

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 98-05

TO: Department and Agency Human Resource, Personnel and Affirmative Action Officers
FROM: William Doyle, Assistant Director of Staffing Services
SUBJECT: Professional Entry Program (PEP) Initiative--Accounting/Auditing/Finance Positions
DATE: December 7, 1998

This is to announce changes in the filling of entry-level positions for titles in the fields of Accounting, Auditing and Finance.

The current examination, Professional Careers in Accounting and Auditing (Exam Nos. 20-250 and 20-251) will be held on January 23, 1999. Candidates whose applications were received by December 1, 1998 have been scheduled. Effective January 25, 1999, examinations numbers 250/251 will be cancelled and new continuous recruitment examinations, with NO APPLICATION PROCESSING FEES, will be announced separately for upstate and downstate positions. A written test will be administered twice a year and the resulting eligible lists will be used to fill Senior Accountant, Senior Auditor and Internal Auditor traineeships

Other titles, listed below, have also been filled from the eligible lists for Professional Careers in Accounting and Auditing:

Public Utility Auditor	Substance Abuse Accountant
Mental Health Audit Specialist	Mental Retardation Audit Specialist
Senior Medical Facilities Auditor	Transportation Auditing Specialist
Unemployment Insurance Tax Auditor	Insurance Premium Auditor 1
Employment and Training Fiscal Auditor 1	

Agencies with these titles can call their Staffing Services Representative to discuss filling these positions.

. These eligible lists will also serve as **backup** lists* for the titles noted below:

Tax Auditor Trainee
Insurance Examiner Trainee
Bank Examiner Trainee
Data Processing Fiscal Systems Auditor Trainee
State Accounts Auditor Trainee
Examiner for Municipal Affairs Trainee

*These titles will normally be filled as the result of examinations, which have been decentralized to the agencies. They will be individually announced and will utilize ratings of training and experience.

We will also be canceling the promotion exam **as a continuous recruitment program** after the test administration in January 1999. Thereafter agencies that want to continue providing this opportunity for their employees should contact their Staffing Services Representative to schedule a regular promotion examination to be held concurrently with the open-competitive examination. This approach will also enable

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agencies that make Accounting Intern appointments to fulfill their commitment under this program for opportunities to take the examination during the internship.

Shortly, we will develop a new folder for use in recruiting candidates under the PEP initiative. The folder will contain individual announcements for titles included in this program, an insert describing New York State Employee Benefits, and where and how to get further information.

Questions on the Professional Careers in Accounting and Auditing examinations should be directed to Jim Maas at (518) 457-5211.