

Merit System Basics, Part 1

Examinations

- **Announcements:** www.cs.ny.gov/jobseeker/public/stateexam.cfm
- **Email notification for new exam announcements:** www.cs.ny.gov/announ/emaillist.cfm
- **Study Guides:** www.cs.ny.gov/testing/statetestguides.cfm
- **Applications:** www.cs.ny.gov/announ/applications.cfm
- **Contact Test Administration Unit:** (518) 457-2487 or (877) 697-5627 or admissionnotices@cs.ny.gov
- **Continuous Recruitment Exams:** www.cs.ny.gov/jobseeker/public/cr.cfm
- **List Maintenance Unit:** (518) 457-4295

Additional Resources

Veterans Credits

www.cs.ny.gov/vetcredits

Veteran credits can be used only once in your state career. Keep in mind that there was a change to the New York State Constitution on January 1, 2014. If you previously used non-disabled veterans' credits and were subsequently certified as disabled by the U.S. Department of Veteran's Affairs, you may be eligible to apply for additional Veterans' credits

Agency Phone Number Listing

<https://phonedirectory.ny.gov/telecom/phones>

If you have questions about your work history, we welcome you to contact your Human Resources Office or the Business Services Center (BSC). Contact information for the various agency Human Resource Offices can be found at the phone directory link above.



Eligible List Standing

<https://www.cs.ny.gov/elmspublic/>

If you have a question about your standing on an eligible list, you can find more information on ELMS Online, or contact the Department of Civil Service at 1-877-NYS-JOBS. ELMS does not contain information about certain kinds of eligible lists. For Decentralized Examinations and/or Lists resulting from examinations conducted by an agency other than Civil Service, contact the agency to which you submitted your examination application.

Requesting and Making Changes on Lists

www.cs.ny.gov/extdocs/forms/S-211.pdf

If anything changes while you are on an eligible list, such as your address, your name or your preferred geographical locations, you can make the changes electronically through ELMS Online or by completing form S-211.

Moving Between Promotion Lists

www.cs.ny.gov/extdocs/forms/S-211-1.pdf

If you move to another agency after taking a interdepartmental promotion exam, you'll want to think about moving your name to your new agency's promotion list. To do this, you must have served 26 weeks and have completed probation. At that time, you will need to fill out form S211.1 and submit it to Employment Records.

Career Mobility Office

www.careermobilityoffice.cs.ny.gov/cmo

(518) 485-6199

(800) 485-6199

cmo@cs.ny.gov