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**IM-03-12**

**INFORMATION MEMORANDUM**

**TO:** All Municipal Civil Service Agencies

**FROM:** Office of Commission Operations & Municipal Assistance

**SUBJECT:** School Facilities Director Update

**DATE:** March 9, 2012

As communicated in IM-13-2011, Chapter 403 of the Laws of 2011 requires the New York State Department of Civil Service to classify the positions of Director of Facilities found in local school districts and provide a statewide examination for the same. This is to update you on the status of the implementation of this legislation and to ask for your assistance.

The classification of these positions is a monumental undertaking given the fact that there are over 700 school districts in New York State. To date, staff of the Office of Commission Operations & Municipal Assistance, together with staff of the Testing Services Division, has met with the Coordinator of the State Education Department's Office of Facilities Planning to gather background information about the rules and regulations governing positions charged with directing the facilities function across school districts. Although this meeting provided us with a wealth of valuable information, it also confirmed that the duties and responsibilities of these positions vary greatly.

In order to classify these positions and prepare the examinations we will need your assistance at two different stages of the project. Stage 1 is described below and involves gathering and verifying data about the school districts under your jurisdiction and we would ask that you begin this stage immediately. Stage 2 will involve distributing and verifying information on classification questionnaires. This stage will begin once we have the information requested in Stage 1.

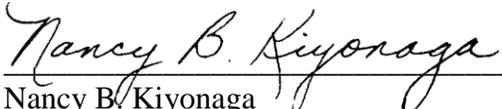
As mentioned above, in Stage 1 of the data gathering process we need you to verify the school districts under your jurisdiction. The purpose of doing this is that we will be using the number of students in a school district to give us a general idea of the sizes of school districts relative to each other. A listing of all the school districts in New York State and the corresponding civil service agency is available on MSD Online at: <https://www.cs.ny.gov/msd/msdonline/classification.cfm> for your review. Please contact our office at: [assistance.request@cs.state.ny.us](mailto:assistance.request@cs.state.ny.us) if there are any errors in the school districts listed as under your jurisdiction.

Secondly, we ask that each school district provide an organizational chart relative to their facilities function. The organizational chart of the school facilities function should start with the Superintendent of Schools at the top, through the individual in charge of the “facilities function” regardless of civil service title, and include all subordinate staff. A sample organizational chart for your use in obtaining this information from your school districts is available at <https://www.cs.ny.gov/msd/msdonline/classification.cfm>.

The organizational chart should include the official civil service title and jurisdictional classification, or unclassified service title, of the positions involved with this function and the number of currently filled positions. If a school district under your jurisdiction is currently restructuring this function, please obtain a “snapshot” of the organization as it currently exists. Along with the organizational chart, the school district should also list any functions relative to school facilities operations that are performed by another entity such as BOCES or a private contractor. Please return the organizational chart to our office by **March 31, 2012**. Electronic submissions to the [assistance.request@cs.state.ny.us](mailto:assistance.request@cs.state.ny.us) mailbox are preferred.

Simultaneously with the gathering of this information, we are developing a classification questionnaire which will have to be distributed to all those in “facility director” positions. Once the questionnaire is ready, we will be asking you to distribute the questionnaire(s) to the schools in your jurisdiction.

Thank you in advance for your assistance with the implementation of this legislation. Please contact the Municipal Assistance Section with any questions relative to the classification of these positions or your agency’s role in this matter.

  
Nancy B. Kiyonaga  
Director, Commission Operations  
& Municipal Assistance