

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 14-01

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

FROM: Blaine Ryan-Lynch, Director of Staffing Services

SUBJECT: The 55-b/c Recruitment Resources Center

DATE: July 1, 2014

This is to advise of the launch of the Department of Civil Service, 55-b/c Recruitment Resources Center. The 55-b/c Recruitment Resources Center may be found at www.cs.ny.gov/rp55 and will serve as the central online location through which individuals currently approved for the Governor's Program to Hire Individuals and Veterans with Disabilities (55-b or 55-c Program) will submit up-to-date employment and contact information for consideration by State agencies filling entry-level positions. This site will make it quicker and easier for State agencies to find qualified 55-b/c job seekers.

Individuals currently approved for the 55-b/c program will be able to provide their:

- Contact information
- Academic background
- Occupational interests
- Geographic preferences
- Professional licenses
- Resume and/or transcript

Agencies will be able to view all eligibles or, depending on the minimum qualifications of the position being filled, search based on the categories above. The website also provides additional program information and resources to agencies and job seekers. Agency personnel and human resources staff may access the 55-b/c Recruitment Resources using their Civil Service User ID. We encourage agencies to work with your affirmative action officers and veterans liaisons when considering 55-b/c eligibles for employment.

55-b/c eligibles are currently being notified of the 55-b/c Recruitment Resources Center and advised of how to submit their information online. During this initial phase 55-b/c eligibles may continue to contact agencies directly to indicate an interest in entry-level employment. The site will be further developed to allow agencies to post entry-level positions. Until such time, where appropriate, please continue to use

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www.statejobsny.com “For the General Public” section to post-entry level positions that may be filled by 55-b/c eligibles. Any competitive class position that can be filled by the public, in accordance with programmatic guidelines and procedures, is appropriate for a 55-b/c appointment.

We strongly encourage agencies to begin using the 55-b/c Recruitment Resources Center when filling entry-level positions. Please check the website often as we expect the pool of job seekers submitting their information to grow. 55-b/c Program Staff are available to assist agencies with use of the 55-b/c Recruitment Resources Center and to provide agency specific training on use of the 55-b/c program.

For additional information on the 55-b/c program, including eligibility and appointment procedures, please see the following:

- Policy Bulletin #11-01, Program Guidelines and Procedures for appointments Pursuant to 55-b/c of the Civil Service Law
<http://www.cs.ny.gov/ssd/Manuals/SPMM/1800Appointments/Policy%20Bulletin%2011-01.pdf>
- S-90, 55-b/c Appointment Request Form
<http://www.cs.ny.gov/extdocs/forms/S-90.pdf>

If you have any questions regarding the 55-b/c program or use of the 55-b/c Recruitment Resources Center, please email SSDRecruitServices@cs.ny.gov or call:

- (518) 473-8961 for questions regarding the Governor’s Program to Hire Persons with Disabilities (55-b Program); or
- (518) 473-9733 for the Governor’s Program to Hire Veterans with Disabilities (55-c Program).