



PROMOTION EXAMINATION

| Examination No. & Title | Salary Grade | Beginning Salary | Non-Refundable Processing Fee (Waivers Available) |
|---|--------------|------------------|---|
| 31-386020 Human Resources Specialist 2 (Staffing) | 23 | \$86,773 | \$0 |
| 31-391020 Human Resources Specialist 4 (Staffing) | M-2 | \$103,870 | \$0 |

Multiple-Choice Test
To Be Held:
FEBRUARY 28, 2026

Applications **MUST** Be Submitted
Online or Postmarked By:
JANUARY 14, 2026

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Promotion examination open to all qualified employees of the New York State Department of Civil Service.

Minimum Qualifications: On or before February 28, 2026, you must be a qualified employee of the New York State Department of Civil Service and have had 45 days of permanent competitive, non-competitive NY HELPS*, or 55-b/55-c service as listed below. If you have received a permanent appointment to a qualifying title and served provisionally** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

For Exam No. 31-386020: Human Resources Specialist 1 (Staffing), Human Resources Specialist Trainee 1 (Staffing), Human Resources Specialist Trainee 2 (Staffing), Human Resources Specialist 1 (Attendance and Leave), Human Resources Specialist Trainee 1 (Attendance and Leave), or Human Resources Specialist Trainee 2 (Attendance and Leave).

For Exam No. 31-391020: Human Resources Specialist 2 (Staffing), Human Resources Specialist 2 (Attendance and Leave), or Human Resources Specialist 3 (Appointments).

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before January 14, 2026, and have served continuously in this title since that date, you are eligible to file for this examination.

**If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before January 14, 2026, and have served continuously in this title since that date, you may apply for this examination.*

***If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before January 14, 2026, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of service at the Full Performance Level, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Duties: As a **Human Resources Specialist 2 (Staffing)**, you would serve as technical experts in the planning, arranging, scheduling, and administering of examinations, including oral and performance tests, and develop and apply training and experience rating scales. Incumbents examine personnel transactions representing problem cases and advise agencies on a variety of issues concerned with the certification, appointment, and status of employees. Most assignments are concerned with established classes of positions for which a substantial body of reference material and precedent is available. Incumbents supervise a unit comprised of Human Resources Specialist 1's (Staffing) and/or Human Resources Specialist Trainees (Staffing).

As a **Human Resources Specialist 4 (Staffing)**, you would serve as assistant to the Section Head and may assume full responsibility for supervision of the Section in the absence of the Staffing Services Program Manager. Incumbents supervise the day-to-day activities of units in the Section by planning the distribution and scheduling of work, monitoring the timeliness and effectiveness of unit and individual performance, training subordinate staff, and participating in conferences with officials of serviced agencies to resolve controversial issues.

| Subject of Examination: To be considered for appointment to this title, you must pass the multiple-choice test . The multiple-choice test evaluates your knowledge, skills, and/or abilities in the following areas: | For Examination Nos. | |
|--|-----------------------------|------------------|
| | 31-386020 | 31-391020 |
| 1. Working effectively with others within and outside your organization - These questions test for knowledge of the principles used when interacting with individuals and agencies to inform them about topics of concern, clarify agency programs or policies, negotiate conflicts or resolve complaints, and represent one's agency or program in a professional, effective manner. Questions may also cover working cooperatively with staff of one's own agency or other agencies. | X | X |
| 2. Written expression - These questions test for the writing skills used in composing memos, reports, and correspondence, as well as in reviewing documents produced by others. Both sentence skills and paragraph skills are addressed. The specific points tested include grammar, usage, punctuation, sentence structure, appropriate and correct content, editing, and organizing sentences into well-constructed paragraphs. | X | X |
| 3. Analytic reasoning - These questions test for the ability to understand information that is provided in a variety of formats and to reason logically. These questions require candidates to perform tasks such as interpreting information, distinguishing between relevant and irrelevant information, determining whether a set of information is complete, and determining whether particular conclusions are correct. | X | X |
| 4. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with work-related problems, including problems of absenteeism, morale, and discipline. | X | |
| 5. Administrative supervision and management - These questions test for knowledge of the principles and practices involved in providing supervision to subordinate supervisors and indirect supervision to their unit staff as well as the effective management of work. Questions will cover such areas as assigning and reviewing the work of several units; planning, implementing, and evaluating work initiatives; ensuring the timely and successful completion of unit work; resolving issues around work assignments and staff performance; evaluating the performance of subordinate supervisors; hiring and developing staff; monitoring work performance; implementing change; and dealing with problems of absenteeism, morale, and discipline. | | X |

Test Guide: A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' credits.

Credit For Seniority: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

Admission To The Test: If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site. ***You cannot request to change your scheduled day or request a specific type of test administration.***

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: *You will need a **personal** NY.gov ID to apply for these examinations. If you do not have a **personal** NY.gov account, please [create an account](#).*

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

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 carrier 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.

RELIGIOUS ACCOMMODATION: Most multiple-choice tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

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 Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the multiple-choice test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.