		McGraw
Lapeer	Virgil		Tully
	Willet	<b>Special Districts</b>	
		Soil & Water Conservation	Cortland Housing Authority
<b>City of Cortland</b>			
<b>County of Cortland</b>			

This booklet explains as briefly and concisely as possible your basic New York State Civil Service responsibilities. We hope it explains the mechanics of civil service administration so you can operate more efficiently with a minimum of problems.

This booklet covers only those most frequently encountered activities. All aspects of civil service administration are, therefore, not covered. If you have problems or concerns not discussed in this booklet, we will assist you in solving them as you bring them.

**Section A** contains a list of all positions and the present incumbents in your jurisdiction in the classified civil service of which we are aware.

The indicated titles are the only legally established titles and must be used on all payrolls and personnel transactions. Also shown is the jurisdictional classification of positions or the means by which a position can be filled, viz., through competitive examination, non-competitive appointment, or appointment to the labor or exempt classes. Also included is the current status of each employee and his/her retention date.

**Section B** outlines the various procedures that must be followed when making appointments to the positions in the different jurisdictional classifications. These procedures are fully described in this section. At other times when personnel changes occur, it is necessary to submit data to our office. Your role in these situations is also explained in this section.

**Section C** describes how to have the title of a position changed and how a new position is titled.

**Section D** includes job descriptions for all titles listed in Section A, except those in the exempt class or the unclassified service.

The job descriptions describe general duties and responsibilities involved in the various positions within the title and define the knowledge, skills, and abilities persons are required to have to perform the duties satisfactorily. In addition, there are required minimum qualifications of training and experience that persons must have prior to appointment. Specifications for positions in the competitive class are used as the basis for examinations. Specifications for appointments are made to positions in both the competitive and non-competitive classes, persons appointed must have the training and experience called for in the job specifications.

**Section E** briefly mentions two other important activities relating to civil service administration: the probationary period, which every new and promoted employee serves and a brief reference to the law involved when disciplinary action is taken.

**Section F** relates to payroll certification procedures. Under New York State Civil Service Law, you cannot "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 municipal civil service commission..."

(Cortland County). This is an important responsibility you share with your fiscal officer with respect to civil service administration. Section F contains an explanation of how to fulfill this requirement of law.

**Section G** provides a brief description of what to do in the event of the need to eliminate positions and lay off employees.

Attached to this booklet is a copy of Cortland County's Civil Service Rules covering all aspects of civil service administration. You should familiarize yourself with these rules.

If you have any questions regarding anything in this booklet, in the Civil Service Rules, or about any aspect of civil service administration, please contact us. We are open 8:30 a.m. to

4:30 p.m. Monday through Friday and are located in the County Office Building 60 Central Avenue, Cortland NY 13045-2746. Our telephone number is 753-5076.

We look forward to an effective working relationship with you and your staff.

The Civil Service/Personnel staff is:

- Annette Barber, Personnel Officer
- Laurie Gosse, Deputy Personnel Officer
- Debbie Fellows, Payroll Coordinator
- Elizabeth Maniaci, Secretary I
- Wayne Musson, Personnel Technician
- Beth O'Brien, Personnel Technician

**Section A**

This is a list of positions and incumbents in your jurisdiction for which we have a record of employment. If there are any discrepancies between this list and the current employees in your organization, please contact Personnel/Civil Service immediately.

Name	Title	Jurisdictional Class	Status	Retention Date	Veteran's Status




**SECTION B**

**APPOINTMENTS**

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**Appointments to positions in the Competitive Class** (§44 of NYS Civil Service Law) Before filling a competitive class vacancy contact the Cortland County Personnel/Civil Service Office. No offer of employment shall be extended until you contact the Cortland County Personnel/Civil Service Office.

When a vacancy occurs, we may have names of interested candidates who have already taken and passed an examination and are on an eligible list. In this case, we will certify these names to you for your consideration prior to appointment. The eligible list must be used for filling vacant competitive class positions if there are three or more persons on the list who are interested in the position.

If there are no names, or a non-mandated list (less than three people) to be certified, we will inform you of such and then you may nominate for a provisional appointment an individual who meets the minimum qualifications for the position. The individual appointed will be required to take the next examination for the position and be reachable for an appointment from the eligible list. The provisional appointment does not take effect until you complete a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** and have the prospective employee complete an **APPLICATION FOR EXAMINATION OR JOB FORM (MSD-330)**. Both forms must be sent to the Cortland County Personnel Office **before** the provisional appointment can be made.

The competitive class titles in your jurisdiction are:

**Appointments to positions in the Non-Competitive Class** (§42 of NYS Civil Service

Law)

An individual who meets the minimum qualifications for the position may be appointed to a non-competitive class position. To employ someone in the non-competitive class position, a completed **APPLICATION FOR EXAMINATION OR JOB FORM (MSD-330)** stating the qualifications of the individual you want to employ must be submitted to the Cortland County Personnel/Civil Service Office for approval. No offer of employment shall be extended until you contact the Cortland County Personnel/Civil Service Office.

We will review the individual's qualifications against the minimum qualifications required for the position and advise you if the person may be employed. The non-competitive appointment does not take effect until you submit a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** informing us of your official action appointing the individual to the position.

The non-competitive class titles in your jurisdiction are:

**Appointment to positions in the Labor Class** (§43 of NYS Civil Service Law)

Appointments to any position in the Labor Class may be made by submitting a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** AND AN **APPLICATION FOR EXAMINATION OR JOB FORM (MSD-330)**. You may nominate for appointment anyone you believe qualified. No offer of employment shall be extended until you contact the Cortland County Personnel/Civil Service Office. We will review the individual's application and advise you if the person may be employed. The Labor class appointment does not take effect until you submit a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** informing us of your official action appointing the employee to the position.

The Labor Class titles in your jurisdiction are:

**Appointment to positions in the Exempt Class** (§41 of NYS Civil Service Law)

Appointments to positions in the Exempt class may be made by submitting a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** and an **APPLICATION FOR EXAMINATION OR JOB FORM (MSD-330)**. Each time a vacancy occurs in an Exempt Class position, the Personnel/Civil Service Office must determine if the position is properly classified as exempt. When such a situation arises, the position may only be filled on a temporary basis during the time the position is being reviewed by our office.

The Exempt Class titles in your jurisdiction are:

**Appointments to positions in the Unclassified Service** (§35 of NYS Civil Service Law)

When an appointment is made to a position in the Unclassified service, notify this office by submitting a **REPORT OF PERSONNEL CHANGE FORM (MSD-426)** and an **APPLICATION FOR EXAMINATION OR JOB FORM (MSD-330)**. No notification is necessary for appointments to certified teaching or supervisory staff in school districts made pursuant to §35(g) of NYS Civil Service Law.

The Unclassified service titles in your jurisdiction are:

**SECTION C**

**CREATION OF NEW POSITIONS AND**

**RECLASSIFICATION OF EXISTING POSITIONS**

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Whenever a position is to be created, the appointing officer must complete a **NEW POSITIONS DUTIES STATEMENT** in duplicate and submit it to the Personnel/Civil Service Office so the appropriate civil service title may be determined.

The phrase "any new position" includes any additional positions that are created under a title that is already in use by your jurisdiction. As a result, you must file a statement of duties for each and every position whether or not the title you believe appropriate already exists in your jurisdiction.

A similar procedure applies for a change in title for an established position. If you believe that a position is not properly classified, or if the duties of a position have changed to the extent that the present title is not accurate, you should have the incumbent fill out a **JOB CLASSIFICATION QUESTIONNAIRE FORM (MSD-220)** and submit it to the Personnel/Civil service Office for review. There is space on the reverse side of the form for comments by the employee's immediate supervisor and the department head.

Attached are the forms that are used for creating a new position and for reclassifying an existing position. (**NEW POSITION DUTIES STATEMENT** and a **JOB CLASSIFICATION QUESTIONNAIRE FORM (MSD-220)**).

Section D of this booklet contains copies of the current descriptions that have been adopted by our office for titles in use in your jurisdiction.

**SECTION D**

**POSITION DESCRIPTIONS**

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Below is a list of the job descriptions which have been adopted by the Personnel/Civil Service Office for positions in your jurisdiction. Attached to this booklet is a copy of each of the specifications listed. Please contact us if there are any positions for which you do not believe the job description describes the duties being performed.

**SECTION E**

**PROBATIONARY PERIOD**

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Cortland County Municipal Civil Service Rules provide that every new employee must serve a probationary period. The rule extends to appointments in all branches of the classified service, viz., competitive, non-competitive, exempt, and labor classes. **It also includes appointments from eligible lists after competitive examination.** Additionally, the rule on probation provides many different minimum and maximum periods of probation and different terms and conditions that should be referred to when appointing employees, including promotions and transfers.

During the minimum period of probation, the employee may be removed from the position only after following the due process procedures outlined in NYS Civil Service Law §75/76 or the applicable collective bargaining agreement, if not covered by NYS Civil Service Law §75. Between the minimum and maximum period of probation, the employee may be terminated after notification for unsatisfactory service. You must consult with the Personnel/Civil Service Office and your legal counsel before terminating any employee, whether or not they are on probation.

**Discipline**

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Certain employees in the civil service may not be permanently removed from their positions after completion of their probationary period, except for incompetency or misconduct shown after a hearing upon stated charges under §75/76 of NYS Civil Service Law or under the collective bargaining agreement, whichever is applicable.

Generally, under §75/76, this includes:

Employees who positions are in the competitive class and who have completed their probationary term;

Employees who are war veterans or exempt volunteer firefighters and whose positions are in the non-competitive, exempt, or labor class; or

Employees who have completed five years of continuous service in a position in the non-competitive class, except where designated as policy-influencing or confidential. (The positions of Private Secretary, Cashier, or Deputy to any official or department are exceptions are not protected).

Section 75 of the NYS Civil Service Law describes in detail the procedures that must be followed when disciplinary action is taken against employees entitle to the protection of such law. Before disciplinary any employees, familiarize yourself with the requirements of §75 and the requirements of any applicable collective bargaining unit agreements in your jurisdiction. Technical assistance for the disciplinary process is available from the Personnel/Civil Service Office.

**SECTION F**

**PAYROLL CERTIFICATION PROCEDURES**

(§100, 101, AND 102 of NYS Civil Service Law)

Your payrolls must be certified before payment is made to any employees. We certify your payrolls once a year. The payrolls should be filed with us in sufficient time so that we can review and return them before the final date of the payroll period.

Information on all payrolls shall include:

Name of employee

Title of position

Retirement system number, if applicable

Basic salary (e.g. rate per hour, week, month, or year)

Actual salary (e.g. salary paid for the particular payroll period).

	Date Sent to Cortland County	Date Payroll Must Be Certified
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	Personnel/Civil Service	
Towns		
Villages		
School Districts		
City		
Cortland Housing Authority		
Soil and Water Conservation District		

**SECTION G**

**LAYOFFS**

(§ 80 and 81 of NYS Civil Service Law)

In the event of the need for a reduction in force where you are contemplating layoffs, please contact the Personnel/Civil Service Office immediately. New York State Civil Service Law governs the procedures that shall be followed when competitive class positions are abolished or when positions in the non-competitive or labor classes which are occupied by war veterans or exempt volunteer firefighters positions are eliminated.

These are rules and regulations for determining seniority and retention dates, as well as for bumping or retreating rights. Additionally, there may be the need to establish preferred eligible lists.

Because of the complexities, it is important to provide the Personnel/Civil Service Office with sufficient lead-time to ensure all employees' rights are protected. You must contact the Personnel/Civil Service Office as soon as you know you will be eliminating positions.

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