

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 03-05

TO: All Department and Agency Directors of Personnel and Human Resources
FROM: William Doyle, Director of Staffing Services
SUBJECT: Extension of Eligibility for Keyboard Specialist 1 Candidates
DATE: October 27, 2003

Due to the state's general hiring freeze, the current Keyboard Specialist 1 continuous recruitment examination program has been suspended. Applications have not been accepted since March 14, 2003; the last candidates were added to the eligible lists on July 31, 2003.

Ordinarily, eligibility for appointment from these continuous recruitment eligible lists is limited to one year. In light of the hiring freeze, however, and in anticipation of future staffing needs by agencies, we are adopting a new eligibility policy for Keyboard Specialist 1 candidates. **Effective October 27, 2003, and until further notice, all current eligibles and future additions to the Keyboard Specialist 1 eligible lists will have two years eligibility for appointment, dating from the eligible's addition to the eligible list.**

Questions should be addressed to the Managed Placement Unit at (518) 485-0355.