

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 14-04**

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

FROM: Scott DeFruscio, Director of Staffing Services

SUBJECT: Veterans Temporary Hiring Program and Portal

DATE: November 10, 2014

---

On January 20, 2014 the Executive Law was amended to add Chapter 17-A, also known as the Veterans Employment Act. Pursuant to Section 369 of the Executive Law, it will be the policy of the state to use eligible discharged veterans for temporary appointments in state agencies rather than utilizing temporary employment service companies.

To this end, it will be the responsibility of the Department of Civil Service to create and maintain a veteran temporary hiring list. The law requires a state agency to select a veteran from the veteran temporary hiring list when making a temporary appointment, provided that the veteran possesses the applicable skills needed for the temporary assignment.

### **Veteran Eligibility**

In order to be eligible to participate in the Veterans Temporary Hiring Program an individual must have served on active duty in the United States Army, Navy, Marine Corps, Air Force, Coast Guard or the Reserve Components of the Armed Forces of the United States or served in active military service of the United States as a member of the Army National Guard, Air National Guard, New York Guard or New York Naval Militia, and have been released from such service otherwise than by dishonorable discharge after September 11, 2001.

We expect that jobseekers will upload their federal form DD-214 (Military Service Record) in the portal and agencies will use this information to verify their eligibility for participation in the program.

### **Temporary Appointments**

A state agency must select a qualified veteran from the Veteran Temporary Hiring Program portal when making a temporary appointment to a temporary-hourly budgeted position, provided the veteran possesses the applicable skills needed for the temporary assignment. A qualified veteran willing to accept the position must be selected prior to making an appointment of a non-veteran.

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 14-04**

Opportunities for temporary-hourly employment exist in a breadth of titles. However, for the purposes of implementing the Veterans Employment Act, a group of titles have initially been identified as those that offer the greatest number of temporary opportunities under this program. The titles include, but are not limited, to the following:

<b><u>Title</u></b>	<b><u>Occupational Grouping</u></b>
Building Services Assistant	Maintenance and Operations
Clerk Titles	Clerical/Office Support
Conservation Recreation Facilities Supervisor	Parks and Recreation
Disaster Assistance Representative	Disaster Response
Highway Maintenance Worker	Construction and Highway Maintenance
Lifeguard	Parks and Recreation
Marine Helper	Maintenance and Operations
Parking Services Attendant	Maintenance and Operations
Parks & Recreation Aide	Parks and Recreation
State Fair Worker	Maintenance and Operations
Tax Information Aide	Clerical/Office Support
Toll Collector	Customer Service
Transportation Construction Inspector	Construction and Highway Maintenance
Youth Division Aide	Youth Services

Contact your Staffing Services Representative if you have questions or would like to discuss other temporary-hourly assignments that may be appropriate for this program.

**Temporary Hiring Pool**

As noted above, it will be the responsibility of the Department of Civil Service to create a veteran temporary hiring pool. To this end, the Department has created an online portal by which agencies will be provided with a pool of veterans they must consider when making a temporary-hourly appointment as defined above. The Veterans Temporary Hiring Program portal can be found at:

<http://www.cs.ny.gov/vetportal/>

Qualified veterans will be able to:

- Provide contact information
- Note academic background
- Note occupational interests
- Select geographic preferences
- Upload a resume
- Upload a DD-214

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
**DIVISION OF STAFFING SERVICES**  
**GENERAL INFORMATION BULLETIN No. 14-04**

Agencies will be able to view all jobseekers or search for a specific group of jobseekers based on the categories above.

**Agency Responsibilities**

When filling temporary-hourly positions, agencies will be required to search for qualified veterans in the portal. It will be up to the agency to confirm that the veteran possesses the requisite qualifications for the position, as is already done when filling temporary positions. Agencies will also be required to verify veterans' eligibility for the program through a review of their DD-214 forms.

The Department of Civil Service may periodically audit agencies' use of the veterans portal when filling temporary-hourly positions in the titles identified above. Therefore, agencies must maintain a record of portal searches and canvass results to demonstrate whether a qualified veteran was available and, if so, appropriately considered and offered employment for a temporary opportunity.

Agency personnel and human resources staff may access the Veterans Temporary Hiring Program portal using their Civil Service User ID. We encourage agencies to work with their veterans liaisons when considering veterans for employment.

**Contact Information**

Questions regarding this program can be sent to [VeteransTempHiring@cs.ny.gov](mailto:VeteransTempHiring@cs.ny.gov)