

**AVAILABILITY FOR TRANSFER TO ANOTHER POSITION IN NEW YORK STATE GOVERNMENT**

*AGENCY REDUCTION TRANSFER LIST CANVASS LETTER (DCS-S-63 6/12L)*

From: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

WE HAVE BEEN INFORMED BY THE DEPARTMENT OF CIVIL SERVICE THAT YOUR NAME APPEARS ON AN AGENCY REDUCTION TRANSFER LIST APPROPRIATE TO FILL THE TITLE OF THE POSITION BELOW.

To: \_\_\_\_\_

YOU MUST RETURN THIS CANVASS LETTER BY:

Date prepared by agency:

TITLE OF POSITION	SALARY GRADE	LOCATION/COUNTY

**REMARKS:**

TYPE OF APPOINTMENT	TYPE OF EMPLOYMENT
<input type="checkbox"/> PERMANENT OR CONTINGENT PERMANENT	<input type="checkbox"/> FULL TIME (100%)
<input type="checkbox"/> TEMPORARY for _____ months	<input type="checkbox"/> LESS THAN FULL TIME _____ %

**CHECK ONLY THOSE BOXES WHICH APPLY & CHECK ONLY ONE BOX ON EACH LINE BELOW. SEE REVERSE FOR EFFECT OF DECLINING & FOR INFORMATION ON APPOINTMENTS AND SALARIES.**

**YES**

I AM INTERESTED IN THE POSITION(S) I HAVE CHECKED BELOW AND CAN REPORT TO WORK WITHIN 15 DAYS OF BEING NOTIFIED OF MY SELECTION



- PERMANENT/CONTINGENT PERMANENT - FULL TIME
- PERMANENT/CONTINGENT PERMANENT - LESS THAN FULL TIME
- TEMPORARY - FULL TIME
- TEMPORARY - LESS THAN FULL TIME
- SHIFT WORK - AS DESCRIBED IN REMARKS ABOVE

**NO**

I AM NOT INTERESTED IN THE POSITION(S) I HAVE CHECKED BELOW



- 
- 
- 
- 
- 

YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE (work) ( ) \_\_\_\_\_

PHONE (home) ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**FAILURE TO RETURN THIS CANVASS LETTER OR RETURNING IT LATE WILL BE CONSIDERED A DECLINATION!**

## AGENCY REDUCTION TRANSFER LIST CANVASS LETTER - GENERAL INFORMATION AND INSTRUCTIONS

This canvass letter is NOT a job offer. It is an inquiry to determine your interest and availability for the position(s) specified. In order to be considered, you must return this canvass letter by the date indicated. There is no requirement that you be interviewed.

### FAILURE TO REPLY OR TO REPORT FOR A SCHEDULED INTERVIEW WILL BE CONSIDERED A DECLINATION

If you are interested in being considered for the position(s) indicated, but cannot report for work within 15 days after being selected, you should contact the agency Personnel Office and attempt to make other arrangements. Other eligibles may be appointed if you cannot report within that time. If you state that you are "temporarily unavailable", this will be treated as a declination unless you have prior written approval from the Department of Civil Service. If you are a person with a disability and you require reasonable accommodation to participate in the interview, please call the number on the front of this form.

### SALARY

Your actual salary will be that of the grade level to which you are appointed taking into account your years of service. Salaries for traineeship positions (NS) will be computed as described in the REMARKS section. If appointed to a traineeship position, you will receive your approximate former salary if your current title is at or below the salary grade to which the traineeship leads.

### EFFECT OF APPOINTMENTS AND DECLINATIONS OF FULL TIME PERMANENT or CONTINGENT PERMANENT POSITIONS

If you **receive** a permanent/contingent permanent appointment at any location, your name will be inactivated on the Transfer List for all titles at that salary grade and below for all locations. If the appointment is to a title below your current salary grade, your name will remain active for any titles at a higher level.

If you decline permanent/contingent permanent appointment

to a **same** grade level position

in the **same** county in which you are currently employed, your name will be inactivated for all titles and counties

in a **different** county from which you are currently employed, your name will be inactivated for all titles in that county

to a **lower** grade position

in the **same** county in which you are currently employed, your name will be inactivated for all titles at that level and below for all counties

in a **different** county from that in which you are currently employed, your name will be inactivated for all titles at that grade level and below in all counties within the area, except your current county (See the booklet "*Information for State Employees Affected by Layoff*" for area designations.).

### EFFECT OF APPOINTMENTS AND DECLINATIONS OF TEMPORARY AND LESS THAN FULL TIME POSITIONS

If the type of the appointment is temporary, neither an appointment nor a declination will affect your eligibility for permanent appointments. Only your eligibility for other temporary appointments would be affected.

If the type of employment is less than full time, neither an appointment nor a declination will affect your eligibility for full time employment, only your eligibility for less than full time will be affected.

### YOU ARE RESPONSIBLE FOR NOTIFYING THE DEPARTMENT OF ANY CHANGE IN YOUR ADDRESS

Please include  
your Social Security number  
and write to the:

NYS DEPARTMENT OF CIVIL SERVICE  
CAREER MOBILITY OFFICE  
ALFRED E. SMITH STATE OFFICE BUILDING  
ALBANY, NEW YORK 12239

**Questions** about agency reduction transfer lists or other reemployment lists or your status or temporary unavailability?

- Call (518) 485-6199.

**Questions** on the position(s) for which you are being canvassed?

- Call the agency whose telephone number appears on the front of this form.

### PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information you provide on this application is being requested in accordance with section 78 of the Civil Service Law for the principal purpose of determining your availability for employment. The information will be used in accordance with section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may prevent your being considered for employment opportunities. This information will be maintained by the Director, Division of Staffing Services, Department of Civil Service, Alfred E. Smith State Office Building, Albany NY 12239. For information concerning the Personal Privacy Protection Law, call (518) 457-9375.

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 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, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.