



Department of Civil Service

Albany, NY 12239

OFFICE OF DIVERSITY AND INCLUSION MANAGEMENT

55b/c Appointment Request Form

S-90 (2/2021 L)

Form with fields: Date of Request, Appointing Agency, Agency Code, Human Resources Contact Person, Contact Address, Contact Phone, Contact E-mail, Name of Appointee, Social Security Number (Last 4 Digits), Date of Eligibility Letter, Date of Temp PCS Appointment, Position Title, Title Code, PR-50?, Salary Grade, Item Number, Appointment Location, Location Name, Location Code, County Name, Clearance Code, Did you select this individual through use of the 55-b/c Recruitment Resources Center?

Civil Service Input:

Form with fields: 55-b, 55-c, Appointment Type (Initial 55-b/c, subsequent, reinstatement), Prior Permanent/Competitive State Service?, Appropriate Title?, Promotion exam list exhausted?, Person meets minimum qualifications?, Staffing Services Representative Approval?, Name of Staffing Services Representative, Date of Approval, CRIF Clearance?, Reviewer, 55 b/c Unit Head Signature, Date Submitted to Civil Service Commission, Submitted for Commission Meeting

Civil Service Commission Input:

<input type="checkbox"/> Reviewed	Effective Date	<input type="checkbox"/> NYSTEP Updated
<input type="checkbox"/> CSC Approved		
<input type="checkbox"/> CSC Disapproved		
<input type="checkbox"/> Withdrawn		

Instructions:

Agency:

Complete top portion. Submit to the Office of Diversity and Inclusion Management via email with a carbon copy ("cc") to your Staffing Services Representative.

NOTE: Requests will no longer be submitted directly to the Civil Service Commission.

Staffing Services:

55b/c Unit: Verify accuracy of information submitted by the agency. Complete the bottom portion. Send agency acknowledgement of receipt via email.

55b/c Unit Head: Review and sign form. Forward to Civil Service Commission for consideration.

NOTE: Approved requests will be indicated on the Civil Service Commission calendar. Results should be posted within one week of the meeting date.

For questions regarding this process, please contact (518) 473-8961 or toll free (866) 297-4356.