

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 05-02

TO: Department and Agency Personnel and Human Resource Officers
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Keyboard Specialist 1 Managed Placement Program Discontinued
DATE: July 29, 2005

Effective August 20, 2005, the Department of Civil Service will discontinue managed-placement of the Keyboard Specialist 1 eligible list (No. 20-670) for the Greater Albany Area, used to fill positions in the following counties: Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington. This eligible list will now be centrally certified as are Keyboard Specialist 1 eligible lists (numbers 20-661 through 20-669) for all other areas of the State. As of August 20, agencies requiring certifications for all Keyboard Specialist list numbers should use the Civil Service Eligible List System to order them. (Select CELR from the menu and complete the required fields.)

Eligible list certifications created prior to August 20, 2005, will be valid for 60 days with a ten business day extension, if requested, and must be returned to Staffing Section 5.

Eligible list certifications created on or after August 20, 2005 will be processed by the Employment Records Section, and will be valid for 60 days with a ten business day extension, if requested, and must be returned to the Employment Records Section Certification Unit.

When entering NYSTEP transactions agencies should enter the list type "Managed Placed" for those certifications issued prior to August 20; enter list type "Certified List" for those certifications issued on or after August 20.

With the changes occurring on August 20, successful candidates for examination number No. 20-670, including those currently on the eligible list, (Albany area) will have their names added to the list for all counties listed above. Previously, eligibles could choose to be certified only to certain areas within Albany county.

The examination process for list Number 20-670 will not change. We will continue to certify only the names of candidates who have already passed the typing test, or who have provided documentation to that effect. The written test and typing performance test will continue to be administered at the Department of Civil Service, The State Campus, Building 1 in the Computer Based Training and Testing facility several times a week.

The examination for list Numbers 20-660 through 20-669 will continue to be held periodically and the typing test will be administered by the interviewing agency. Therefore, eligibles who have not passed the typing test will be certified to agencies, but must pass the typing test in order to be eligible for appointment.

In both instances candidates will still be able to submit a waiver of the typing performance test as described on the examination announcement.

Questions should be addressed to the Employment Records Section at (518) 457-7683 or to Fran Heitmann of Staffing Section 5 at (518) 486-1920.