

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #16-04

1400 Eligible Lists/1600 Interviewing and Hiring

September 9, 2016

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices

FROM: Scott DeFrusco, Director of Staffing Services

SUBJECT: PCO Advanced Placements with Higher-level Degrees

The Department of Civil Service is pleased to announce a further expansion of the preapproved minimum qualifications that can be used for advanced placement of eligibles on the PCO list or PATT list to PCO Generalist Job Titles. These advanced placement appointments may be made at the agency's discretion. Eligibles who have a Juris Doctor, master's or higher-level degree in a field related to the duties of the position may be advanced placed to the Trainee 2 level of two-year traineeships. Eligibles possessing a duties-related Juris Doctor, master's or higher-level degree and one year of experience performing the duties of the journey level title may be advanced placed to the journey level of two-year traineeships. Agencies have discretion in determining whether an eligible's degree is related to the duties of the position, but may contact their Classification and Pay Analyst for assistance in making these determinations.

This revision of the minimum qualifications for advanced placement is effective as of the date of this memorandum and may not be applied to previous PCO or PATT list appointments.

The DCS Business Suite will be updated to show these advanced placement qualifications.