NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 09-04

TO: Department and Agency Personnel, Human Resources, and Affirmative Action
              Officers
FROM: Blaine Ryan Lynch, Director of Staffing Services
SUBJECT: New Procedures for Requesting, Receiving Seniority Rosters
DATE: April 23, 2009

The Department is changing the method by which we provide seniority rosters to agencies. We expect this change to speed delivery of the rosters. We are also introducing a number of minor changes to the rosters themselves to improve the security of the information contained on the seniority rosters.

Effective immediately, we will provide seniority rosters electronically to agencies through a secure email "Post Office." Agency contacts (typically, the personnel administrators who have requested the rosters) and Agency Affirmative Action Officers (AAO) will receive emails from the Department of Civil Service with instructions to log in to the Post Office at the Department of Civil Service and retrieve the roster.

Agencies will continue to request seniority rosters from their Staffing Services Representatives. Agencies must provide email addresses and phone numbers for the Agency Contact and Agency AAOs who will receive the seniority roster [see "Procedural Instructions" below].

The Staffing Services Representative will forward the request to Civil Service Department Information Resources Management (IRM) staff who will prepare seniority rosters as follows:

- two copies for the Agency Contact—one copy with social security numbers (SSN), one without SSN (this will be a 'public copy' to share with program managers and agency employees);

- one confidential copy for the Agency AAO;

- two copies for the Staffing Services Representative (one copy with SSN and one without);

- one confidential copy for the Civil Service Department Diversity Planning Management (DPM) representative; and

- two union versions, one each for PEF and CSEA [note: we provide the unions with electronic files of every seniority roster ordered; we do not provide actual reports].

When the seniority rosters are produced emails will be sent to the Agency Contact and Agency AAO with instructions on retrieving the rosters. ONLY THE HOLDERS OF THE EMAIL ADDRESSES WILL BE ABLE TO RETRIEVE THE ROSTERS.

Procedural Instructions

You should order a seniority roster by e-mail to your Staffing Services Representative. You must include the following information:

Agency/Contact Information

- Agency Code
- Agency Name
- Agency Contact Name
- Agency Contact Email:
- Agency Contact Phone:
- Agency AAO Contact:
- Agency AAO Email:
- Agency AAO Phone:

Seniority Roster Information

- Roster for All Layoff Units in Agency
- Roster for Particular Layoff Unit [specify which layoff unit]
- Roster for Single Title Code - In all layoff units [specify TC;
- Roster for Single Title Code - In particular layoff unit(s) [specify TC/ specify which unit(s)]
- Roster can be sorted by Title Code or Title Name [specify one]
- New Page for Each Title [specify yes or no]

First time registration for the DCS Secure Post Office

The first time you receive a secure message from the DCS Secure Post Office (DCSReporting@cs.state.ny.us), you will be prompted to register. You will be asked to create an account using your name, phone number, and a password. As long as your account remains active, subsequent visits will require only a simple log-in and password.

After you have registered, Civil Service will be notified of your registration. IRM staff will review the information you provided and confirm that you are the intended recipient of the secure message. Civil Service IRM will then approve your account.

You will then receive a notification that your account has been approved; you should return to the original email to view the secure message.

As discussed above you will be required to log in to open seniority rosters we send using our secure Post Office. If the message (email and attachment) is under 5MB in size, you will receive an email that includes an attachment named *securedoc.html*. You

should save the attachment (securedoc.html) to your computer, and then open that attachment. You then will be prompted to log in. Once your password is validated [instructions above], the original secure message will be displayed in your web browser. You will be able to download/view attachments.

Most seniority rosters are smaller than 5MB. If the message is larger than 5MB you will receive an email with a link to our Secure Post Office Webmail. Once you log in using your email address and password, you will be able to view and download the rosters.

Seniority rosters contain much privileged and confidential information. Care should be taken not to release confidential information to unauthorized people. Additionally, you should not assume that email is secure. We will include these disclaimers on the email messages we send through the DCS Post Office system:

> This e-mail, including any attachments, may be confidential, privileged, or otherwise legally protected.

> It is intended only for exclusive use of the addressee (s). This information is not to be shared with individuals who are not authorized to view the material.

> CAUTION: E-mail transmission cannot be guaranteed to be secure as information could be intercepted, lost or sent to unintended recipients. Under no circumstances should confidential information be shared electronically via external email without appropriate encryption.

> If you received this e-mail in error or from someone who was not authorized to send it to you, do not disseminate, copy, or otherwise use this e-mail or its attachments.

> Please notify the sender immediately by reply e-mail and delete the e-mail from your system

Please address any questions to your Staffing Services Representative.