

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 05-01

TO: All Department and Agency Directors of Personnel and Human Resources
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Exams Involving Minimum Qualifications and Promotion Test Battery Scores Only
DATE: April 12, 2005

We are asking all department and agencies to remind their employees that it is necessary for them to file an application during the announced filing period for any examination in which they are interested, even if the subject of examination involves meeting the minimum qualifications and their best promotion test battery score only. There has been much confusion over this point since the inception of the PTB's. Despite our efforts to inform employees about the Promotion Test Battery process, many still presume that they do not need to file an application when we announce an examination as "Battery only." Many employees otherwise eligible for these promotion examinations but who have not filed, request that their names be added to lists already established, presumably having first learned about the examination when co-workers received score notices or canvass letters. Nearly all of these requests arrive within the first few weeks after eligible list establishment.

In response to such requests, since June of 1999 the Staffing Services Division has permitted employees to file promotion applications up to sixty days following the date of eligible list establishment, if the applicants had been eligible to compete in an announced Battery-only promotion examination, but did not file.

This procedure required staff in several program areas to process each late application separately in order to add the applicant to the list. Generally, this was accomplished within ten business days of the application's arrival at Civil Service. However, processing these requests as they are received has become a disruptive and time-consuming effort. (Last year, for example, approximately 500 "add requests" were processed for a single title series.) Therefore, we are modifying this process although we will continue to accept late applications for these Battery-only exams.

Commencing with examinations which have an announcement issue date of May 1, 2005 or after these late applications will be held until sixty days after the list establishment date. They then will be processed as a group and all the list additions will have the same effective date.

We will monitor this process for changes in efficiency. If excessive numbers of employees continue to file after lists are established, it will be necessary to reevaluate the practice of accepting such requests. We urge you to advise your employees accordingly.

Note: This does not change our policy or practice regarding open competitive examinations, or other promotion examinations that include other-than-battery tests in the selection process, nor will this affect outstanding certifications or appointments that have already been made from the list.