



## Department of Civil Service

ANDREW M. CUOMO  
Governor  
LOLA W. BRABHAM  
Acting Commissioner

NY 18-05

TO: New York State Agency Health Benefits Administrators  
FROM: Employee Benefits Division  
SUBJECT: Civil Service Institute for HR Professionals  
DATE: February 28, 2018

The Department of Civil Service is pleased to announce a new training program designed specifically for human resources (HR) professionals: the Civil Service Institute (CSI). The CSI will offer learning opportunities throughout the year and provide training on topics of merit system and benefits administration for HR practitioners.

All training will be delivered using a combination of webinar and in-person classes. New trainings will be developed regularly and existing trainings will be archived in SLMS as they become available.

Two initial offerings, Merit Basics and Benefits Basics, are being offered in March 2018 as part of the program launch.

Please refer to the enclosed CSI Program Announcement for additional information, including how to enroll in available trainings.

Attachment: Civil Service Institute (CSI) Program Announcement