

## Program Announcement: Civil Service Institute

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) will offer a variety of learning opportunities throughout the year, including a certification track in Classification and Compensation. In addition, the CSI will provide training on broad topics of merit and benefits administration for HR practitioners at State agencies, offering professional development opportunities to ensure effective and consistent merit system administration. Programs designed to develop and inform HR professionals include:

- ✓ **HR Basics Series:** These trainings will cover the fundamentals of merit and benefits administration with additional offerings in attendance and leave, Civil Service law, and diversity tools.
- ✓ **HR Foundations Series:** This set of trainings will address the topics of the HR Basics series with increased rigor, focusing on the delivery of responsive and consistent HR services that meet the various needs of customer agencies and the operational goals of the State.
- ✓ **HR Specialties:** This series will address more complex personnel issues and transactions to enhance technical and non-technical HR competencies for career professionals.

All trainings 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. Details and course descriptions are below.

For additional information on our training programs, please contact [CSInstitute@cs.ny.gov](mailto:CSInstitute@cs.ny.gov).

Employees can enroll in available trainings through the [Statewide Learning Management System](#). Please note that supervisory approval is required to attend.

## **Civil Service Institute Course Descriptions**

Employees may enroll in these and other trainings from the Civil Service Institute through the [Statewide Learning Management System](#) (SLMS) using course code **Civil Service Institute - State (DCS-CSIS)**.

### **Civil Service Institute: Merit Basics**

**March 7, 2018 at 2pm**

*This one-hour webinar will offer a broad introduction to the Merit System. Participants will discuss different types of positions and how they are filled, including the examination process, the creation of eligible lists, and the rules governing appointment from lists.*

### **Civil Service Institute: Benefits Basics**

**March 8, 2018 at 2pm**

*This one-hour webinar offers a basic introduction to the benefits available to New York State employees through the New York State Health Insurance Program (NYSHIP). Participants will identify eligibility requirements, discuss specific benefits offered under NYSHIP, and consider some of the current influences on benefits program administration in New York State.*