



# CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
<b>20-450 Plant Utilities Assistant</b>	<b>9</b>	<b>\$37,507</b>	<b>\$46,103</b>
<b>20-451 Plant Utilities Engineer 1</b>	<b>14</b>	<b>\$49,703</b>	<b>\$60,371</b>

## NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must have one of the qualifications listed below:

### For Nos. 20-450 and 20-451:

- Either 1. Graduate of heating, HVAC, ventilation, air conditioning, and refrigeration apprenticeship program from the U.S. Air Force;
- Or 2. Must have been an enlisted machinery technician (MK) with the U.S. Coast Guard OR possession of a certificate as a Marine Engineer issued by the U.S. Coast Guard;
- Or 3. Must have been an enlisted power generation equipment repairer with the U.S. Army;
- Or 4. Must have been an enlisted gas turbine systems technician, submarine nuclear propulsion plant operator reactor control, utilities man, machinist mate, or engineman with the U.S. Navy;
- Or 5. Must have a Merchant Mariner's Document (MMD) and have been a qualified member of the engine department (QMED) as an oiler, fireman/water tender, refrigerating engineer or engineman with the U.S. Merchant Marine;
- Or 6. Completion of a New York State Department of Labor registered apprenticeship program for stationary engineers, plant maintenance (plumber/steamfitter), HVAC Mechanic or plant maintenance (refrigeration/AC) (See Note #1);
- Or 7. Possession of a High-Pressure Boiler Operating Engineer License or Stationary Engineer License;
- Or 8. A bachelor's degree in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering;

### For No. 20-450:

- Or 9. An associate's degree in HVAC;
- Or 10. **One year** of full-time hands on experience in the maintenance and operation of commercial, industrial, institutional facility, computer applications of digital energy platforms and building analytics and/or performing diagnosis, repair of HVAC systems or boilers or auxiliary equipment;
- Or 11. **One year** of full-time hands on experience in a residential setting performing diagnosis, operation, maintenance repair of HVAC systems or boilers or auxiliary equipment;
- Or 12. Completion of an HVAC certificate or diploma from a BOCES program (440 hours) OR completion of an approved certificate in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college (See Note #2);

### For No. 20-451:

- Or 13. **Four years** of full-time hands on experience in the maintenance and operation of commercial, industrial, institutional facility, computer applications of digital energy platforms and building analytics and/or performing diagnosis, repair of HVAC systems or boilers or auxiliary equipment;
- Or 14. **Four years** of full-time hands on experience in a residential setting performing diagnosis, operation, maintenance repair of HVAC systems or boilers or auxiliary equipment;
- Or 15. An associate's degree in HVAC **AND** two years of qualifying experience as described in EITHER qualification #13 or #14 above;
- Or 16. Completion of an HVAC certificate or diploma from a BOCES program (900 hours) OR completion of an approved certificate in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college (See Note #2) **AND** two years of qualifying experience as described in EITHER qualification #13 or #14 above.

## NOTES:

1. Information regarding qualifying New York State Department of Labor recognized apprenticeship programs can be found here: <https://labor.ny.gov/apprenticeship/appindex.shtm>.
2. Certification programs must be accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) or recognized by the New York State Education Department Bureau of Proprietary School Supervision (BPSS). Information on ACCSC accredited programs can be found here: <http://www.accsc.org/>. Information on BPSS recognized proprietary schools can be found here: <http://www.access.ny.gov/bpss/welcome-career-training-proprietary-schools>.
3. Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
4. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will be**:
  - Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
  - Investigated through a Criminal Background Check (CBC). All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws;
 and **may be**:
  - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.
 You will be responsible for payment of all required fees.

**NOTES: (Continued)**

5. **Medicaid and Medicare:** In some agencies, in order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
6. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
7. New York State residence is not required.

**THE POSITIONS:** These positions exist throughout New York State in the State University System; the Department of Corrections and Community Supervision; the State Education Department; the Department of Health; the Office of Children and Family Services; the Office of General Services; the Office of Mental Health; the Office for People with Developmental Disabilities; the Office of Parks, Recreation and Historic Preservation, and the Office of Addiction Services and Supports.

**DUTIES:** As a **Plant Utilities Assistant**, you would assist in the operation, maintenance, and repair of mechanical and electrical equipment providing heat, hot water, ventilation, air conditioning, and electrical distribution in a safe and efficient manner. Positions involve shift work within a 24-hour work schedule which includes night and holiday shifts.

As a **Plant Utilities Engineer 1** on an assigned shift, you would operate, maintain, troubleshoot, repair, test, and calibrate mechanical and electrical equipment providing heat, hot water, ventilation, air conditioning, and electrical distribution in a safe and efficient manner. You would make recommendations on major overhauls and replacement of equipment and identify, recommend and develop energy conservation projects. You may supervise subordinate staff in the operation and maintenance of heating facilities and mechanical equipment. You may also supervise contractors in an emergency or project situation and you may be required to assume responsibility for operations of the overall physical plant. Positions involve shift work within a 24-hour work schedule which includes night and holiday shifts.

**SUBJECT OF EXAMINATION:** There will be no written test and no test date is involved. The examination requires completion of an application/supplemental questionnaire (NYS-APP-3 #20-450 & #20-451 with SUPP #20-450 & #20-451). **The supplemental questionnaire IS YOUR TEST. Your completed supplemental questionnaire will be the only basis for rating your training, education, and experience.** Failure to complete the supplemental questionnaire correctly may result in disqualification. If disqualified, candidates must wait six months to re-apply.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

The training, education, and experience information provided by candidates on the supplemental questionnaire will be rated according to the requirements of the title. If you meet the minimum qualifications, your answers to the supplemental questionnaire will be the only basis for your score. If you need more space, attach additional 8½ x 11 sheets, following the same format used on the application/supplemental questionnaire. **Resumes will NOT be accepted in lieu of a completed application/supplemental questionnaire.**

It is essential that you describe your training, education, and experience as completely as possible. Ambiguity, vagueness, or omissions on the supplemental questionnaire will not be decided in the candidate's favor. The information you provide in the supplemental questionnaire is subject to verification. You may be required to furnish written verification of the education, experience, certification, or licensure claimed. False statements or lack of verification may result in a lower score, removal from the eligible list, or termination of employment.

Agencies will score supplemental questionnaires periodically throughout the year when additional eligible candidates are needed to fill vacancies. Once added to an agency eligible list, candidates will have a two-year period of eligibility for appointment from that list. You can re-apply as frequently as every six months.

**RETEST POLICY:** Qualified candidates may file as frequently as 6 months, but a new application/supplemental questionnaire is required each time.

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**HOW TO APPLY:**

- Download the examination application NYS-APP-3 #20-450 & #20-451 Application Form/Supplemental Questionnaire at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP-3 #20-450 & #20-451 form; or
- Obtain NYS-APP-3 #20-450 & #20-451 form from a State agency or facility personnel/business office; or
- Request NYS-APP-3 #20-450 & #20-451 form by calling the Department of Civil Service in the Albany area at 518-457-2487; or toll free at 1-877-697-5627.

**WHERE TO APPLY:** These examinations are decentralized to the following agencies. You must mail a separate completed application to one or more of the following locations using the address listed:

**NEW YORK STATE EDUCATION DEPARTMENT**  
**Mail the completed application to the following location:**

New York State Education Department  
89 Washington Avenue  
Room 528 EB  
Albany, New York 12234  
(518) 474-5215

**NEW YORK STATE DEPARTMENT OF HEALTH**  
**Mail the completed application to the location(s) where you wish to be employed:**

Helen Hayes Hospital  
West Haverstraw, New York 10993  
(845) 786-4218

New York State Department of Health  
Bureau of Personnel Management  
Room 2217, Corning Tower, Empire State Plaza  
Albany, New York 12237-0012  
(518) 486-1812

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS**  
**Mail the completed application to the following location:**

New York State Addiction Services and Supports  
Bureau of Human Resources Management  
1450 Western Avenue  
Albany, New York 12203  
(518) 457-2963

**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION (DOCCS)**  
**Mail the completed application to the following address and indicate which DOCCS facility (see below)**  
**you wish to be employed at:**

New York State Department Corrections and Community Supervision  
1220 Washington Avenue  
Bldg. #4 State Campus  
Albany, New York 12226

Adirondack Correctional Facility (Essex County)	Coxsackie Correctional Facility (Greene County)	Groveland Correctional Facility (Livingston County)	Shawangunk Correctional Facility (Ulster County)
Albion Correctional Facility (Orleans County)	Eastern NY Correctional Facility (Ulster County)	Hale Creek ASACTC (Fulton County)	Sing Correctional Facility (Westchester County)
Altona Correctional Facility (Clinton County)	Edgecombe Residential Treatment Facility (New York County)	Hudson Correctional Facility (Columbia County)	Sullivan Correctional Facility (Sullivan County)
Attica Correctional Facility (Wyoming County)	Elmira Correctional Facility (Chemung County)	Lakeview Shock Incarceration C.F. (Chautauqua County)	Taconic Correctional Facility (Westchester County)
Auburn Correctional Facility (Cayuga County)	Fishkill Correctional Facility (Dutchess County)	Marcy Correctional Facility (Oneida County)	Ulster Correctional Facility (Ulster County)
Bare Hill Correctional Facility (Franklin County)	Five Points Correctional Facility (Seneca County)	Mid-State Correctional Facility (Oneida County)	Upstate Correctional Facility (Franklin County)
Bedford Hills Correctional Facility (Westchester County)	Franklin Correctional Facility (Franklin County)	Mohawk Correctional Facility (Oneida County)	Wallkill Correctional Facility (Ulster County)
Cape Vincent Correctional Facility (Jefferson County)	Gouverneur Correctional Facility (St. Lawrence County)	Orleans Correctional Facility (Orleans County)	Washington Correctional Facility (Washington County)
Cayuga Correctional Facility (Cayuga County)	Great Meadow Correctional Facility (Washington County)	Otisville Correctional Facility (Orange County)	Wende Correctional Facility (Erie County)
Clinton Correctional Facility (Clinton County)	Green Haven Correctional Facility (Dutchess County)	Queensboro Correctional Facility (Queens County)	Woodbourne Correctional Facility (Sullivan County)
Collins Correctional Facility (Erie County)	Greene Correctional Facility (Greene County)	Riverview Correctional Facility (St. Lawrence County)	Wyoming Correctional Facility (Wyoming County)

**NEW YORK STATE OFFICE OF GENERAL SERVICES**  
**Mail the completed application to the following location:**

New York State Office of General Services  
Corning Tower, ESP, 31<sup>st</sup> Floor  
Albany, NY 12242  
(518) 473-5282

**NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION**  
**Mail the completed application to the following location:**

New York State Office of Parks, Recreation and Historic Preservation  
625 Broadway  
Albany, New York 12238  
(518) 474-0453

**NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS**  
**Mail the completed application to the following location:**

New York State Department of Agriculture and Markets  
Human Resources  
10B Airline Drive  
Albany, NY 12235  
(518) 457-3216

**STATE UNIVERSITY OF NEW YORK**

**Mail the completed application to the location(s) where you wish to be employed:**

SUNY System Administration  
H. Carl McCall SUNY Building  
Office of Human Resources  
353 Broadway  
Albany, NY 12246  
(518) 320-1192

SUNY at Albany  
1400 Washington Avenue  
Administration Bldg. Room 300  
Albany, NY 12222  
(518) 437-4700

SUNY Alfred  
Huntington Administration  
Building  
10 Upper College Drive,  
Alfred, NY 14802  
(607) 587-4025

SUNY Binghamton University  
P.O. Box 6000  
Binghamton, NY 13902  
(607) 777-2187

SUNY Brockport  
Allen Administration Building  
350 New Campus Dr, 4<sup>th</sup> Fl  
Brockport, NY 14420  
(518) 395-2126

SUNY Downstate Medical  
Center  
450 Clarkson Avenue  
Brooklyn, NY 11203  
(718) 270-1767

SUNY College at Buffalo  
1300 Elmwood Avenue  
Buffalo, NY 14222-1095  
(716) 878-4822

SUNY University at Buffalo  
Townsend Hall  
205 Hayes Road  
Buffalo, NY 14214  
(716) 645-7777

SUNY Technology at Canton  
34 Cornell Drive  
French Hall 208  
Canton, NY 13617  
(315) 386-7611

SUNY at Cobleskill  
Knapp Hall, Room 211  
106 Suffolk Circle  
Cobleskill, NY 12043  
(518) 255-5514

SUNY at Cortland  
PO Box 2000  
Cortland, NY 13045  
(607) 753-2302

SUNY Delhi  
103 Bush Hall, Delhi Drive  
Delhi, NY 13753  
(607) 746-4430

SUNY Empire State College  
2 Union Avenue  
Office of Human Resources  
Saratoga Springs, NY 12866  
(518) 587-2100 Ext. 2240

SUNY Farmingdale  
2350 Broad Hollow Road  
Farmingdale, NY 11735-0636  
(631) 420-2563

SUNY College of  
Environmental  
Science & Forestry  
1 Forestry Drive  
216 Bray Hall  
Syracuse, NY 13210-2778  
(315) 470-6611

SUNY at Fredonia  
510 Maytum Hall  
280 Central Avenue  
Fredonia, NY 14063  
(716) 673-3434

SUNY Geneseo  
1 College Circle  
318 Doty Hall  
Geneseo, NY 14454  
(585) 245-5616

SUNY Maritime  
6 Pennyfield Avenue  
Bronx, NY 10465  
(718) 409-7302

SUNY Morrisville  
80 Eaton Street  
Morrisville, NY 13408-09012  
(315) 684-6829

SUNY New Paltz  
1 Hawk Drive, HAB 203  
New Paltz, NY 12561  
(845) 257-3432

SUNY at Old Westbury  
Human Resources Office  
PO Box 210  
Old Westbury, NY 11568-0210  
(516) 876-3179

SUNY Oneonta  
208 Netzer Administration  
Building  
Oneonta, NY 13820  
(607) 436-2509

SUNY College of Optometry  
33 West 42<sup>nd</sup> Street  
New York, NY 10036  
(212) 938-5883

SUNY at Oswego  
201 Culkin Hall  
Oswego, NY 13126  
(315) 312-2230

SUNY at Plattsburgh  
101 Broad Street  
Kehole 912  
Plattsburgh, NY 12901-2681  
(518) 564-5062

SUNY Potsdam  
44 Pierrepont Avenue  
Potsdam, NY 13676  
(315) 267-2092

SUNY at Purchase  
Office of Human Resources  
735 Anderson Hill Road  
Purchase, NY 10577-1400  
(914) 251-5961

SUNY at Stony Brook Medical  
Center  
Suite 3 Tech Dr. Tech Park  
Stony Brook, NY 11794-9300  
(631) 444-4754

SUNY Stony Brook University  
100 Nichols Road  
Administration Bldg. Room 390  
Stony Brook, NY 11794-0751  
(631) 632-6151

SUNY Stony Brook University  
Hospital  
Tower, L-4 Ste. 215  
Stony Brook, NY 11794-8410  
(631) 444-8617

SUNY Stony Brook LI  
Veterans Home  
100 Patriots Road  
Stony Brook, NY 11790  
(631) 444-8617

SUNY Upstate Medical Center  
750 East Adams Street  
Syracuse, NY 13210  
(315) 464-4938

SUNY Poly Tech  
257 Fuller Road  
Albany, NY 12203  
(518) 956-7362

**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**

**Mail the completed application to the following location:**

New York State Office Children and Family Services  
52 Washington Street  
Rensselaer, New York 12144  
(518) 473-7936

**NEW YORK STATE OFFICE OF MENTAL HEALTH**

**Mail the completed application to the following address and indicate which facilities you wish to be employed at:**

New York State Office of Mental Health  
Facility Personnel Services  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, New York 12229  
(518) 474-1261

Bronx Psychiatric Center  
1500 Waters Place  
Bronx, NY 10461

Buffalo Psychiatric Center  
400 Forest Avenue  
Buffalo, NY 14213

Capital District Psychiatric  
Center  
75 New Scotland Ave.  
Albany, NY 12208

Central NY Psychiatric Center  
P.O. Box 300  
Marcy, NY 13403

Creedmoor Psychiatric Center  
79-25 Winchester Blvd  
Queens Village, NY 11427

Elmira Psychiatric Center  
100 Washington Street  
Elmira, NY 14902

Greater Binghamton Health  
Center  
425 Robinson Street  
Binghamton, NY 13904

Hutchings Psychiatric Center  
620 Madison Street  
Syracuse, NY 13210

Kingsboro Psychiatric Center  
681 Clarkson Avenue  
Brooklyn, NY 11203

Kirby Forensic Psychiatric  
Center  
600 East 125th Street  
Wards Island, NY 10035

Manhattan Psychiatric Center  
102 Rivers Edge Road  
New York, NY 10035

Mid-Hudson Forensic  
Psychiatric Center  
2834 Route 17M  
New Hampton, NY 10958

Mohawk Valley Psychiatric  
Center  
1400 Noyes St.  
Utica, NY 13502

New York City Children's  
Center  
Bronx Campus  
1300 Waters Place  
Bronx, NY 10461

New York City Children's  
Center  
Brooklyn Campus  
1819 Bergen Street  
Brooklyn, NY 11233

New York City Children's  
Center  
Queens Campus  
74-03 Commonwealth  
Boulevard  
Bellerose, NY 11426

Nathan Kline Institute for  
Psychiatric Research  
140 Old Orangeburg Rd  
Orangeburg, NY 10962

New York State Psychiatric  
Institute  
1051 Riverside Drive  
New York, NY 10032

Pilgrim Psychiatric Center  
998 Crooked Hill Road  
West Brentwood, NY 11717

Rochester Psychiatric Center  
1111 Elmwood Avenue  
Rochester, NY 14620

Rockland Psychiatric Center  
140 Old Orangeburg Rd  
Orangeburg, NY 10962

Rockland Children's  
Psychiatric Center  
2 First Ave.  
Orangeburg, NY 10962

Sagamore Psychiatric Center  
197 Half Hollow Rd.  
Dix Hills, NY 11746

St. Lawrence Psychiatric  
Center  
1 Chimney Point Drive  
Ogdensburg, NY 13669

South Beach Psychiatric  
Center  
777 Seaview Avenue  
Staten Island, NY 10305

Western NY Children's  
Psychiatric Center  
1010 East and West Rd.  
West Seneca, NY 14224

**NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**Mail the completed application to the location(s) where you wish to be employed:**

Brooklyn Developmental  
Disabilities State Operations  
Office  
750 Vandalia Avenue  
Brooklyn, NY 11239  
(718) 642-6310

Broome Developmental  
Disabilities State Operations  
Office  
249 Glenwood Road  
Binghamton, NY 13905-1695  
(607) 770-0241

Capital District Developmental  
Disabilities State Operations  
Office  
500 Balltown Road  
Schenectady, NY 12304  
(518) 388-0838

Finger Lakes Developmental  
Disabilities State Operations  
Office  
Attention: Human Resources  
Office  
620 Westfall Road  
Rochester, New York 14620  
(585) 461-8800

Hudson Valley Developmental  
Disabilities State Operations  
Office  
P.O. Box 470  
Thiells, NY 10984  
(845) 947-6192

NYS Institute For Basic  
Research in Developmental  
Disabilities State Operations  
Office  
1050 Forest Hill Road  
Staten Island, NY 10314  
(718) 494 5100

Long Island Developmental  
Disabilities State Operations  
Office  
45 Mall Drive, Suite 1  
Commack, NY 11725  
(631) 326-4497

Metro New York  
Developmental Disabilities  
State Operations Office  
Human Resources Office  
2400 Halsey Street  
Bronx, NY 10461  
(718) 430-0710

Staten Island Developmental  
Disabilities State Operations  
Office  
1150 Forest Hill Road  
Staten Island, NY 10314-6316  
(718) 983-5433

Sunmount Developmental  
Disabilities State Operations  
Office  
2445 State Route 30  
Tupper Lake, NY 12986  
(518) 359-4150

Taconic Developmental  
Disabilities State Operations  
Office  
Attention: Human Resources  
Office  
26 Center Circle  
Wassaic, New York 12592  
(845) 877-6821 Ext. 3367

Western New York  
Developmental Disabilities  
State Operations Office  
1200 East & West Road  
West Seneca, NY 14224  
(716) 517-2000

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**INFORMATION FOR CANDIDATES**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**ELIGIBILITY FOR EXAMINATION:** To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.