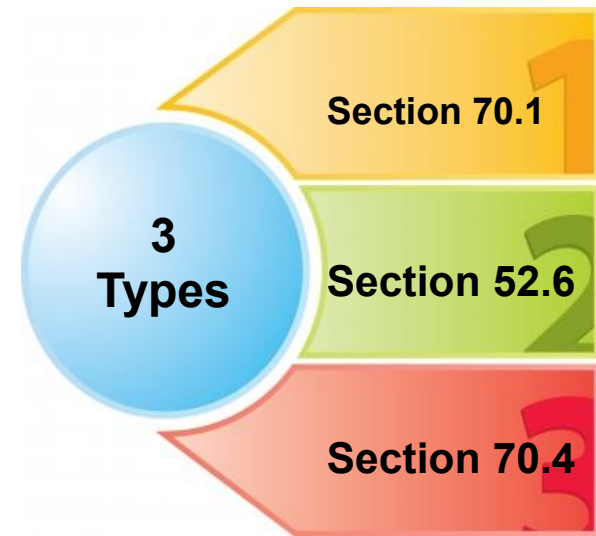


Merit System Basics, Part 2 Employment and Mobility Options

Transfers

1. **Section 70.1** is the most common form of transfer. With this type of transfer, the titles are going to be *comparable*, or similar to the job duties, responsibilities and tasks that you complete in your current title. For example, if you work in a direct care support title, the titles you can transfer to are in direct care support or a related field. There is no additional examination for this type of transfer.
2. **Section 52.6** transfers are for titles defined as administrative. Administrative titles are usually Salary Grade 18 and above, and are defined as those involving law, personnel, budgeting, methods and procedures, records analysis, or administrative research. Working in administrative titles gives you the opportunity to transfer to any other title that is also defined as administrative, if you meet transfer requirements. There is no additional examination for this type of transfer.



3. **Section 70.4** transfers are a good option if you are looking to change career paths or move to a title that is unrelated to your current job. This type of transfer is exam-based, meaning you will need to take and pass an exam for the title you are transferring to. The exam demonstrates that you have the knowledge, skills and abilities necessary for the new position.

Did you know?

Each type of transfer is defined by a specific Section in Civil Service Law. This is why each type is referred to by a Section number rather than a name.

General Transfer Requirements*

- Permanent service for one year in a competitive position.
- Transfer must be to a title that is no more than two salary grades (or one M grade) higher than current title.
- If applicable, have special credentials, i.e., language or typing proficiency.

Reminder:

After you transfer up two salary grades, you must take a test and receive a list appointment before you are eligible to transfer upward again.

Additional Resources

- **Information for Employees Seeking Transfer:** www.cs.ny.gov/jobseeker/transfer.cfm
- **Glossary of Titles Inquiry Tool:** www.careermobilityoffice.cs.ny.gov/cmo/gotit
- **State Agency Vacancy Postings:** <https://statejobs.ny.gov>
- **Agency Websites:** www.ny.gov/agencies
- **Resume, Cover Letter and Interviewing Tips:** <https://careermobilityoffice.cs.ny.gov/cmo/>
- **Moving Between Promotion Lists:** www.cs.ny.gov/extdocs/forms/S-211-1.pdf
- **Career Mobility Office:** www.careermobilityoffice.cs.ny.gov/cmo

(518) 485-6199 | (800) 485-6199 | cmo@cs.ny.gov

* There are specific requirements depending on the type of transfer. Consult with our Career Mobility office or your Human Resources Office.