

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 09-08

TO: Department and Agency Personnel, Human Resources, and Affirmative Action Offices
FROM: Blaine Ryan-Lynch, Director of Staffing Services
SUBJECT: Eligible List Management System On-Line
DATE: August 27, 2009

We have received questions/feedback from some agencies about the use of ELMS functionality for managing decentralized lists and Department portions of interdepartmental promotion/transition lists. The purpose of this memorandum is to find out which agencies are interested in performing all their eligible list activities within ELMS.

Background

Generally, ELMS was designed to mirror the Certification of Eligible List System (COELS) with regard to which lists agencies would manage on their own (decentralized) and for which lists they would have to order certifications (centralized). Most agencies managed, on their own, eligible lists that are for titles that exist in their agency only and their department portion of interdepartmental promotion/transition lists. ELMS decentralizes these lists to those (most) agencies which had received them decentralized from COELS. The assumption was that agencies would want to continue their previous arrangement.

A few agencies did not have this arrangement in COELS. All of their eligible list activities were centralized. Accordingly, for these few agencies, ELMS was designed to allow them to request certifications for all the eligible lists managed in ELMS that they use. Therefore, they are able to use ELMS functionality for canvass letter production and for coding canvass responses including adherence to the business rules that are built into ELMS.

It is feasible to switch agencies from “decentralized” to “centralized” in ELMS, which would afford them the capabilities mentioned above for all lists available in ELMS. Further customization will not be feasible. For example, it will not be possible to create hybrid arrangements where an agency would be decentralized for selected lists and centralized for others or to change canvass areas to match an agencies geographic organization.

Question

Does your agency want to become “centralized” in ELMS? If yes, please send an email to ELMS@cs.state.ny.us by September 10, 2009 indicating your interest. Once we have responses and can assess the level of interest and the work effort required to make the changes, we will determine how to proceed and let you know our plans. If you have questions, please also send them to the email address above.