

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
**DIVISION OF STAFFING SERVICES**  
**GENERAL INFORMATION BULLETIN No. 02-07**

**TO:** Department and Agency Human Resource, Personnel, and Affirmative Action Officers

**FROM:** William E. Doyle

**SUBJECT:** Announcement Notification Service

**DATE:** December 26, 2002

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A few months ago, we announced at a general membership meeting of the Personnel Council that we were developing a new e-mail subscription service which would automatically notify subscribers of the posting of new examination announcements on our webpage. I am pleased to announce that we activated the service in late November. The service is available worldwide to anyone with a valid e-mail address.

Subscribers will receive an e-mail notification of the issuance of new civil service announcements as soon as they are posted on our website ([www.cs.state.ny.us](http://www.cs.state.ny.us)).

The notice will include an embedded link directly to our ANNOUNCEMENTS web page.

Subscribers will enjoy the following benefits:

- It's **AUTOMATIC!!** Subscribers receive an e-mail notice as soon as new announcements are posted on our website.
- It's **QUICK!!** No need to wait for hard-copy announcements to arrive in the mail.
- It's **FLEXIBLE!!** Subscribers can immediately forward the information to others on their own address list. A human resource office can alert its employees and clients that new exams are announced. Or Subscribers can create their own group to alert via e-mail.

To subscribe, go to our homepage at [www.cs.state.ny.us](http://www.cs.state.ny.us)

- Click on JOBS button – lower left of screen
- Click on “Examination for Positions in State Government”
- Click on “New Announcements – E-Mail Notice”

We ask that your agency try this new feature and suggest using a functional e-mail address accessed by more than one individual rather than a personal address. This would provide the ability to more than one person to forward the notice.

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The Department of Civil Service is making a concerted effort to reduce costs associated with the printing and distribution of examination announcements. We thank all of you who agreed to reduce your hard-copy announcement distribution in response to our survey earlier this year. This new examination announcement subscription service is one more step in that continuing effort.

If this service can further reduce or eliminate your need for paper copies of announcements, please send an e-mail to us at:

[announcementsunit@cs.state.ny.us](mailto:announcementsunit@cs.state.ny.us)

Please include **all** of the information on your current announcements mailing label, and a name and phone number should we need to contact you for clarification.

Thank you! We appreciate your continuing cooperation and assistance.