



**Department of  
Civil Service**

**Professional Career Opportunities  
Advanced Placement Information**

# Table of Contents

General Information for Advanced Placement .....	3
Advanced Placement Criteria for 2019 PCO Generalist List.....	4
Administrative Analyst Trainee 1, SG-13/Administrative Analyst 1, SG-18.....	4
Administrative Specialist Trainee 1, SG-13/ Administrative Specialist 1, SG-18 .....	4
Budget Examiner Trainee 1, SG-13/Budget Examiner 1, SG-18.....	4
Budgeting Analyst Trainee 1, SG-13/Budget Analyst 1, SG-18 .....	4
Business Services Center Analyst Trainee 1, SG-13/Business Services Center Analyst 1, SG-18.....	4
Capital Program Analyst Trainee 1, SG13/ Capital Program Analyst 1, SG-18.....	4
Claims Services Representative (Disability Benefits) Trainee 1, SG-13/ Claims Services Representative (Disability Benefits) 1, SG-18 .....	4
Claims Services Representative Trainee 1, SG-13/ Claims Services Representative 1, SG-18.....	4
Economic Development Program Specialist Trainee 1, SG-13/ Economic Development Program Specialist 1, SG-18..	4
Education Trainee 1, SG-11/ Education Program Assistant 1, SG-14 .....	4
Grants Administrator Trainee 1, SG-13/Grants Administrator 1, SG-18 .....	4
Health Program Administrator Trainee 1, SG-13/ Health Program Administrator, SG-18.....	4
Higher Education Services Program Analyst Trainee 1, SG-13/ Higher Education Services Program Analyst 2, SG-18 .	4
Highway Safety Program Analyst Trainee 1, SG-13/Highway Safety Program Analyst 1, SG-18 .....	4
Homeless Services Representative Trainee 1, SG-13/Homeless Services Representative 1, SG-18 .....	4
Housing & Community Renewal Specialist Trainee 1, SG-13/ Housing & Community Renewal Specialist 1, SG-18 .....	4
Human Resources Specialist Trainee 1 (Attendance & Leave), SG-13/ Human Resources Specialist 1 (Attendance & Leave), SG-18 .....	5
Human Resources Specialist Trainee 1, SG-13/Human Resources Specialist 1, SG-18.....	5
Human Resources Specialist Trainee 1 (Benefits), SG-13/ Human Resources Specialist 1 (Benefits), SG-18 .....	5
Human Resources Specialist Trainee 1 (Class & Comp), SG-13/ Human Resources Specialist 1 (Class & Comp), SG-18	5
Human Resources Specialist Trainee 1 (Municipal Assistance), SG-13/ Human Resources Specialist 1 (Municipal Assistance), SG-18 .....	5
Human Resources Specialist Trainee 1 (Staffing), SG-13/ Human Resources Specialist 1 (Staffing), SG-18.....	5
Human Resources Specialist Trainee 1 (Testing), SG-13/ Human Resources Specialist 1 (Testing), SG-18 .....	5
License Examination Specialist Trainee 1, SG-13/License Examination Specialist 1, SG-18 .....	5
Management Specialist Trainee 1, SG-13/Management Specialist 1, SG-18.....	5
Management Specialist Trainee 1 (Children & Family Services), SG-13/Management Specialist 1 (Children & Family Services), SG-18 .....	5
Payroll Analyst Trainee 1, SG-13/Payroll Analyst, SG-18.....	5
Policyholder Services Representative Trainee 1, SG-13/Policyholder Services Representative 1, SG-18 .....	5
Property Manager Trainee 1, SG-13/Property Manager 1, SG-18.....	5
Public Safety Grants Representative Trainee 1, SG-13/Public Safety Representative 1, SG-18.....	5
Real Property Analyst Trainee 1, SG-13/Real Property Analyst 1, SG-18.....	5

Resources & Reimbursement Agent Trainee 1, SG-13/Resources & Reimbursement Agent 1, SG-18 .....	5
Retirement Systems Information Representative Trainee 1, SG-13/Retirement Systems Information Representative 1, SG-18.....	5
Training Specialist Trainee 1, SG-13/Training Specialist 1, SG-18 .....	5
Underwriter (Disability Benefits) Trainee 1, SG-13/ Underwriter (Disability Benefits) 1, SG-18 .....	5
Underwriter Trainee 1, SG-13/Underwriter 1, SG-18 .....	5
<b>Advanced Placement Criteria for 2019 PCO Generalist List or Select Lists .....</b>	<b>6</b>
Accountant Trainee 1, SG-14/Senior Accountant, SG-18.....	6
Auditor Trainee 1, SG-14/Senior Auditor, SG-18.....	7
Auditor Trainee 1 (Fiscal Systems), SG-14/ Auditor 1 (Fiscal Systems), SG-18 .....	8
Auditor Trainee 1 (Tax), SG-14/ Auditor 1 (Tax), SG-18.....	9
Biologist Trainee 1 (Aquatic), SG-13/Biologist 1 (Aquatic), SG-18.....	12
Biologist Trainee 1 (Ecology), SG-13/Biologist 1 (Ecology), SG-18.....	13
Biologist Trainee 1 (Marine), SG-13/Biologist 1 (Marine), SG-18.....	14
Biologist Trainee 1 (Wildlife), SG-13/Biologist 1 (Wildlife), SG-18 .....	15
Business Systems Analyst Trainee 1, SG-13/Business Systems Analyst 1, SG-18 .....	16
Children & Family Services Specialist Trainee 1, SG-13/ Children & Family Services Specialist 1, SG-18.....	18
Contract Management Specialist Trainee 1, SG-13/ Contract Management Specialist 1, SG-18.....	19
Criminal Justice Program Specialist Trainee 1, SG-13/ Criminal Justice Program Specialist 1, SG-18.....	19
Division of Home Land Security and Emergency Services (DHSES) Program Administrator Trainee 1, SG-13/ Division of Home Land Security and Emergency Services (DHSES) Program Administrator, SG-18.....	20
Economic Development Program Specialist Trainee 1(Agriculture) SG13/ Economic Development Program Specialist (Agriculture) 1, SG-18 .....	20
Economist Trainee 1, SG-13/ Senior Economist, SG-18 .....	21
Economist Trainee 1 (Environmental Impact), SG-13/ Senior Economist (Environmental Impact), SG-18 .....	21
Economist Trainee 1 (Labor Research), SG-13/ Senior Economist (Labor Research), SG-18.....	22
Education Credentials Specialist Trainee 1, SG-13/ Education Credentials Specialist 1, SG-18 .....	22
Education Finance Specialist Trainee 1, SG-13/ Education Finance Specialist 1, SG-18 .....	23
Engineering Materials Analyst Trainee 1, SG-13/ Senior Engineering Materials Analyst, SG-18.....	23
Environmental Analyst Trainee 1, SG-13/ Environmental Analyst, SG-18.....	24
Environmental Chemist Trainee 1, SG-13/ Environmental Chemist 1, SG-18.....	25
Environmental Program Specialist Trainee 1, SG-13/ Environmental Program Specialist 1, SG-18.....	26
Environmental Program Specialist (Natural Resources) Trainee 1, SG-13/ Environmental Program Specialist (Natural Resources), SG-18.....	28
Environmental Specialist Trainee 1, SG-13/ Environmental Specialist 1, SG-18.....	29
Food Laboratory Specialist Trainee 1, SG-13/ Food Laboratory Specialist 1, SG-18.....	31
Food Laboratory Specialist (Seed) Trainee 1, SG-13/ Food Laboratory Specialist (Seed) 1, SG-18 .....	31
Forest Appraiser Trainee 1, SG-13/ Senior Forest Appraiser, SG-18 .....	32

<b>Forester Trainee 1, SG-13/ Forester 1, SG-18</b> .....	32
<b>Health Care Fiscal Analyst Trainee 1, SG-14/Senior Health Care Fiscal Analyst, SG-18</b> .....	33
<b>Health Care Management Systems Analyst Trainee 1, SG-13/ Senior Health Care Management Systems Analyst, SG-18</b> .....	33
<b>Housing Specialist Trainee 1, SG-13/Housing Specialist 1, SG-18</b> .....	34
<b>Industrial Hygienist Trainee 1, SG-14/Senior Industrial Hygienist, SG-20</b> .....	35
<b>Internal Auditor Trainee 1, SG-13 Internal Auditor 1, SG-18</b> .....	36
<b>Jobs Program Specialist Trainee 1, SG-13/Jobs Program Specialist &amp; Jobs Program Specialist (Spanish Language), SG-16</b> .....	37
<b>Laboratory Specialist Trainee 1, SG-13/Laboratory Specialist 1, SG-18</b> .....	38
<b>Medicaid Redesign Analyst Trainee 1, SG-13/Medicaid Redesign Analyst 1, SG-18</b> .....	39
<b>Mental Health Program Specialist Trainee 1, SG-13/Mental Health Program Specialist 1, SG-18</b> .....	40
<b>Mined Land Reclamation Specialist Trainee 1, SG-13/ Mined Land Reclamation Specialist 1, SG-18</b> .....	41
<b>Pesticide Control Specialist Trainee 1, SG-13/Pesticide Control Specialist 1, SG-18</b> .....	42
<b>Policy Analyst Trainee 1 (Public Authority), SG-13/ Policy Analyst 1 (Public Authority), SG-18</b> .....	42
<b>Public Health Field Services Representative Trainee 1, SG-13/Public Health Field Services Representative 1, SG-18</b> .....	43
<b>Radiological Health Specialist Trainee 1 SG-13/Senior Radiological Health Specialist, SG-18</b> .....	44
<b>Real Estate Specialist Trainee 1, SG-13/Real Estate Specialist 1, SG-18</b> .....	45
<b>Resources and Reimbursement Program Development Specialist Trainee 1, SG-13/Resources and Reimbursement Program Development Specialist 1, SG-18</b> .....	46
<b>Statistician Trainee, SG-13/ Statistician, SG-14</b> .....	46
<b>Temporary Assistance Specialist Trainee 1, SG-13/ Temporary Assistance Specialist 1</b> .....	47
<b>Transportation Analyst Trainee 1, SG-13/Transportation Analyst, SG-18</b> .....	48
<b>Utility Analyst Trainee 1, SG-13/Utility Analyst 1, SG-18</b> .....	51
<b>Utility Analyst Trainee 1 (Cyber Security), SG-13/ Utility Analyst 1 (Cyber Security), SG-18</b> .....	51
<b>Utility Analyst Trainee 1 (Environmental), SG-13/ Utility Analyst 1 (Environmental), SG-18</b> .....	52
<b>Utility Analyst Trainee 1 (Telecommunications), SG-13/ Utility Analyst 1 (Telecommunications), SG-18</b> .....	52
<b>Utility Financial Analyst Trainee 1, SG-13/Senior Utility Financial Analyst, SG-18</b> .....	53
<b>Workforce Programs Specialist Trainee 1, SG-13/Workforce Programs Specialist 1, SG-18</b> .....	54

## General Information for Advanced Placement

If you are selected for appointment to a traineeship filled from the Professional Career Opportunities (PCO) eligible list, you may, at the agency's discretion, be appointed to a level higher than the beginning level of the traineeship as detailed in this document. This is called "advanced placement." You must inform the agency of any additional qualifications at the time of the interview.

Positions filled from the *Generalist Job Titles List* are professional administrative titles in the areas of administrative operations, fiscal operations, human resources, and/or program implementation.

Positions filled from the *Select Job Titles List* require specific education, certification, licensure, work experience, and/or language proficiency.

For purposes of this examination program, "Professional Experience" is defined as post-degree experience. Professional experience must be doing the duties of the journey level title, unless otherwise described for the title.

If you are hired to a traineeship which requires Language Proficiency from a *Language Proficiency Select List* the advanced placement will be the same as what is detailed for each title/series listed below.

To see the duties of *Generalist Job Titles* or *Select Job Titles*, refer to the PCO Job Titles List page at: <https://www.cs.ny.gov>.

## Advanced Placement Criteria for 2019 PCO Generalist List

The titles in this section can be filled from the PCO *Generalist Job Titles List*. The qualifications listed below are applicable for all titles in this section.

To be considered for advanced placement to the **trainee 2** level you must meet the following Advanced Placement Qualifications unless otherwise described for the title:

1. A bachelor's degree plus one year of professional experience\*\*; **OR**
2. a Juris Doctor, master's or higher degree in a field related to the position being filled\*\*\*.

To be considered for advanced placement to the **full performance level** you must meet the following Advanced Placement Qualifications unless otherwise described for the title:

1. a bachelor's degree plus two years of professional experience\*\*; **OR**
2. a Juris Doctor, master's or higher degree in a field related to the position being filled\*\*\* plus one year of professional experience\*\*.

\*\*Professional experience must be performing the duties of the full performance level position. To see the duties of the full performance level, refer to the "Job Description" on the PCO Job Title Details page at <https://www.cs.ny.gov/examannouncements/types/oc/pco-titles.cfm>.

\*\*\* Agencies have discretion in determining whether an eligible's degree is related to the duties of the position.

**Administrative Analyst Trainee 1, SG-13/Administrative Analyst 1, SG-18**

**Administrative Specialist Trainee 1, SG-13/ Administrative Specialist 1, SG-18**

**Budget Examiner Trainee 1, SG-13/Budget Examiner 1, SG-18**

**Budgeting Analyst Trainee 1, SG-13/Budget Analyst 1, SG-18**

**Business Services Center Analyst Trainee 1, SG-13/Business Services Center Analyst 1, SG-18**

**Capital Program Analyst Trainee 1, SG13/ Capital Program Analyst 1, SG-18**

**Claims Services Representative (Disability Benefits) Trainee 1, SG-13/ Claims Services Representative (Disability Benefits) 1, SG-18**

**Claims Services Representative Trainee 1, SG-13/ Claims Services Representative 1, SG-18**

**Economic Development Program Specialist Trainee 1, SG-13/ Economic Development Program Specialist 1, SG-18**

**Education Trainee 1, SG-11/ Education Program Assistant 1, SG-14**

**Grants Administrator Trainee 1, SG-13/Grants Administrator 1, SG-18**

**Health Program Administrator Trainee 1, SG-13/ Health Program Administrator, SG-18**

**Higher Education Services Program Analyst Trainee 1, SG-13/ Higher Education Services Program Analyst 2, SG-18**

**Highway Safety Program Analyst Trainee 1, SG-13/Highway Safety Program Analyst 1, SG-18**

**Homeless Services Representative Trainee 1, SG-13/Homeless Services Representative 1, SG-18**

**Housing & Community Renewal Specialist Trainee 1, SG-13/ Housing & Community Renewal Specialist 1, SG-18**

**Human Resources Specialist Trainee 1 (Attendance & Leave), SG-13/ Human Resources Specialist 1 (Attendance & Leave), SG-18**

**Human Resources Specialist Trainee 1, SG-13/Human Resources Specialist 1, SG-18**

**Human Resources Specialist Trainee 1 (Benefits), SG-13/ Human Resources Specialist 1 (Benefits), SG-18**

**Human Resources Specialist Trainee 1 (Class & Comp), SG-13/ Human Resources Specialist 1 (Class & Comp), SG-18**

**Human Resources Specialist Trainee 1 (Municipal Assistance), SG-13/ Human Resources Specialist 1 (Municipal Assistance), SG-18**

**Human Resources Specialist Trainee 1 (Staffing), SG-13/ Human Resources Specialist 1 (Staffing), SG-18**

**Human Resources Specialist Trainee 1 (Testing), SG-13/ Human Resources Specialist 1 (Testing), SG-18**

**License Examination Specialist Trainee 1, SG-13/License Examination Specialist 1, SG-18**

**Management Specialist Trainee 1, SG-13/Management Specialist 1, SG-18**

**Management Specialist Trainee 1 (Children & Family Services), SG-13/Management Specialist 1 (Children & Family Services), SG-18**

**Payroll Analyst Trainee 1, SG-13/Payroll Analyst, SG-18**

**Policyholder Services Representative Trainee 1, SG-13/Policyholder Services Representative 1, SG-18**

**Property Manager Trainee 1, SG-13/Property Manager 1, SG-18**

**Public Safety Grants Representative Trainee 1, SG-13/Public Safety Representative 1, SG-18**

**Real Property Analyst Trainee 1, SG-13/Real Property Analyst 1, SG-18**

**Resources & Reimbursement Agent Trainee 1, SG-13/Resources & Reimbursement Agent 1, SG-18**

**Retirement Systems Information Representative Trainee 1, SG-13/Retirement Systems Information Representative 1, SG-18**

**Training Specialist Trainee 1, SG-13/Training Specialist 1, SG-18**

**Underwriter (Disability Benefits) Trainee 1, SG-13/ Underwriter (Disability Benefits) 1, SG-18**

**Underwriter Trainee 1, SG-13/Underwriter 1, SG-18**

# Advanced Placement Criteria for 2019 PCO Generalist List or Select Lists

Certain titles in this section can be filled from either the PCO *Generalist List* or the *Select Job Title Lists* as indicated below. The minimum qualifications, including advanced placement qualifications for these titles are indicated below.

## Accountant Trainee 1, SG-14/Senior Accountant, SG-18

To be considered for appointment to the **Accountant Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in accounting, auditing, or taxation; **OR**
2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation courses.

Note: Courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, cannot be counted toward the 24 semester credit hours.

To be considered for appointment to the **Accountant Trainee 2**, you must possess, beyond the minimum qualifications either:

1. A master's or higher degree in accounting, auditing, or taxation; **OR**
2. One year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles.

Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

To be considered for appointment to the **Senior Accountant**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in accounting, auditing, or taxation; **AND** two years of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation courses; **AND** two years professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
3. A master's or higher degree in accounting, auditing, or taxation; **AND** one year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
4. A currently valid Certified Public Accountant license and registration issued by New York State.



Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

### **Auditor Trainee 1, SG-14/Senior Auditor, SG-18**

To be considered for appointment to the **Auditor Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in accounting, auditing, or taxation; **OR**
2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation courses.

Note: Courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, cannot be counted toward the 24 semester credit hours.

To be considered for appointment to the **Auditor Trainee 2**, you must possess, beyond the minimum qualifications either:

1. A master's or higher degree in accounting, auditing, or taxation; **OR**
2. One year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles.

Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

To be considered for appointment to the **Auditor 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in accounting, auditing, or taxation; **AND** two years of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation courses; **AND** two years professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
3. A master's or higher degree in accounting, auditing, or taxation; **AND** one year of professional experience in accounting/auditing or financial internal or field auditing, where you were responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles; **OR**
4. A currently valid Certified Public Accountant license and registration issued by New York State.

Experience NOT considered qualifying are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.

## **Auditor Trainee 1 (Fiscal Systems), SG-14/ Auditor 1 (Fiscal Systems), SG-18**

To be considered for appointment to the **Auditor Trainee 1 (Fiscal Systems)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, and/or taxation courses; **AND** 6 semester credit hours in data processing/information technology/computer science.

NOTE: Certain courses such as Business Law, although taken as part of the accounting curriculum, are not counted towards the 24 semester credit hours.

To be considered for appointment to the **Auditor Trainee 2 (Fiscal Systems)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in accounting/auditing performing analysis and evaluation of automated information systems in a financial environment, including platforms, network infrastructure, and operational practices; **OR**
2. A master's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, and/or taxation courses; **AND** 6 semester credit hours in data processing/information technology/computer science.

To be considered for appointment to the **Auditor 1 (Fiscal Systems)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, and/or taxation courses; **AND** 6 semester credit hours in data processing/information technology/computer science; **AND** two years of professional experience in accounting/auditing performing analysis and evaluation of automated information systems in a financial environment, including platforms, network infrastructure, and operational practices; **OR**
2. A master's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, and/or taxation courses; **AND** 6 semester credit hours in data processing/information technology/computer science; **AND** one year of professional experience in accounting/auditing performing analysis and evaluation of automated information systems in a financial environment, including platforms, network infrastructure, and operational practices; **OR**
3. Possession of a valid Certified Information Systems Auditor designation by the Information Systems Audit and Control Association (ISACA).

## **Auditor Trainee 1 (Tax), SG-14/ Auditor 1 (Tax), SG-18**

To be considered for appointment to the **Auditor Trainee 1 (Tax)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation; **OR**

NOTE: The title of any coursework must contain the words accounting, auditing, or taxation. Certain courses such as Business Law, although taking as part of the accounting curriculum, are not counted towards the 24 semester credit hours.

2. A bachelor's or higher degree including or supplemented by 18 semester credit hours in accounting, auditing, or taxation and 6 credit hours in finance, money and banking, economics or business

NOTE: the title of any coursework must contain the words accounting, auditing, or taxation. Certain courses such as Business Law, although taking as part of the accounting curriculum, are not counted towards the 18 semester credit hours.

To be considered for appointment to the **Auditor Trainee 2 (Tax)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in accounting/auditing in one or more of the following: as an accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles (activities restricted to bookkeeping or preparing tax returns are not considered qualifying); as an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity (activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are not considered qualifying); as an accountant with ongoing responsibility for the design, implementation and review of accounting systems; as a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business and personal tax returns; as field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations; as an accountant/auditor principally engaged in the analysis and/or interpretation of tax law; **OR**
2. A currently valid Certified Public Accountant license and registration issued by New York State; **OR**
3. 15 GRADUATE-LEVEL semester credit hours in accounting, auditing, and/or taxation.

To be considered for appointment to the **Auditor 1 (Tax)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation; **AND** two years of professional experience in accounting/auditing in one or more of the following: as an accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles (activities restricted to bookkeeping or preparing tax returns are not considered qualifying); as an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity (activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are not considered qualifying); as an accountant with ongoing responsibility for the design, implementation and review of accounting systems; as a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business

and personal tax returns; as field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations; as an accountant/auditor principally engaged in the analysis and/or interpretation of tax law; **OR**

2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation; **AND** a currently valid Certified Public Accountant license and registration issued by New York State; **OR**
3. A master's or higher degree including or supplemented by 24 semester credit hours in accounting, auditing, or taxation; **AND** 15 GRADUATE-LEVEL semester credit hours in accounting, auditing, and/or taxation; **AND** one year of professional experience in accounting/auditing in one or more of the following: as an accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles (activities restricted to bookkeeping or preparing tax returns are not considered qualifying); as an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity (activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are not considered qualifying); as an accountant with ongoing responsibility for the design, implementation and review of accounting systems; as a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business and personal tax returns; as field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations; as an accountant/auditor principally engaged in the analysis and/or interpretation of tax law; **OR**

NOTE: The title of any coursework must contain the words accounting, auditing, or taxation. Certain courses such as Business Law, although taking as part of the accounting curriculum, are not counted towards the 24 semester credit hours.

4. A bachelor's or higher degree including or supplemented by 18 semester credit hours in accounting, auditing, or taxation and 6 semester credit hours in finance, money and banking, economics or business; **AND** two years of professional experience in accounting/auditing in one or more of the following: as an accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles (activities restricted to bookkeeping or preparing tax returns are not considered qualifying); as an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity (activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are not considered qualifying); as an accountant with ongoing responsibility for the design, implementation and review of accounting systems; as a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business and personal tax returns; as field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations; as an accountant/auditor principally engaged in the analysis and/or interpretation of tax law; **OR**
5. A bachelor's or higher degree including or supplemented by 18 semester credit hours in accounting, auditing, or taxation and 6 semester credit hours in finance, money and banking, economics or business; **AND** a currently valid Certified Public Accountant license and registration issued by New York State; **OR**
6. A master's or higher degree including or supplemented by 18 semester credit hours in accounting, auditing, or taxation and 6 semester credit hours in finance, money and banking, economics or business; **AND** 15 GRADUATE-LEVEL semester credit hours in accounting, auditing, and/or taxation; **AND** one year of professional experience in accounting/auditing in one or more of the following: as an

accountant/auditor with responsibility for the full range of professional activities involved in the review, analysis and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles (activities restricted to bookkeeping or preparing tax returns are not considered qualifying); as an internal accountant/auditor with responsibility for conducting a full range of financial accounting/auditing activities for an entity (activities limited to such duties as maintaining and/or auditing payroll records, accounts receivable or accounts payable are not considered qualifying); as an accountant with ongoing responsibility for the design, implementation and review of accounting systems; as a professional staff member of a private accounting practice with broad experience in maintaining accounting books and records, completing financial statements, and preparing business and personal tax returns; as field auditor with a federal, state, or municipal agency, with the responsibility for performing comprehensive field audits to determine the compliance of individuals or businesses with the taxing jurisdictions laws, rules, and regulations; as an accountant/auditor principally engaged in the analysis and/or interpretation of tax law.

NOTE: The title of any coursework must contain the words accounting, auditing, or taxation. Certain courses such as Business Law, although taking as part of the accounting curriculum, are not counted towards the 18 semester credit hours.

## **Biologist Trainee 1 (Aquatic), SG-13/Biologist 1 (Aquatic), SG-18**

To be considered for appointment to the **Biologist Trainee 1 (Aquatic)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in acoustic sampling of fish populations, applied biostatistics for the biological sciences, aquaculture, aquatic ecology, aquatic entomology, aquatic habitat management, aquatic insects, biology of aquatic ecosystems, biology of aquatic invertebrates, biology of fishes, biological limnology, conservation biology (aquatic), creel and angler surveys, ecology of aquatic ecosystems, ecology of freshwater fishes, ecology of marine fishes, environmental statistics, fish behavior, fish biology, fish culture, fish diseases, fish nutrition, fish pathology, fish physiology, fish population dynamics, fish propagation, fish taxonomy, fisheries economics, fisheries science, fisheries techniques, fishery management, fishery management techniques, fishery resource management, fisheries seminar, fishery statistics, fluvial geomorphology, freshwater ecology, freshwater invertebrates, genetics of fish, ichthyology, lentic and lotic ecosystems, limnology, mathematical modeling of fish populations, marine fisheries management, marine fisheries science, perturbations of fishes, physical limnology, population ecology, principles of fishery science, principles of fishery management, production biology of aquatic (fishery) environments, phylogeny of fishes, quantitative ecology, radio telemetry of fishes, statistical methods in research, stream ecology, stream restoration, techniques of fishery science, or urban fishery management.

Examples of Non-Qualifying Courses: animal behavior, animal ecology, entomology, general oceanography, invertebrate zoology, marine pollution, physical oceanography, terrestrial ecosystems ecology, wetland systems.

To be considered for appointment to the **Biologist Trainee 2 (Aquatic)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in fisheries; **OR**
2. A master's degree in natural science or natural resources.

To be considered for appointment to the **Biologist 1 (Aquatic)**, you must possess, beyond the minimum qualifications either:

1. Two years of professional experience in fisheries; **OR**
2. A PhD in natural science or natural resources; **OR**
3. Certification by the American Fisheries Society as a Certified Fisheries Professional.

## **Biologist Trainee 1 (Ecology), SG-13/Biologist 1 (Ecology), SG-18**

To be considered for appointment to the **Biologist Trainee 1 (Ecology)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in aquatic ecosystem restoration and enhancement, behavior of fish, behavior of wildlife, behavioral ecology, biology of fish, biology of wildlife, biostatistics, biomonitoring, conservation biology, conservation ecology, community ecology, community dynamics, ecological data analysis, ecological modeling and design, ecological risk assessment, ecology, ecology and management of invasive species, ecology of fish, ecology of freshwater or marine organisms, ecology of freshwater wetlands, ecology of wildlife, ecology of plants, ecology of habitats, ecosystems, ecotoxicology, environmental contamination, environmental toxicology, endangered species, entomology, environmental impact analysis, environmental impact assessment, forest ecology, fisheries management, habitat analysis, habitat geographic information system (GIS) analysis, habitat protection, habitat quality, habitat evaluation, habitat management, habitat restoration, herpetology, hydrogeomorphology, hydrobiology, hydrology, ichthyology, limnology, mammalian ecology, mammalogy, management of habitats management of populations, marine ecology, mycorrhizal ecology, ornithology, plant ecology, population dynamics, population ecology, population management, population analysis, restoration and management, research in ecology, statistics in ecology, stream resource protection, systems ecology, urban wildlife, urban habitats, watershed-based conservation, watershed-based management, wetland resources, wetland restoration, wetland science, wetland and stream resources, or wildlife management.

Examples of non-qualifying courses: agriculture or domestic animal specialties, climate change, earth science, dendrology, silvicultural, environmental ethics, environmental planning, evolution, extinction, forest or forestry resources management, human population dynamics, human ecology, taxonomy, water pollution control.

To be considered for appointment to the **Biologist Trainee 2 (Ecology)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in ecology; **OR**
2. A master's degree in natural science or natural resources.

To be considered for appointment to the **Biologist 1 (Ecology)**, you must possess, beyond the minimum qualifications either:

1. Two years of professional experience in ecology; **OR**
2. A PhD in natural science or natural resources; **OR**
3. Certification by the Ecological Society of America as a Certified Ecologist.

## **Biologist Trainee 1 (Marine), SG-13/Biologist 1 (Marine), SG-18**

To be considered for appointment to the **Biologist Trainee 1 (Marine)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in biology of algae, biological oceanography, biology of commercially valuable seaweeds, biology of fishes, biology of marine plankton, biology of marine plankton ecology, biology of marine plankton physiology, biology of marine plankton taxonomy, chemical oceanography, coastal botany, coastal ecology, coastal estuarine process, coastal oceanography, conservation and management of marine resources, conservation biology and marine biodiversity, crustacean biology and management, diseases of marine organisms, ecology of fishes, ecology of marine fishes, estuarine processes, estuarine wetlands biology, estuarine wetlands ecology, estuarine, wetlands management, experimental marine biology, field method in: fisheries, marine science, marine biology, fish biology (marine), fish disease and disorders, fish physiology, fisheries economics, fisheries management, fisheries oceanography, fisheries population dynamics, fisheries science, fisheries sociology, fishery biology, fishery biology seminars, geological oceanography, ichthyology, internship in marine science, invertebrate marine zoology, laboratory method in: fisheries, marine science, marine biology, larval ecology (marine), living marine resources management seminars, long island marine habitats, long island sound science and use, management of marine fisheries, marine algal ecology, marine aquaculture mariculture, marine aquatic community ecology, marine benthos, marine biochemistry, marine geochemistry, marine biology, marine birds, marine chemistry, marine conservation, marine ecology, marine environmental toxicology, marine fish ecology, marine geology, marine invertebrates biology, marine invertebrates ecology, marine invertebrates taxonomy, marine mammals, marine microbial ecology, marine microbiology, marine operations and research, marine botany, marine phycology, marine phytoplankton ecology, marine phytoplankton biology, marine phytoplankton taxonomy, marine phytoplankton physiology, marine plankton ecology, marine plant ecology, marine wetland plant ecology, marine plant identification, marine pollution, marine productivity, marine resource management, marine science internship, marine wetlands biology, marine wetlands ecology, marine wetlands management, molluscan biology, molluscan immunology and pathology, ocean chemistry, oceanographic problem solving, physical chemical biology of marine organisms, physical oceanography, physiological ecology of marine algae, physiological ecology of marine organisms, plankton and productivity in oceans, primary productivity in the sea, principals of fishery science, research/field studies in marine science, quantitative fisheries stock assessment, seagrass ecosystems, sea turtles, tidal wetlands biology, tidal wetlands ecology, tidal wetlands management, utilization of marine fisheries, zooplankton biology (marine), zooplankton ecology (marine), zooplankton physiology (marine), zooplankton taxonomy (marine).

Examples of non-Qualifying courses: marine birds, botany, freshwater aquatic biology, genetics, hydrology, limnology, microbiology, physiology, zoology.

To be considered for appointment to the **Biologist Trainee 2 (Marine)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in fish or shellfish management, marine biology, or marine habitat protection or management; **OR**
2. A master's degree in fisheries management, marine biology, marine ecology, or marine environmental science.

To be considered for appointment to the **Biologist 1 (Marine)**, you must possess, beyond the minimum qualifications either:

1. Two years of professional experience in fish or shellfish management, marine biology, or marine habitat protection or management; **OR**
2. A PhD in fisheries management, marine biology, marine ecology, or marine environmental science; **OR**
3. Certification by the American Fisheries Society as a Certified Fisheries Professional.



## **Biologist Trainee 1 (Wildlife), SG-13/Biologist 1 (Wildlife), SG-18**

To be considered for appointment to the **Biologist Trainee 1 (Wildlife)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in advanced big game management, advanced wildlife management, agriculture and wildlife, animal behavior, animal physiology, animal population modeling, behavioral and physiological ecology of wildlife, behavioral ecology, biology and management of waterfowl, biology of birds and mammals, biology of the vertebrates, bird biology and conservation, conservation biology (wildlife), concepts in habitat selection and foraging behavior, dynamics of animal populations, ecology of animal populations, ecology of freshwater wetlands, endangered species, entomology (insects), environmental and natural resources policies, environmental conflict and citizens participation, environmental law and policy, ethology, field biology, field natural history, field ornithology, forest entomology, forest ecology or silvics, forest wildlife ecology, forest wildlife management, freshwater wetland ecosystems, game birds and mammals, habitat analysis, habitat ecology, habitat inventory and evaluation, herpetology (amphibians, reptiles), introduction to quantitative and population genetics, introduction to wildlife biology, invertebrate zoology, management of wildlife habitats and populations, management of wildlife populations, mammalogy, mammalian ecology, natural resources management, natural resources policy, planning and administration, ornithology, plant and herbivore interactions, population dynamics and introductory modeling for biologists, population ecology, population genetics, population evolution, predator ecology and management, principles of conservation, principles of fish and wildlife management, principles of wildlife management, radio telemetry in fisheries and wildlife research, research in wildlife science, terrestrial community ecology, upland wildlife ecology, urban fish and wildlife management, urban wildlife, vertebrate ecology, vertebrate zoology, waterfowl and wetlands seminar, waterfowl biology and management, wetland ecology, wetland resources, wildlife, wildlife biology, wildlife conservation, wildlife ecology, wildlife ecology and management, wildlife habitat analysis, wildlife habitats and populations, wildlife habitat management, wildlife management, wildlife management internship, wildlife management laboratory, wildlife philosophy, policy and public relations, wildlife policy, wildlife population, wildlife health, wildlife population dynamics, wildlife problems, wildlife techniques, world wildlife, wilderness wildlife management.

Examples of Non-Qualifying Courses: animal histology; comparative anatomy and physiology; principles of evolution; zoology; introductory or survey courses such as general biology; general zoology; courses that focus on farm, non-native captive or zoo animals; population demographics or dynamics of people; or horticultural/landscape architecture.

To be considered for appointment to the **Biologist Trainee 2 (Wildlife)**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in wildlife; **OR**
2. A master's degree natural science or natural resources.

To be considered for appointment to the **Biologist 1 (Wildlife)**, you must possess, beyond the minimum qualifications either:

1. Two years of professional experience in wildlife; **OR**
2. A PhD in natural science or natural resources; **OR**
3. Certification by the Wildlife Society as a Certified Wildlife Biologist.

## **Business Systems Analyst Trainee 1, SG-13/Business Systems Analyst 1, SG-18**

To be considered for appointment to the **Business Systems Analyst Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Business Systems Analyst Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional business analysis experience where your primary duty was performing three of the five following activities:
  - Using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs (e.g., workshops, focus groups, interviews, observation, brainstorming, surveys/questionnaires, JAD Sessions).
  - Using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements (e.g., Data Flow Diagram, Business Process Model, Root Cause Analysis, Fish Bone Diagram, Context Diagram, Business Process Flows, or Fit-Gap Analysis).
  - Describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement; this includes creating, updating, and maintaining documentation through the system development life cycle (e.g., Business Case, Use Case, Business Requirements Document [BRD], Fit-Gap Analysis, Impact and feasibility Analysis, Change Management Analysis).
  - Validating requirements throughout the product/system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals.
  - Verifying requirements throughout the product/system development life cycle (SDLC) to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

### **The following activities are not considered qualifying experience:**

- Conducting or overseeing operational audits or audits of internal controls to develop audit reports and make recommendations to management regarding policies, practices, procedures and resources - Responsibility limited to forms design and changes to forms.
- Business related operational responsibilities, including serving internal and external customers, using a business system in the performance of daily operational duties, managing staff with business responsibilities, etc.
- Information technology-related responsibilities such as hardware installation, network configuration, software administration and programming.
- Development of instructional materials and classroom training.
- Help desk duties including troubleshooting, resolving user issues, and providing customer service.

To be considered for appointment to the **Business Systems Analyst 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's degree or higher **AND** two years of professional business analysis experience where your primary duty was performing three of the five following activities:
  - Using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs (e.g., workshops, focus groups, interviews, observation, brainstorming, surveys/questionnaires, JAD Sessions).
  - Using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements (e.g., Data Flow Diagram, Business Process Model, Root Cause Analysis, Fish Bone Diagram, Context Diagram, Business Process Flows, or Fit-Gap Analysis).
  - Describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement; this includes creating, updating, and maintaining documentation through the system development life cycle (e.g., Business Case, Use Case, Business Requirements Document [BRD], Fit-Gap Analysis, Impact and feasibility Analysis, Change Management Analysis).
  - Validating requirements throughout the product/system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals.
  - Verifying requirements throughout the product/system development life cycle (SDLC) to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

**The following activities are not considered qualifying experience:**

- Conducting or overseeing operational audits or audits of internal controls to develop audit reports and make recommendations to management regarding policies, practices, procedures and resources - Responsibility limited to forms design and changes to forms.
- Business related operational responsibilities, including serving internal and external customers, using a business system in the performance of daily operational duties, managing staff with business responsibilities, etc.
- Information technology-related responsibilities such as hardware installation, network configuration, software administration and programming.
- Development of instructional materials and classroom training.
- Help desk duties including troubleshooting, resolving user issues, and providing customer service.

## **Children & Family Services Specialist Trainee 1, SG-13/ Children & Family Services Specialist 1, SG-18**

To be considered for appointment to the **Children & Family Services Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Children & Family Services Specialist Trainee 2** you must possess, beyond the minimum qualifications either:

1. One year of professional qualifying experience\*; **OR**
2. A master's or higher degree.

\*Qualifying experience is defined as:

**Either 1:** providing services to children and their families either in the inspection, management, or administration of: foster care programs; day care programs; adoption programs; domestic violence programs; youth detention facilities; or other providers of care, support, and assistance to children, assuring compliance for certification or licensing purposes;

**OR 2:** providing, supervising, monitoring, or administering services for children, adults, or their families, including but not limited to: providing social casework, case planning, case management, counseling, crisis intervention, advocacy on behalf of clients, or direct investigation of potential abuse and neglect in one or more of the following settings: human services; juvenile justice; criminal justice; local departments of social services; or local voluntary childcare service programs.

To be considered for appointment to the **Children & Family Services Specialist 1** you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications either:

1. A bachelor's degree; **AND** two years of professional qualifying experience\*; **OR**
2. A master's or higher degree; **AND** one year of professional qualifying experience\*; **OR**
3. A master's or higher degree in social work.

\*Qualifying experience is defined as:

**Either 1:** providing services to children and their families either in the inspection, management, or administration of: foster care programs; day care programs; adoption programs; domestic violence programs; youth detention facilities; or other providers of care, support, and assistance to children, assuring compliance for certification or licensing purposes;

**OR 2:** providing, supervising, monitoring, or administering services for children, adults, or their families, including but not limited to: providing social casework, case planning, case management, counseling, crisis intervention, advocacy on behalf of clients, or direct investigation of potential abuse and neglect in one or more of the following settings: human services; juvenile justice; criminal justice; local departments of social services; or local voluntary childcare service programs.

## **Contract Management Specialist Trainee 1, SG-13/ Contract Management Specialist 1, SG-18**

To be considered for appointment to the **Contract Management Specialist Trainee 1**, you must be eligible for appointment from the *Generalist List*.

To be considered for appointment to the **Contract Management Specialist Trainee 2** you must possess, beyond the minimum qualifications:

1. One year of professional experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

To be considered for appointment to the **Contract Management Specialist 1** you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

## **Criminal Justice Program Specialist Trainee 1, SG-13/ Criminal Justice Program Specialist 1, SG-18**

To be considered for appointment to the **Criminal Justice Program Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in correctional studies, criminal justice, criminal science, criminology, forensic mental health, forensics, justice studies, law enforcement, public justice, or sociology.

To be considered for appointment to the **Criminal Justice Program Specialist Trainee 2** you must possess, beyond the minimum qualifications either:

1. A master's degree or higher in correctional studies, criminal justice, criminal science, criminology, forensic mental health, forensics, justice studies, law enforcement, public justice, or sociology; **OR**
2. One year of professional experience in developing and implementing criminal justice and public safety initiatives and programs, relative to the program area within DCJS that they are being appointed.

There is no advanced placement to the **Criminal Justice Program Specialist 1, SG-18**

**Division of Home Land Security and Emergency Services (DHSES) Program Administrator Trainee 1, SG-13/ Division of Home Land Security and Emergency Services (DHSES) Program Administrator, SG-18**

To be considered for appointment to the **DHSES Program Administrator Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **DHSES Program Administrator Trainee 2** you must possess, beyond the minimum qualifications:

1. One year of professional experience in one or more of the following areas: administration of federal, state or locally funded grant programs; preparing and processing applications for disaster mitigation/recovery projects; processing requests for grant project payments and performing financial reviews required for final payment; damage assessment and identification of appropriate assistance funding programs; review of action plans or planning, organizing and coordinating disaster recovery programs involving local, state and federal agencies.

To be considered for appointment to the **DHSES Program Administrator** you must possess, beyond the minimum qualifications:

1. Two years of professional experience in one or more of the following areas: administration of federal, state or locally funded grant programs; preparing and processing applications for disaster mitigation/recovery projects; processing requests for grant project payments and performing financial reviews required for final payment; damage assessment and identification of appropriate assistance funding programs; review of action plans or planning, organizing and coordinating disaster recovery programs involving local, state and federal agencies.

**Economic Development Program Specialist Trainee 1(Agriculture) SG13/ Economic Development Program Specialist (Agriculture) 1, SG-18**

To be considered for appointment to the **Economic Development Program Specialist Trainee 1 (Agriculture)**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Economic Development Program Specialist Trainee 2 (Agriculture)**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in agriculture, natural resource management, regional planning, economic development, manufacturing or food service fields that include business or program management, domestic or international marketing, conducting research, event planning or coordination, or developing or implementing strategies.

To be considered for appointment to the **Economic Development Program Specialist 1 (Agriculture)** you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience in agriculture, natural resource management, regional planning, economic development, manufacturing or food service fields that include business or program management, domestic or international marketing, conducting research, event planning or coordination, or developing or implementing strategies.

## **Economist Trainee 1, SG-13/ Senior Economist, SG-18**

To be considered for appointment to the **Economist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in economics; **AND** 6 semester credit hours in computer science, economics, econometrics, mathematics, operations research, research methods, and/or statistics.

To be considered for appointment to the **Economist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. A master's or higher degree in economics; **OR**
2. One year of professional experience performing economic research.

To be considered for appointment to the **Senior Economist** you must possess, beyond the minimum qualifications either:

1. A master's or higher degree in economics; **AND** one year of professional experience performing economic research; **OR**
2. Two years of professional experience performing economic research.

## **Economist Trainee 1 (Environmental Impact), SG-13/ Senior Economist (Environmental Impact), SG-18**

To be considered for appointment to the **Economist Trainee 1 (Environmental Impact)** you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in economics; **AND** 6 semester credit hours in computer science, economics, econometrics, mathematics, operations research, research methods, and/or statistics.

To be considered for appointment to the **Economist Trainee 2 (Environmental Impact)** you must possess, beyond the minimum qualifications either:

1. A master's or higher degree in economics; **OR**
2. One year of professional experience performing economic research.

To be considered for appointment to the **Senior Economist (Environmental Impact)** you must possess, beyond the minimum qualifications either:

1. A master's degree in economics; **AND** one year of professional experience performing economic research; **OR**
2. Two years of professional experience performing economic research.

## **Economist Trainee 1 (Labor Research), SG-13/ Senior Economist (Labor Research), SG-18**

To be considered for appointment to the **Economist Trainee 1 (Labor Research)** you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in economics; **AND** 6 semester credit hours in computer science, economics, econometrics, mathematics, operations research.

To be considered for appointment to the **Economist Trainee 2 (Labor Research)** you must possess, beyond the minimum qualifications either:

1. A master's degree in economics; **OR**
2. One year of professional experience performing economic research with substantial responsibility for compiling and interpreting statistical data related to labor.

To be considered for appointment to the **Senior Economist (Labor Research)** you must possess, beyond the minimum qualifications either:

1. A master's degree in economics; **AND** one year of professional experience performing economic research with substantial responsibility for compiling and interpreting statistical data related to labor; **OR**
2. Two years of professional experience performing economic research with substantial responsibility for compiling and interpreting statistical data related to labor.

## **Education Credentials Specialist Trainee 1, SG-13/ Education Credentials Specialist 1, SG-18**

To be considered for appointment to the **Education Credentials Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Education Credentials Specialist Trainee 2** you must possess, beyond the minimum qualifications either:

1. One year of professional experience in human resources developing job standards and assessing applicant qualifications; **OR**
2. One year of professional experience evaluating educational or professional credentials for individuals or institutions.

To be considered for appointment to the **Education Credentials Specialist 1** you must be eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree; **AND** two years of professional experience in human resources developing job standards and assessing applicant qualifications; **OR**
2. A bachelor's or higher degree; **AND** two years of professional experience in evaluating educational or professional credentials for individuals or institutions.



## **Education Finance Specialist Trainee 1, SG-13/ Education Finance Specialist 1, SG-18**

To be considered for appointment to the title **Education Finance Specialist Trainee 1**, you must be eligible for appointment from the *Generalist List*.

To be considered for appointment to the **Education Finance Specialist Trainee 2** you must possess, beyond the minimum qualifications:

1. One year of professional work experience in an educational agency or facility regulated under federal or New York State education laws, rules, or regulations performing one or more of the following activities: calculating financial support, reviewing criteria and authorizing payments, auditing/reviewing fiscal transaction.

To be considered for appointment to the **Education Finance Specialist 1** you must be eligible for appointment from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience in an educational agency or facility regulated under federal or New York State education laws, rules, or regulations performing one or more of the following activities: calculating financial support, reviewing criteria and authorizing payments, auditing/reviewing fiscal transaction.

## **Engineering Materials Analyst Trainee 1, SG-13/ Senior Engineering Materials Analyst, SG-18**

To be considered for appointment to the **Engineering Materials Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's degree or higher in biochemistry, biology, chemical engineering, chemistry, civil engineering, environmental science, geology, geophysics, materials engineering, mechanical engineering, or physics; including or supplemented by 12 semester credit hours in chemistry, materials science, or strength of materials.

To be considered for appointment to the **Engineering Materials Analyst Trainee 2**, you must possess beyond the minimum qualifications either:

1. One year of professional work experience performing quality control and/or quality assurance testing of materials for highway, building, or structural construction and maintenance; **OR**
2. A master's or higher degree in biochemistry, biology, chemistry, chemical engineering, civil engineering, environmental science, geology, geophysics, materials engineering, mechanical engineering, or physics.

To be considered for appointment to the **Senior Engineering Materials Analyst**, you must possess beyond the minimum qualifications either:

1. Two years of professional work experience performing quality control and/or quality assurance testing of materials for highway, building, or structural construction and maintenance; **OR**
2. A master's or higher degree in biochemistry, biology, chemistry, chemical engineering, civil engineering, environmental science, geology, geophysics, materials engineering, mechanical engineering, or physics; **AND** one year of professional work experience performing quality control and/or quality assurance testing of materials for highway, building, or structural construction and maintenance.

## **Environmental Analyst Trainee 1, SG-13/ Environmental Analyst, SG-18**

To be considered for appointment to the **Environmental Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in agricultural engineering, agronomy, archeology, atmospheric science, biochemistry, biology, chemical engineering, chemistry, civil engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geochemistry, geography, geological engineering, geology, hydrology, land use planning, landscape architecture, marine science, meteorology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, or physics.

Examples of **non-qualifying degrees** are, but not limited to, criminal justice, cultural anthropology, environmental and business economics, environmental health policy, public health, science education or any education discipline, urban or city planning.

To be considered for appointment to the **Environmental Analyst Trainee 2**, you must possess beyond the minimum qualifications either:

1. One year of qualifying professional experience in a position having substantial relationship to environmental analysis\*; **OR**
2. A master's or higher degree in a degree in agricultural engineering, agronomy, archeology, atmospheric science, biochemistry, biology, chemical engineering, chemistry, civil engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geochemistry, geography, geological engineering, geology, hydrology, land use planning, landscape architecture, marine science, meteorology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, or physics.

\*Qualifying experience is defined as:

Experience "having substantial relationship to environmental analysis" means that at least 50% of the time is spent preparing and/or reviewing environmental assessments and or environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining. Experience limited to supervision of clerical staff, or interns is **NOT** qualifying.

To be considered for appointment to the **Environmental Analyst 1**, you must possess, beyond the minimum qualifications either:

1. Two years of professional qualifying experience in a position having substantial relationship to environmental analysis\*; **OR**
2. A master's or higher degree in agricultural engineering, agronomy, archeology, atmospheric science, biochemistry, biology, chemical engineering, chemistry, civil engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geochemistry, geography, geological engineering, geology, hydrology, land use planning, landscape architecture, marine science, meteorology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, or physics.;

**AND** one year of qualifying professional experience in a position having substantial relationship to environmental analysis\*

\*Qualifying experience is defined as:

Experience “having substantial relationship to environmental analysis” means that at least 50% of the time is spent preparing and/or reviewing environmental assessments and or environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining. Experience limited to supervision of clerical staff, or interns is **NOT** qualifying.

### **Environmental Chemist Trainee 1, SG-13/ Environmental Chemist 1, SG-18**

To be considered for appointment to the **Environmental Chemist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's degree or higher with 24 semester credit hours in chemistry and/or biochemistry.

To be considered for appointment to the **Environmental Chemist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional work experience in the field of chemistry, directly related to air or water pollution, solid or hazardous waste, analysis of biological tissue for chemical contaminants, or the regulation and analysis of pesticides; **OR**
2. A master's or higher degree in chemistry or biochemistry.

To be considered for appointment to the **Environmental Chemist 1**, you must possess, beyond the minimum qualifications either:

1. Two years of professional work experience in the field of chemistry, one year of which must be directly related to air or water pollution, solid or hazardous waste, analysis of biological tissue for chemical contaminants, or the regulation and analysis of pesticides; **OR**
2. A master's or higher degree in chemistry or biochemistry; **AND** one year of professional work experience directly related to air or water pollution, solid or hazardous waste, analysis of biological tissue for chemical contaminants, or the regulation and analysis of pesticides.

## **Environmental Program Specialist Trainee 1, SG-13/ Environmental Program Specialist 1, SG-18**

To be considered for appointment to the **Environmental Program Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's degree in agricultural engineering, agronomy, animal science, atmospheric science, bacteriology, biochemistry, biology, botany, business administration, chemical engineering, chemistry, civil engineering, civil engineering technology, climate change, coastal resources management, communications, cultural resources and historic preservation studies, ecology, economics, ecosystem management, engineering technology, environmental biology, environmental engineering, environmental health, environmental planning, environmental policy, environmental science, environmental studies, environmental toxicology, forest science, forestry, genetics, geochemistry, geographic information systems, geography, geological engineering, geology, hydrology, landscape architecture, marine science, meteorology, microbiology, molecular biology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, physics, public administration, public policy studies, sustainability, urban forestry, urban planning, urban studies, wildlife management, or zoology.

To be considered for appointment to the **Environmental Program Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of qualifying professional experience\*; **OR**
2. A master's or higher degree agricultural engineering, agronomy, animal science, atmospheric science, bacteriology, biochemistry, biology, botany, business administration, chemical engineering, chemistry, civil engineering, civil engineering technology, climate change, coastal resources management, communications, cultural resources and historic preservation studies, ecology, economics, ecosystem management, engineering technology, environmental biology, environmental engineering, environmental health, environmental planning, environmental policy, environmental science, environmental studies, environmental toxicology, forest science, forestry, genetics, geochemistry, geographic information systems, geography, geological engineering, geology, hydrology, landscape architecture, marine science, meteorology, microbiology, molecular biology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, physics, public administration, public policy studies, sustainability, urban forestry, urban planning, urban studies, wildlife management, or zoology.

\* Qualifying experience is defined as:

Experience in a position where you have responsibility for the following: development and implementation of program policies and procedures; preparing and interpreting rules and regulations; development, preparation, and management of procurement (solicitation) documents, contracts, and/or grants; providing non-engineering technical assistance and information to consultants, public officials, and facility managers; collecting data, reviewing alternatives, performing qualitative or quantitative policy analyses; writing technical or programmatic reports; developing, implementing, analyzing, and evaluating programs; developing and implementing expenditure plans, procuring external funding sources, collecting and forecasting the impact of funding and/or organizational change efforts; assisting with the development of environmental public information campaigns.

To be considered for appointment to the **Environmental Program Specialist 1**, you must possess, beyond the minimum qualifications either:

1. Two years of qualifying professional experience\*; **OR**
2. A master's or higher degree in agricultural engineering, agronomy, animal science, atmospheric science, bacteriology, biochemistry, biology, botany, business administration, chemical engineering, chemistry, civil engineering, civil engineering technology, climate change, coastal resources management, communications, cultural resources and historic preservation studies, ecology, economics, ecosystem management, engineering technology, environmental biology, environmental

engineering, environmental health, environmental planning, environmental policy, environmental science, environmental studies, environmental toxicology, forest science, forestry, genetics, geochemistry, geographic information systems, geography, geological engineering, geology, hydrology, landscape architecture, marine science, meteorology, microbiology, molecular biology, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, physical science, physics, public administration, public policy studies, sustainability, urban forestry, urban planning, urban studies, wildlife management, or zoology; **AND** one year of qualifying professional experience \*.

\* Qualifying experience is defined as:

Experience in a position where you have responsibility for the following: development and implementation of program policies and procedures; preparing and interpreting rules and regulations; development, preparation, and management of procurement (solicitation) documents, contracts, and/or grants; providing non-engineering technical assistance and information to consultants, public officials, and facility managers; collecting data, reviewing alternatives, performing qualitative or quantitative policy analyses; writing technical or programmatic reports; developing, implementing, analyzing, and evaluating programs; developing and implementing expenditure plans, procuring external funding sources, collecting and forecasting the impact of funding and/or organizational change efforts; assisting with the development of environmental public information campaigns.

**Environmental Program Specialist (Natural Resources) Trainee 1, SG-13/  
Environmental Program Specialist (Natural Resources), SG-18**

To be considered for appointment to the **Environmental Program Specialist Trainee 1 (Natural Resources)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, natural resources management, natural resources planning, or urban forestry.

To be considered for appointment to the **Environmental Program Specialist Trainee 2 (Natural Resources)**, you must possess, beyond minimum qualifications either:

1. One year of qualifying professional experience\*; **OR**
2. a master's or higher in coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, natural resources management, natural resources planning, or urban forestry.

\*Qualifying experience is defined as:

Experience in local and/or regional planning involving natural resource analysis; developing and implementing natural resource program policies; writing technical or programmatic reports relating to natural resource program areas; and/or developing, implementing, and evaluating natural resource programs.

To be considered for appointment to the **Environmental Program Specialist 1 (Natural Resources)**, you must possess, beyond the minimum qualifications either:

1. Two years of qualifying professional experience\*; **OR**
2. A master's or higher degree in coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, natural resources management, natural resources planning, or urban forestry; **AND** one year of qualifying professional experience\*.

\*Qualifying experience is defined as:

Experience in local and/or regional planning involving natural resource analysis; developing and implementing natural resource program policies; writing technical or programmatic reports relating to natural resource program areas; and/or developing, implementing, and evaluating natural resource programs.

## **Environmental Specialist Trainee 1, SG-13/ Environmental Specialist 1, SG-18**

To be considered for appointment to the **Environmental Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in anthropology, archeology, atmospheric science, biology, chemical engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental and community land planning, environmental and natural resources conservation, environmental biology, environmental engineering, environmental health, environmental management, environmental planning, environmental resource engineering, environmental science, environmental studies, environmental toxicology, forest biology, forestry, forest science, geographic information systems, geography, geological engineering, historic preservation, hydrology, land use planning, meteorology, natural resources management, natural resources planning, urban forestry, water and wetland resources management, or water wetlands and marine resource studies; **OR**
2. A bachelor's or higher degree including or supplemented by 30 semester credits hours in acoustics, air pollution, American architectural history, animal behavior, aquatic resources, archaeology, architectural history, atmospheric science, botany, chemistry, cultural resource management, dendrology, ecology, environmental law, environmental preservation law, forestry, global/natural environment, historic preservation planning, Historic preservation, historic preservation law, landscape architecture, Native American studies, public archaeology, natural resources, meteorology, silviculture, soils, transportation systems, wildlife biology, or zoology.

To be considered for appointment to the **Environmental Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional environmental analysis experience\*; **OR**
2. A master's degree in anthropology, archeology, atmospheric science, biology, chemical engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental and community land planning, environmental and natural resources conservation, environmental biology, environmental engineering, environmental health, environmental management, environmental planning, environmental resource engineering, environmental science, environmental studies, environmental toxicology, forest biology, forestry, forest science, geographic information systems, geography, geological engineering, historic preservation, hydrology, land use planning, meteorology, natural resources management, natural resources planning, urban forestry, water and wetland resources management, or water wetlands and marine resource studies.

\* Environmental analysis experience which must include substantial involvement (at least 50% of your time) in the preparation and review of environmental impact analyses, requiring knowledge and application of state and federal environmental laws, regulations, methods, procedures and standards. This must also include preparation of technical analyses on environmental impact matters, providing consultation on environmental impact laws, rules, and regulations or conducting office evaluations and field investigations related to environmental regulatory programs.

To be considered for appointment to the **Environmental Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in anthropology, archeology, atmospheric science, biology, chemical engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental and community land planning, environmental and natural resources conservation, environmental biology, environmental engineering, environmental health, environmental management, environmental planning, environmental resource engineering, environmental science, environmental studies, environmental toxicology, forest biology, forestry, forest

science, geographic information systems, geography, geological engineering, historic preservation, hydrology, land use planning, meteorology, natural resources management, natural resources planning, urban forestry, water and wetland resources management, or water wetlands and marine resource studies; **AND** two years of professional environmental analysis experience\*; **OR**

2. A bachelor's degree including or supplemented by 30 semester credits hours in acoustics, air pollution, American architectural history, animal behavior, aquatic resources, archaeology, architectural history, atmospheric science, botany, chemistry, cultural resource management, dendrology, ecology, environmental law, environmental preservation law, forestry, global/natural environment, historic preservation planning, Historic preservation, historic preservation law, landscape architecture, Native American studies, public archaeology, natural resources, meteorology, silviculture, soils, transportation systems, wildlife biology, or zoology; ; **AND** two years of professional environmental analysis experience\*; **OR**
3. A master's degree in anthropology, archeology, atmospheric science, biology, chemical engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental and community land planning, environmental and natural resources conservation, environmental biology, environmental engineering, environmental health, environmental management, environmental planning, environmental resource engineering, environmental science, environmental studies, environmental toxicology, forest biology, forestry, forest science, geographic information systems, geography, geological engineering, historic preservation, hydrology, land use planning, meteorology, natural resources management, natural resources planning, urban forestry, water and wetland resources management, or water wetlands and marine resource studies; **AND** one year of professional environmental analysis experience\*
4. A PhD in anthropology, archeology, atmospheric science, biology, chemical engineering, coastal resources management, cultural resources and historic preservation studies, ecology, ecosystem management, environmental and community land planning, environmental and natural resources conservation, environmental biology, environmental engineering, environmental health, environmental management, environmental planning, environmental resource engineering, environmental science, environmental studies, environmental toxicology, forest biology, forestry, forest science, geographic information systems, geography, geological engineering, historic preservation, hydrology, land use planning, meteorology, natural resources management, natural resources planning, urban forestry, water and wetland resources management, or water wetlands and marine resource studies.

\* Environmental analysis experience which must include substantial involvement (at least 50% of your time) in the preparation and review of environmental impact analyses, requiring knowledge and application of state and federal environmental laws, regulations, methods, procedures and standards. This must also include preparation of technical analyses on environmental impact matters, providing consultation on environmental impact laws, rules, and regulations or conducting office evaluations and field investigations related to environmental regulatory programs.



### **Food Laboratory Specialist Trainee 1, SG-13/ Food Laboratory Specialist 1, SG-18**

To be considered for appointment to the **Food Laboratory Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in biochemistry, biology, chemistry, environmental biology, epidemiology, genetics, microbiology, molecular biology, or public health.

To be considered for appointment to the **Food Laboratory Specialist Trainee 2** you must possess beyond the minimum qualifications:

1. One year of professional experience working in a government, private or academic laboratory performing biological or chemical analyses.

To be considered for appointment to the **Food Laboratory Specialist 1**, you must possess beyond the minimum qualifications:

1. Two years of professional experience in working in a government, private or academic laboratory performing biological or chemical analyses.

### **Food Laboratory Specialist (Seed) Trainee 1, SG-13/ Food Laboratory Specialist (Seed) 1, SG-18**

To be considered for appointment to the **Food Laboratory Specialist Trainee 1 (Seed)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in higher degree in agriculture, animal science, biochemistry, biology, botany, crop science, ecology, ecosystem management, environmental biology, environmental studies, forest science, forestry, genetics, horticulture, microbiology, molecular biology, natural resources, plant science, seed science, seed technology, urban forestry, veterinary science, or wildlife management.

To be considered for appointment to the **Food Laboratory Specialist Trainee 2 (Seed)**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in a seed laboratory.

To be considered for appointment to the **Food Laboratory Specialist 1 (Seed)**, you must possess, beyond the minimum qualifications either:

1. Two years of professional experience in a seed laboratory; **OR**
2. Designated as a Certified Seed Analyst (CSA), Certified Seed Analyst -Germination (CSA-G), Certified Seed Analyst-Purity (CSA-P), as a Certified Viability Technologist (CVT), as a Certified Purity Technologist (CPT), or as a Registered Seed Technologist (RST).

## **Forest Appraiser Trainee 1, SG-13/ Senior Forest Appraiser, SG-18**

To be considered for appointment to the **Forest Appraiser Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 30 semester credit hours in general forestry, forest management and/or forest economics.

To be considered for appointment to the **Forest Appraiser Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in forest appraisal work.

To be considered for appointment to the **Senior Forest Appraiser**, you must possess, beyond the minimum qualifications:

1. Two years of professional experience in forest appraisal work.

## **Forester Trainee 1, SG-13/ Forester 1, SG-18**

To be considered for appointment to the **Forester Trainee 1**, you must be eligible for appointment from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in ecological forest management, forest biology, forest ecosystem science, forest health, forest resource management, forestry, natural resources planning, natural resources management\*, natural resources conservation\*, or urban forestry; **OR**
2. A bachelor's or higher degree including or supplemented by 24 credits in any of the following; dendrology, entomology, environmental planning (as part of a forestry program), environmental policy (as part of a forestry program), environmental resource management (as part of a forestry program), forest ecology, forest ecosystem, forest entomology, forest inventories, forest pathology, forest management, forest measurement/inventory, forest recreation, forest recreation management, geographic information system (GIS), natural resources planning, natural resources policy, pathology, plant entomology, plant pathology, silviculture, soils, surveying, or wilderness management.

To be considered for appointment to the **Forester Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in forestry; **OR**
2. A master's higher degree in ecological forest management, forest biology, forest ecosystem science, forest health, forest resource management, forestry, natural resources planning, natural resources management\*, natural resources conservation\*, or urban forestry.

To be considered for appointment to the **Forester 1**, you must possess, beyond the minimum qualifications either:

1. A master's higher degree in ecological forest management, forest biology, forest ecosystem science, forest health, forest resource management, forestry, natural resources planning, natural resources management\*, natural resources conservation\*, or urban forestry; **AND** one year of professional experience in forestry; **OR**
2. A master's higher degree in ecological forest management, forest biology, forest ecosystem science, forest health, forest resource management, forestry, natural resources planning, natural resources management\*, natural resources conservation\*, or urban forestry; **AND** two years of professional experience in forestry.

## **Health Care Fiscal Analyst Trainee 1, SG-14/Senior Health Care Fiscal Analyst, SG-18**

To be considered for appointment to the **Health Care Fiscal Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in accounting, auditing, business administration, economics, finance, healthcare administration, hospital administration, or public administration including or supplemented by 12 semester credit hours in accounting and/or auditing; **AND** 6 semester additional credit hours in statistics, economics, accounting and/or auditing.

To be considered for appointment to the **Health Care Fiscal Analyst Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in the review and analysis of fiscal and cost operations and/or billing systems of a hospital or healthcare facility related reimbursement rates, principles, and practices.

To be considered for appointment to the **Senior Health Care Fiscal Analyst**, you must possess, beyond the minimum qualifications:

1. Two years of professional experience in the review and analysis of fiscal and cost operations and/or billing systems of a hospital or healthcare facility related reimbursement rates, principles, and practices.

## **Health Care Management Systems Analyst Trainee 1, SG-13/ Senior Health Care Management Systems Analyst, SG-18**

To be considered for appointment to the **Health Care Management Systems Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 15 semester credit hours in accounting, business administration, economics, finance, health administration, health policy, health systems, political science and/or public administration.

To be considered for appointment to the **Health Care Management Systems Analyst Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in conducting public policy research and analysis in finance; **OR**
2. A master's or higher degree in accounting, statistics, economics, finance, operations research, health policy and management, health administration, public administration, or business administration.

To be considered for appointment to the **Senior Health Care Management Systems Analyst**, you must possess, beyond the minimum qualifications either:

1. A bachelor's degree in accounting, statistics, economics, finance, operations research, health policy and management, health administration, public administration, or business administration; **AND** two years of professional experience in conducting public policy research and analysis in finance; **OR**
2. A master's or higher degree in accounting, statistics, economics, finance, operations research, health policy and management, health administration, public administration, or business administration; **AND** one year of professional experience in conducting public policy research and analysis in finance.

## **Housing Specialist Trainee 1, SG-13/Housing Specialist 1, SG-18**

To be considered for appointment to the **Housing Specialist Trainee 1** you must be eligible from the *Generalist List*.

To be considered for appointment to the **Housing Specialist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in either; a position with responsibility for the planning, development, financing, or administration of housing or housing programs\* including one or more of the following duties: Planning, financing, or developing housing; community residences; or supported housing for the homeless and/or special needs populations; developing or monitoring grant proposals and contracts with government agencies, not-for-profit organizations and foundations; monitoring construction to ensure conformance to State and local building codes, and fire and safety regulations; management of supported or low income housing.\*\*and/or in a position of responsibility for assisting homeless, low income, and/or special needs individuals or families in obtaining such benefits as housing, education, employment, shelter, counseling, or other supportive services. This experience must be gained through one or a combination of the following duties: Provision of services through direct client contact; administration and implementation of social services programs\*\*\* in a government, not-for-profit, charitable, or faith-based organization.

To be considered for appointment to the **Housing Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** one year of professional experience in a position with responsibility for the planning, development, financing, or administration of housing or housing programs\* including one or more of the following duties: planning, financing, or developing housing; community residences; or supported housing for the homeless and/or special needs populations; developing or monitoring grant proposals and contracts with government agencies, not-for-profit organizations and foundations; monitoring construction to ensure conformance to State and local building codes, and fire and safety regulations; management of supported or low income housing.\*\*; **AND** one year of professional experience in a position of responsibility for assisting homeless, low income, and/or special needs individuals or families in obtaining such benefits as housing, education, employment, shelter, counseling, or other supportive services. This experience must be gained through one or a combination of the following duties: provision of services through direct client contact; administration and implementation of social services programs\*\*\* in a government, not-for-profit, charitable, or faith-based organization.

\* "housing programs" is defined as programs which finance or otherwise assist in the development and/or operation of permanent, transitional, or emergency housing, including licensed, certified, or otherwise regulated shelters.

\*\* "supported or low-income housing" is defined as permanent, transitional, or emergency residence or shelter for homeless and/or low-income households which are owned and/or operated by a government, not-for-profit, charitable, or faith-based organization.

\*\*\* "social services programs" is defined as programs that provide services to homeless, low income, special needs individuals, and/or families to assist them in achieving the greatest degree of independence possible.

NOTE: experience as a realtor or real estate agent is not qualifying.

## **Industrial Hygienist Trainee 1, SG-14/Senior Industrial Hygienist, SG-20**

To be considered for appointment to the **Industrial Hygienist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in audiology, bacteriology, biochemistry, biology, biophysics, biostatistics, chemical engineering, chemistry, community health, environmental biology, environmental engineering, environmental health, environmental planning, environmental toxicology, epidemiology, genetics, geochemistry, health physics, human development, hydrology, industrial hygiene, medical science, medical technology, molecular biology, nursing, occupational health, petroleum engineering, physics, public health, or toxicology; including or supplemented by 8 semester credit hours in chemistry.

To be considered for appointment to the **Industrial Hygienist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional industrial hygiene experience.

To be considered for appointment to the **Senior Industrial Hygienist**, you must possess, beyond the minimum qualifications:

1. Two years of professional industrial hygiene experience.

## **Internal Auditor Trainee 1, SG-13 Internal Auditor 1, SG-18**

To be considered for appointment to the **Internal Auditor Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in accounting, actuarial science, auditing, banking, business administration, business management, community health, computer information systems, computer science, criminal justice, criminal science, criminology, cybersecurity, digital forensics, economics, finance, financial market regulations, forensics, government, homeland security, information science, information security, information technology, internal auditing, justice studies, law enforcement, management information systems, management information technology, mathematics, operations research, political science, public administration, public affairs, public health, public justice, public policy, public policy and management, quantitative analysis, research methods, statistics, or taxation.

To be considered for appointment to the **Internal Auditor Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in conducting internal audits, financial statement audits, compliance reviews or program research, review, and appraisal.

To be considered for appointment to the **Internal Auditor 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in accounting, actuarial science, auditing, banking, business administration, business management, community health, computer information systems, computer science, criminal justice, criminal science, criminology, cybersecurity, digital forensics, economics, finance, financial market regulations, forensics, government, homeland security, information science, information security, information technology, internal auditing, justice studies, law enforcement, management information systems, management information technology, mathematics, operations research, political science, public administration, public affairs, public health, public justice, public policy, public policy and management, quantitative analysis, research methods, statistics, or taxation; **AND** designation as a Certified Internal Auditor by the Institute of Internal Auditors; **OR**
2. A bachelor's or higher degree in accounting, actuarial science, auditing, banking, business administration, business management, community health, computer information systems, computer science, criminal justice, criminal science, criminology, cybersecurity, digital forensics, economics, finance, financial market regulations, forensics, government, homeland security, information science, information security, information technology, internal auditing, justice studies, law enforcement, management information systems, management information technology, mathematics, operations research, political science, public administration, public affairs, public health, public justice, public policy, public policy and management, quantitative analysis, research methods, statistics, or taxation; **AND** two years of professional experience in conducting internal audits, financial statement audits, compliance reviews or program research, review, and appraisal.

**Jobs Program Specialist Trainee 1, SG-13/Jobs Program Specialist & Jobs Program Specialist (Spanish Language), SG-16**

To be considered for appointment to the **Jobs Program Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Jobs Program Specialist Trainee 1 (Spanish Language)**, you must be eligible from the *Select Job Title List* for Language Proficiency in Spanish.

To be considered for appointment to the **Jobs Program Specialist Trainee 2/Jobs Program Specialist Trainee 2 (Spanish Language)**, you must possess, beyond the minimum qualifications:

1. Six months of professional experience placing low income or Welfare to Work participants in private sector employment. Experience must extend beyond assessment or interviewing functions and must include contact on a routine basis with employers in order to discuss candidate suitability for job openings, arrange job referrals and employer interviews and on-site follow up of new hires.  
**AND Spanish Language Proficiency for Jobs Programs Specialist Trainee 2 (Spanish Language)**

To be considered for appointment to the **Jobs Program Specialist/Jobs Program Specialist (Spanish Language)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** one year of professional experience in placing low income or Welfare to Work participants in private sector employment. Experience must extend beyond assessment or interviewing functions and must include contact on a routine basis with employers in order to discuss candidate suitability for job openings, arrange job referrals and employer interviews and on-site follow up of new hires.  
**AND Spanish Language Proficiency for Jobs Program Specialist (Spanish Language)**

## **Laboratory Specialist Trainee 1, SG-13/Laboratory Specialist 1, SG-18**

To be considered for appointment to the **Laboratory Specialist Trainee 1**, you must be eligible for appointment from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in bacteriology, biochemistry, biological science, biology, chemical science, chemistry, environmental biology, environmental science, environmental studies, environmental toxicology, genetics, medical technology, microbiology, molecular biology, or natural science.

To be considered for appointment to the **Laboratory Specialist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience performing laboratory testing or research in specific fields, such as assisting in the scientific examination of specimens or samples using a variety of laboratory techniques and providing technical support to advance research; operating and maintaining complex laboratory instruments and utilizing specialized computer equipment and software; recording, testing, and researching findings and preparing written documents, reports, and presentation materials; and producing and standardizing chemicals, diagnostic reagents, biologic products, media, or tissue culture used for analysis.

To be considered for appointment to the **Laboratory Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum:

1. A bachelor's or higher degree in bacteriology, biochemistry, biological science, biology, chemical science, chemistry, environmental biology, environmental science, environmental studies, environmental toxicology, genetics, medical technology, microbiology, molecular biology, or Natural science; **AND** two years of professional experience performing laboratory testing or research in specific fields, such as assisting in the scientific examination of specimens or samples using a variety of laboratory techniques and providing technical support to advance research; operating and maintaining complex laboratory instruments and utilizing specialized computer equipment and software; recording, testing, and researching findings and preparing written documents, reports, and presentation materials; and producing and standardizing chemicals, diagnostic reagents, biologic products, media, or tissue culture used for analysis.



## Medicaid Redesign Analyst Trainee 1, SG-13/Medicaid Redesign Analyst 1, SG-18

To be considered for appointment to the **Medicaid Redesign Analyst Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Medicaid Redesign Analyst Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in the administration of a public health insurance program performing one or more of the following duties in a qualifying setting\*: Participating in the development and/or implementation of programs, policies, procedures, and/or regulations related to the delivery, reimbursement, eligibility, coverage, and/or payment of health care services; Analyzing demographic, economic, financial, clinical usage, or clinical quality assurance data to improve the quality, availability, and/or efficiency of health care services; Participating in the development, implementation, and/or oversight of health plan contracts with organizations that provide insurance coverage for health care services.

\*Qualifying settings for this experience include but are not limited to: health insurance companies; health research groups; local, State, and/or federal agencies; health policy think tanks; and health insurance exchanges.

Examples of non-qualifying experience include answering phones; printing and copying; filing; data entry and word processing; office inventory management; database maintenance; opening, sorting, and routing mail; scheduling; and direct patient care activities.

To be considered for appointment to the **Medicaid Redesign Analyst 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience in the administration of a public health insurance program performing one or more of the following duties in a qualifying setting\*: Participating in the development and/or implementation of programs, policies, procedures, and/or regulations related to the delivery, reimbursement, eligibility, coverage, and/or payment of health care services; Analyzing demographic, economic, financial, clinical usage, or clinical quality assurance data to improve the quality, availability, and/or efficiency of health care services; Participating in the development, implementation, and/or oversight of health plan contracts with organizations that provide insurance coverage for health care services.

\*Qualifying settings for this experience include but are not limited to: health insurance companies; health research groups; local, State, and/or federal agencies; health policy think tanks; and health insurance exchanges.

Examples of non-qualifying experience include answering phones; printing and copying; filing; data entry and word processing; office inventory management; database maintenance; opening, sorting, and routing mail; scheduling; and direct patient care activities.

## **Mental Health Program Specialist Trainee 1, SG-13/Mental Health Program Specialist 1, SG-18**

To be considered for appointment to the **Mental Health Program Specialist Trainee 1**, you must be eligible for appointment from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in child and family studies, counseling and community psychology, creative arts therapy, criminal justice, health administration, hospital administration, marriage and family therapy, mental health counseling, nursing, psychoanalysis, psychology, public administration, public health, public policy, recreation therapy, rehabilitation counseling, social work, sociology, or special education.

To be considered for appointment to the **Mental Health Program Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional clinical\* or administrative\*\* experience in a federal or state operated, licensed, certified, or funded mental health program as described below; **OR**
2. A master's or higher degree in child and family studies, counseling and community psychology, creative arts therapy, criminal justice, health administration, hospital administration, marriage and family therapy, mental health counseling, nursing, psychoanalysis, psychology, public administration, public health, public policy, recreation therapy, rehabilitation counseling, social work, sociology, or special education.

To be considered for appointment to the **Mental Health Program Specialist 1**, you must possess, beyond the minimum qualifications either:

1. Two years of professional clinical\* or administrative\*\* experience in a federal or state operated, licensed, certified, or funded mental health program as described below; **OR**
2. A master's or higher degree in child and family studies, counseling and community psychology, creative arts therapy, criminal justice, health administration, hospital administration, marriage and family therapy, mental health counseling, nursing, psychoanalysis, psychology, public administration, public health, public policy, recreation therapy, rehabilitation counseling, social work, sociology, or special education; **AND** one year of professional clinical\* or administrative\*\* experience in a federal or state operated, licensed, certified, or funded mental health program as described below.

**\*Professional clinical experience** is defined as the direct care, treatment, or instruction of patients in a federal or state operated, licensed, certified, or funded mental health program in the disciplines of psychology, counseling and community psychology, social work, nursing, recreation therapy, rehabilitation counseling, mental health counseling, psychoanalysis, marriage and family therapy, or creative arts therapy.

**\*\*Professional administrative experience** is defined as mental health program experience in the areas of budgeting, fiscal, business administration, and/or administrative planning; OR quality management; program evaluation; or experience in federal, state, or local government focusing on the planning, development, oversight, coordination, and operation of mental health programs.

## **Mined Land Reclamation Specialist Trainee 1, SG-13/ Mined Land Reclamation Specialist 1, SG-18**

To be considered for appointment to the **Mined Land Reclamation Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in agricultural engineering, agriculture, agronomy, animal science, atmospheric science, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geography, geological engineering, geology, horticulture, hydrology, landscape architecture, mining, mining engineering, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, petroleum engineering, physics, urban forestry, wildlife biology, or zoology.

To be considered for appointment to the **Mined Land Reclamation Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in the mining and/or reclamation of land; **OR**
2. A master's or higher degree in agricultural engineering, agriculture, agronomy, animal science, atmospheric science, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geography, geological engineering, geology, horticulture, hydrology, landscape architecture, mining, mining engineering, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, petroleum engineering, physics, urban forestry, wildlife biology, or zoology.

To be considered for appointment to the **Mined Land Reclamation Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in agricultural engineering, agriculture, agronomy, animal science, atmospheric science, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geography, geological engineering, geology, horticulture, hydrology, landscape architecture, mining, mining engineering, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, petroleum engineering, physics, urban forestry, wildlife biology, or zoology; **AND** two years of professional experience in the mining and/or reclamation of land; **OR**
2. A master's or higher degree in agricultural engineering, agriculture, agronomy, animal science, atmospheric science, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, ecosystem management, environmental biology, environmental engineering, environmental health, environmental planning, environmental science, environmental studies, environmental toxicology, forest science, forestry, geography, geological engineering, geology, horticulture, hydrology, landscape architecture, mining, mining engineering, natural resources, natural resources conservation, natural resources management, natural resources planning, natural science, petroleum engineering, physics, urban forestry, wildlife biology, or zoology; **AND** one year of professional experience in the mining and/or reclamation of land.

## **Pesticide Control Specialist Trainee 1, SG-13/Pesticide Control Specialist 1, SG-18**

To be considered for appointment to the **Pesticide Control Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in agricultural engineering, agriculture, agronomy, animal science, aquatic biology, biochemistry, biology, botany, chemistry, entomology, environmental science, environmental studies, forest biology, forestry, geology, horticulture, marine biology, natural resources, plant pathology, or wildlife biology.

To be considered for appointment to the **Pesticide Control Specialist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of experience as a private commercial pesticide applicator; **AND** have a current Pesticide Applicator Certificate.

To be considered for appointment to the **Pesticide Control Specialist 1**, you must possess, beyond the minimum qualifications:

1. Two years of experience as a private commercial pesticide applicator; **AND** have a current Pesticide Applicator Certificate.

## **Policy Analyst Trainee 1 (Public Authority), SG-13/ Policy Analyst 1 (Public Authority), SG-18**

To be considered for appointment to the **Policy Analyst Trainee 1 (Public Authority)**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in accounting, auditing, business administration, finance, public policy, or public administration.

To be considered for appointment to the **Policy Analyst Trainee 2 (Public Authority)**, you must possess, beyond the minimum qualifications either:

1. A master's degree or higher in accounting, auditing, business administration, finance, public policy, or public administration; **OR**
2. One year of professional experience involving the analysis of financial statements, budget and program information, and the management practices of public organizations; and the development and evaluation of recommendations consistent with the functions and decisions of a centralized oversight or control agency or budget office.

To be considered for appointment to the **Policy Analyst 1 (Public Authority)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in accounting, auditing, business administration, finance, public policy, or public administration; **AND** two years of professional experience involving the analysis of financial statements, budget and program information, and the management practices of public organizations; and the development and evaluation of recommendations consistent with the functions and decisions of a centralized oversight or control agency or budget office.
2. A master's degree or higher in accounting, auditing, business administration, finance, public policy, or public administration; **AND** one year of professional experience involving the analysis of financial statements, budget and program information, and the management practices of public organizations; and the development and evaluation of recommendations consistent with the functions and decisions of a centralized oversight or control agency or budget office.

## **Public Health Field Services Representative Trainee 1, SG-13/Public Health Field Services Representative 1, SG-18**

To be considered for appointment to the **Public Health Field Services Representative Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree in behavioral health/science, biochemistry, biological science, biology, biostatistics, biotechnology, chemistry, community health, counseling, epidemiology, health administration, health communication, health education, health promotion, health science, health and wellness, human services, humanities, infection control/prevention, microbiology, molecular biology, nursing, nutrition, occupational health, physical therapy, physics, pre-med, psychology, public health, public policy, social work, sociology, statistics, or substance abuse counseling.

To be considered for appointment to the **Public Health Field Services Representative Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience performing on-site public health program and service reviews, including provision of technical assistance, education, and outreach activities to ensure compliance with State and federal public health laws, rules, regulations, and guidelines; **OR**
2. A master's degree in behavioral health/science, biochemistry, biological science, biology, biostatistics, biotechnology, chemistry, community health, counseling, epidemiology, health administration, health communication, health education, health promotion, health science, health and wellness, human services, humanities, infection control/prevention, microbiology, molecular biology, nursing, nutrition, occupational health, physical therapy, physics, pre-med, psychology, public health, public policy, social work, sociology, statistics, or substance abuse counseling.

To be considered for appointment to the **Public Health Field Services Representative 1**, you must possess, beyond the minimum qualifications:

1. Two years of professional experience performing on-site public health program and service reviews, including provision of technical assistance, education, and outreach activities to ensure compliance with State and federal public health laws, rules, regulations, and guidelines; **OR**
2. A master's degree in behavioral health/science, biochemistry, biological science, biology, biostatistics, biotechnology, chemistry, community health, counseling, epidemiology, health administration, health communication, health education, health promotion, health science, health and wellness, human services, humanities, infection control/prevention, microbiology, molecular biology, nursing, nutrition, occupational health, physical therapy, physics, pre-med, psychology, public health, public policy, social work, sociology, statistics, or substance abuse counseling; **AND** one year of experience performing on-site public health program and service reviews, including provision of technical assistance, education, and outreach activities to ensure compliance with State and federal public health laws, rules, regulations, and guidelines.

## **Radiological Health Specialist Trainee 1 SG-13/Senior Radiological Health Specialist, SG-18**

To be considered for appointment to the **Radiological Health Specialist Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree including or supplemented by 30 semester credit hours in agricultural engineering, architectural engineering, atmospheric science, bacteriology, biochemistry, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, electrical engineering, engineering science, environmental biology, environmental engineering, environmental health, environmental science, environmental toxicology, forest science, forestry, geochemistry, geological engineering, geology, health physics, hydrology, industrial hygiene, marine science, mechanical engineering, medical technology, meteorology, microbiology, mining engineering, molecular biology, nuclear engineering, nuclear medicine technology, nursing, petroleum engineering, physical science, physics, radiological engineering, structural engineering, transportation engineering, veterinary science, or zoology; **OR**
2. A bachelor's or higher degree in agricultural engineering, architectural engineering, atmospheric science, bacteriology, biochemistry, biological science, biology, botany, chemical engineering, chemical science, chemistry, civil engineering, ecology, electrical engineering, engineering science, environmental biology, environmental engineering, environmental health, environmental science, environmental toxicology, forest science, forestry, geochemistry, geological engineering, geology, health physics, hydrology, industrial hygiene, marine science, mechanical engineering, medical technology, meteorology, microbiology, mining engineering, molecular biology, nuclear engineering, nuclear medicine technology, nursing, petroleum engineering, physical science, physics, radiological engineering, structural engineering, transportation engineering, veterinary science, or zoology.

To be considered for appointment to the **Radiological Health Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional experience in radiation protection which would include experience in dealing with radioactive materials or radiation producing equipment. Experience limited to imaging of patients is NOT considered qualifying.

To be considered for appointment to the **Senior Radiological Health Specialist**, you must possess, beyond the minimum qualifications:

1. Two years of professional experience in radiation protection which would include experience in dealing with radioactive materials or radiation producing equipment. Experience limited to imaging of patients is NOT considered qualifying.

## **Real Estate Specialist Trainee 1, SG-13/Real Estate Specialist 1, SG-18**

To be considered for appointment, to the **Real Estate Specialist Trainee 1** you must be eligible from the *Generalist List*.

To be considered for appointment to the **Real Estate Specialist Trainee 2**, you must possess, beyond the minimum qualifications either:

1. One year of professional real estate experience appraising real property including writing detailed original appraisal reports or appraisal reviews in connection with sales, leasing, financing of real property with banks, lending institutions, mortgage organizations, or other financial organizations, OR writing detailed original appraisal reports or appraisal reviews in connection land acquisition for public land acquisition agencies, utility companies, or Not for Profit conservation organizations; **OR**
2. A New York State General Real Estate Appraisal License; **OR**
3. A New York State Land Surveyor Licensure.

To be considered for appointment to the **Real Estate Specialist 1**, you must possess, beyond the minimum qualifications either:

1. One year of professional real estate experience related to real property appraisal, title searching, survey work determining property lines, negotiation of leases, and the sale of real property; **AND** one year of professional experience appraising real property real estate experience appraising real property including writing detailed original appraisal reports or appraisal reviews in connection with sales, leasing, financing of real property with banks, lending institutions, mortgage organizations, or other financial organizations, OR writing detailed original appraisal reports or appraisal reviews in connection land acquisition for public land acquisition agencies, utility companies, or Not for Profit conservation organizations; **OR**
2. One year of professional real estate experience related to real property appraisal, title searching, survey work determining property lines, negotiation of leases, and the sale of real property; **AND** A New York State General Real Estate Appraiser License; **OR**
3. One year of professional real estate experience related to real property appraisal, title searching, survey work determining property lines, negotiation of leases, and the sale of real property; **AND** A New York State Land Surveyor Licensure; **OR**
4. One year of professional experience appraising real property real estate experience appraising real property including writing detailed original appraisal reports or appraisal reviews in connection with sales, leasing, financing of real property with banks, lending institutions, mortgage organizations, or other financial organizations, OR writing detailed original appraisal reports or appraisal reviews in connection land acquisition for public land acquisition agencies, utility companies, or Not for Profit conservation organizations; **AND** A Certified Commercial Investment Member designation; **OR**
5. One year of professional experience appraising real property real estate experience appraising real property including writing detailed original appraisal reports or appraisal reviews in connection with sales, leasing, financing of real property with banks, lending institutions, mortgage organizations, or other financial organizations, OR writing detailed original appraisal reports or appraisal reviews in connection land acquisition for public land acquisition agencies, utility companies, or Not for Profit conservation organizations **AND** A New York State Residential Real Estate Appraisal License; **OR**
6. A Certified Commercial Investment Member designation; **AND** a New York State General Real Estate Appraisal License; **OR**
7. A Certified Commercial Investment Member designation; **AND** a New York State Land Surveyor Licensure.
8. A New York State Residential Real Estate Appraisal License; **AND** a New York State General Real Estate Appraisal License; **OR**
9. A New York State Residential Real Estate Appraisal License; **AND** a New York State Land Surveyor Licensure.

Please Note: Real Estate Specialist 1 may be also filled from a Non-PCO list.

## **Resources and Reimbursement Program Development Specialist Trainee 1, SG-13/Resources and Reimbursement Program Development Specialist 1, SG-18**

To be considered for appointment to the **Resources and Reimbursement Program Development Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Resources and Reimbursement Program Development Specialist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in the research, development, or implementation of regulations and/or policies relating to funding programs for health care, mental health, or developmental disabilities services.

To be considered for appointment to the **Resources and Reimbursement Program Development Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience in the research, development, or implementation of regulations and/or policies relating to funding programs for health care, mental health, or developmental disabilities services.

## **Statistician Trainee, SG-13/ Statistician, SG-14**

To be considered for appointment to the **Statistician Trainee**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in statistics; **OR**
2. A bachelor's or higher degree including or supplemented by 24 semester credit hours in biostatistics, computer science, economics/econometrics, mathematics, operations research, research methods, and/or statistics.

To be considered for appointment to the **Statistician**, you must possess, beyond the minimum qualifications either:

1. One year of professional statistical experience\*; **OR**
2. A master's or higher degree in statistics or biostatistics.

\*Acceptable experience may include, but is not limited to, experience with substantial responsibility for compiling and interpreting statistical data including the use of a standard statistical software package in a personal computer or mainframe environment. Experience primarily involving the clerical accumulation of statistics will not be regarded as meeting this condition.



## **Temporary Assistance Specialist Trainee 1, SG-13/ Temporary Assistance Specialist 1**

To be considered for appointment to the **Temporary Assistance Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Temporary Assistance Specialist Trainee 2**, you must possess beyond the minimum qualifications:

1. One year of professional experience performing one or more of the following: Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs; planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals; managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including child care, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

To be considered for appointment to the **Temporary Assistance Specialist 1**, you must be eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience performing one or more of the following: Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs; planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals; managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including child care, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

Note: Experience limited to clerical screening of applications, data entry, distribution of forms/brochures to prospective social services applicants, administrative duties in support of temporary assistance programs and any function in which the major responsibility of the position does NOT entail the direct planning, oversight, or provision of assistance is not considered qualifying. In addition, experience in staff development activities internal to an organization or auditing of employment and training programs, is NOT qualifying experience for this examination. Temporary Assistance Programs are: Family Assistance (FA), Jobs Program, Safety Net Assistance, Supplemental Security Income (SSI), SSI State Supplement Program, Emergency Assistance to Families or Adults (EAF, EAA), Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamps), Employment Services for Recipients of Public Assistance or SNAP, and Energy Assistance.

## **Transportation Analyst Trainee 1, SG-13/Transportation Analyst, SG-18**

To be considered for appointment to the **Transportation Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's or higher degree in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning, management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning; **OR**
2. A bachelor's or higher degree including or supplemented by 30 semester credit hours in calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, computer modeling/science, economics, electrical engineering, environmental engineering, geography, geographic information systems, geological engineering, information science, information systems, information technology, mathematics, mechanical engineering, mining engineering, operations research/management, petroleum engineering, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering.

To be considered for appointment to the **Transportation Analyst Trainee 2**, you must possess, beyond the minimum qualifications either:

1. A bachelor's or higher degree in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning, management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning; **AND** one year of professional experience; **OR**
2. A master's degree or higher degree in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning, management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning.

To be considered for appointment to the **Transportation Analyst**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning,

management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning; including or supplemented by 15 semester credit hours in calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, computer modeling/science, economics, electrical engineering, environmental engineering, geography, geographic information systems, geological engineering, information science, information systems, information technology, mathematics, mechanical engineering, mining engineering, operations research/management, petroleum engineering, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering; **AND** two years of professional experience directly related to highways or transportation in either planning, engineering management, systems analysis or quantitative analysis of transportation or Highway systems and must have included direct responsibility for the preparation of written material such as narrative reports, letters of memoranda documenting the accomplishments and/or supervision of such activity. Additionally, this professional experience must have included one or more of the following: the identification and documentation of transportation problems and needs; the inventory, data analysis and description of highway or other transportation facilities, conditions or performance; the analysis and evaluation of existing or proposed transportation services including plans, programs, projects and policies; the development and/or coordination of transportation plans or policies; the development of projects for transportation facilities and/or service improvements (including traffic engineering or safety improvements); supervision and coordination of local transportation planning programs; the development and/or evaluation of transportation planning methods or models or program techniques or strategies; **OR**

2. A master's degree in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning, management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning; including or supplemented by 15 semester credit hours in calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, computer modeling/science, economics, electrical engineering, environmental engineering, geography, geographic information systems, geological engineering, information science, information systems, information technology, mathematics, mechanical engineering, mining engineering, operations research/management, petroleum engineering, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering; **AND** one year of professional experience directly related to highways or transportation in either planning, engineering management, systems analysis or quantitative analysis of transportation or Highway systems and must have included direct responsibility for the preparation of written material such as narrative reports, letters of memoranda documenting the accomplishments and/or supervision of such activity. Additionally, this professional experience must have included one or more of the following: the identification and documentation of transportation problems and needs; the inventory, data analysis and description of highway or other transportation facilities, conditions or performance; the analysis and evaluation of existing or proposed transportation services including plans, programs, projects and policies; the development and/or coordination of transportation plans or policies; the development of projects for transportation facilities and/or service improvements (including traffic engineering or safety improvements); supervision and coordination of local transportation planning programs; the development and/or evaluation of transportation planning methods or models or program techniques or strategies; **OR**

3. A PhD in agricultural engineering, architectural engineering, business administration, calculus, chemical engineering, civil engineering, computer information systems, computer science, economics, electrical engineering, engineering science, environmental engineering, geographic information systems, geography, geological engineering, information technology, land use planning, management information systems, mathematics, mechanical engineering, mining engineering, operations research, petroleum engineering, public administration, public policy, quantitative analysis, quantitative methods, regional planning, statistics, structural engineering, transportation engineering, transportation planning, transportation systems, transportation systems management, transportation systems planning, or urban planning; including or supplemented by 15 semester credit hours in calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, computer modeling/science, economics, electrical engineering, environmental engineering, geography, geographic information systems, geological engineering, information science, information systems, information technology, mathematics, mechanical engineering, mining engineering, operations research/management, petroleum engineering, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering.

Examples of Non-Qualifying Experience: Experience in which the primary duties consist of data collection, clerical processing of information, fleet and crew dispatching or routing, school bus transportation administration, transportation related to travel and tourism, construction inspection, preparation of non-narrative statistical or tabular reports, route sales/delivery, product distribution/warehousing or other similar work that did not involve analytical techniques, the preparation of written material, traffic or transportation systems operations, transportation facility engineering design or cartography will not be considered qualifying.

## **Utility Analyst Trainee 1, SG-13/Utility Analyst 1, SG-18**

To be considered for appointment to the **Utility Analyst Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Utility Analyst Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience in one or more of the following activities directly related to the gas, water, or electric industry: transmission distribution or production planning, design, construction, operation, safety, or certification; policy formation or implementation; revenue requirement determination; cost allocation; tariff analysis and rate design; competitive energy markets; management and operational audits; implementation and evaluation of energy efficiency programs, renewable generation portfolios and green marketing efforts.

To be considered for appointment to the **Utility Analyst 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience in one or more of the following activities directly related to the gas, water, or electric industry: transmission distribution or production planning, design, construction, operation, safety, or certification; policy formation or implementation; revenue requirement determination; cost allocation; tariff analysis and rate design; competitive energy markets; management and operational audits; implementation and evaluation of energy efficiency programs, renewable generation portfolios and green marketing efforts.

## **Utility Analyst Trainee 1 (Cyber Security), SG-13/ Utility Analyst 1 (Cyber Security), SG-18**

To be considered for appointment to the **Utility Analyst Trainee 1 (Cyber Security)**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Utility Analyst Trainee 2 (Cyber Security)**, you must possess, beyond the minimum qualifications:

1. One year of experience in the following activities directly related to the utility industry: Computer program analysis, data communication, and systems administration in information systems security; and analysis of information systems, applications, designs, program and information system testing, information systems maintenance and implementation and cyber security policies and procedures.

To be considered for appointment to the **Utility Analyst 1 (Cyber Security)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of experience in the following activities directly related to the utility industry: Computer program analysis, data communication, and systems administration in information systems security; and analysis of information systems, applications, designs, program and information system testing, information systems maintenance and implementation and cyber security policies and procedures.

## **Utility Analyst Trainee 1 (Environmental), SG-13/ Utility Analyst 1 (Environmental), SG-18**

To be considered for appointment to the **Utility Analyst Trainee 1 (Environmental)**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Utility Analyst Trainee 2 (Environmental)**, you must possess, beyond the minimum qualifications:

1. One year of experience in one or more of the following activities: environmental analysis, assessment, and evaluation of construction and operations of proposed large-scale projects; on-site environmental monitoring of projects (such as vegetation management, prevention of impacts on sensitive environmental, historical or archeological resources, or threatened or endangered species and their habitat).

To be considered for appointment to the **Utility Analyst 1 (Environmental)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of experience in one or more of the following activities: environmental analysis, assessment, and evaluation of construction and operations of proposed large-scale projects; on-site environmental monitoring of projects (such as vegetation management, prevention of impacts on sensitive environmental, historical or archeological resources, or threatened or endangered species and their habitat).

## **Utility Analyst Trainee 1 (Telecommunications), SG-13/ Utility Analyst 1 (Telecommunications), SG-18**

To be considered for appointment to the **Utility Analyst Trainee 1 (Telecommunications)**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Utility Analyst Trainee 2 (Telecommunications)**, you must possess, beyond the minimum qualifications:

1. One year of experience dealing with telecommunications (telephone, internet, or video) in one of the following areas: Telecommunications policy analysis or review; Review of federal and state telecommunications rulemakings; Review of Telecommunications service quality performance, network reliability, or financing; Review of Telecommunications systems & services; OR Review or performance of Telecommunications customer service in a professional or problem-solving capacity.

To be considered for appointment to the **Utility Analyst 1 (Telecommunication)**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of experience dealing with telecommunications (telephone, internet, or video) in one of the following areas: telecommunications policy analysis or review; review of federal and state telecommunications rulemakings; review of telecommunications service quality performance, network reliability, or financing; review of telecommunications systems & services; OR review or performance of telecommunications customer service in a professional or problem-solving capacity.

NOTE: Experience in telephone installation and repair, experience as a telephone or switchboard operator, or telecommunications experience limited to broadcast radio and television is NOT considered qualifying.

## **Utility Financial Analyst Trainee 1, SG-13/Senior Utility Financial Analyst, SG-18**

To be considered for appointment to the **Utility Financial Analyst Trainee 1**, you must be eligible from the *Select Job Title List* and meet the following minimum qualifications:

1. A bachelor's or higher degree including or supplemented by 9 semester credit hours in finance with an additional 9 semester credit hours in finance, economics, and/or accounting.

To be considered for appointment to the **Utility Financial Analyst Trainee 2**, you must possess, beyond the minimum qualifications:

1. one year of professional experience\*\* that includes: analyzing financial/investment practices, assessing financial condition and cost structure, analyzing new securities issues, assessing financial and business risk, and the measurement of the cost of capital; **OR**
2. A master's or higher degree with at least 18 credit hours in finance, economics, and/or accounting. At least nine (9) of these credit hours **MUST** be in finance.

To be considered for appointment to the **Utility Financial Analyst, SG-18**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advanced placement from the Trainee 1 *Select Job Title List* and meet the following minimum qualifications either:

1. A bachelor's degree including or supplemented by 9 semester credit hours in finance and an additional 9 semester credit hours in finance, economics, and/or accounting; **AND** two years of professional experience that includes: analyzing financial/investment practices, assessing financial condition and cost structure, analyzing new securities issues, assessing financial and business risk, and the measurement of the cost of capital; **OR**
2. A master's or higher degree including or supplemented by 9 semester credit hours in finance and an additional 9 semester credit hours in finance, economics, and/or accounting; **AND** one year of professional experience that includes: analyzing financial/investment practices, assessing financial condition and cost structure, analyzing new securities issues, assessing financial and business risk, and the measurement of the cost of capital.

## **Workforce Programs Specialist Trainee 1, SG-13/Workforce Programs Specialist 1, SG-18**

To be considered for appointment to the **Workforce Programs Specialist Trainee 1**, you must be eligible from the *Generalist List*.

To be considered for appointment to the **Workforce Programs Specialist Trainee 2**, you must possess, beyond the minimum qualifications:

1. One year of professional experience where your duties involved assisting unemployed or under-employed individuals in obtaining and maintaining employment while performing one or more of the following activities: developing and implementing plans for proposals to deliver workforce development and training programs; evaluating, monitoring or administering workforce development and training programs; managing contracts and budgets for workforce development and training programs, which must include development, negotiation, execution, fiscal management and monitoring or program review; determining eligibility for public assistance; or assessing applicants for, or receipts of, welfare employment program benefits to identify and remove barriers to self-sufficiency.

To be considered for appointment to the **Workforce Programs Specialist 1**, you must be either eligible from the *Select Job Title List* **OR** be eligible for advance placement from the *Generalist List* and meet the following minimum qualifications:

1. A bachelor's or higher degree; **AND** two years of professional experience where your duties involved assisting unemployed or under-employed individuals in obtaining and maintaining employment while performing one or more of the following activities: developing and implementing plans for proposals to deliver workforce development and training programs; evaluating, monitoring or administering workforce development and training programs; managing contracts and budgets for workforce development and training programs, which must include development, negotiation, execution, fiscal management and monitoring or program review; determining eligibility for public assistance; or assessing applicants for, or receipts of, welfare employment program benefits to identify and remove barriers to self-sufficiency.

NOTE: Professional experience in workforce development programs is defined as experience where at least 50% of your duties involved assisting unemployed or under-employed individuals in obtaining and maintaining employment.





**Department of  
Civil Service**

Visit the New York State  
Department of Civil Service Website @  
[www.cs.ny.gov](http://www.cs.ny.gov)

New York State  
Department of Civil Service  
Albany, NY 12239

**Content Last Updated**

**July 2019**