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GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.ny.gov

IM-13-2011

INFORMATION MEMORANDUM

TO: All Municipal Civil Service Agencies

FROM: Office of Commission Operations & Municipal Assistance

SUBJECT: **Amendments to Civil Service Law - Directors of Facilities Legislation**

DATE: August 29, 2011

On August 17, 2011, Governor Andrew M. Cuomo signed into law Bill A30/S3811 which amends Civil Service Law, "in relation to establishing the qualifications of director of facilities of school districts by the department of civil service."

This legislation, Chapter 403 of the Laws of 2011, becomes effective immediately and requires the New York State Department of Civil Service to establish minimum qualifications and class specifications for positions of Director of Facilities I, II, and III when found in a school district and to hold one statewide examination for all such positions. The legislation also prohibits the imposition of residency requirements on applicants for these examinations and the use of preference in certification by appointing authorities when requesting certifications from the eligible lists.

The impact of the legislation on the upcoming Buildings and Grounds Maintenance Series, scheduled for October 15, 2011, has been assessed by reviewing the requests for examination assistance received from municipal civil service agencies for positions traditionally held in this series. **Attached is a listing of examinations that had been scheduled for inclusion in the Buildings and Grounds Maintenance Series, but which appear to meet the criteria in the legislation and will therefore not be held on October 15, 2011.**

If your agency has announced an examination on this list, please notify any applicants that the examinations will not be held on October 15, 2011. A new date has not yet been selected for the statewide examination required by the legislation, nor can an estimated date be provided at this time. Consequently, we recommend that applicants be refunded any application fee that may have already been collected by your agency for examinations that were to be held on October 15, 2011.

In order to comply with this legislation, the New York State Department of Civil Service will need to review the positions identified in the legislation, conduct a study to classify the positions of Director of Facilities I, II, and III, and establish minimum qualifications. Once the classification process is completed, all positions classified as Director of Facilities I, II, and III will have uniform class specifications and minimum qualifications. These class specifications will be provided to all municipal civil service agencies for their use. We will keep you apprised on the status of this review and any other steps necessary to implement this legislation.

This legislation may be viewed at the New York State Assembly's web site:

<http://www.assembly.state.ny.us/leg/>

Any questions relating to position classification or examinations for positions involved in directing the facilities and operations function in a school district should be directed to the Municipal Assistance Section at (518) 473-5139 or assistance.request@cs.state.ny.us.

Thank you for your assistance.



Director, Commission Operations
& Municipal Assistance

Attachment

Buildings and Grounds Maintenance Series

October 15, 2011

The following examinations will not be held on October 15, 2011:

<u>Exam No.</u>	<u>Exam Title</u>	<u>Civil Service Agency</u>
67881	District Operations Manager	Albany County
67984	Superintendent of Building and Grounds	Allegany County
70282	Director of Building-Grounds and Transportation (NCP)	Cayuga County
64071	Superintendent of Building and Grounds II	Clinton County
67104	Director of School Facilities and Operations I	Dutchess County
67206	Director of School Facilities and Operations II	Dutchess County
67204	Director of School Facilities and Operations III	Dutchess County
70252	Director of School Facilities and Operations III	Dutchess County
70507	Superintendent of Building and Grounds	Franklin County
67604	Director of District Operations and Safety	Fulton County
79208	Director of School Facilities and Operations	Fulton County
79624	Supervisor of Building and Grounds	Fulton County
63709	Supervisor of Building and Grounds	Genesee County
67918	Director of School Facilities & Operations I	Niagara County
79073	Director of School Facilities & Operations I	Niagara County
68163	Building Maintenance Supervisor	Oneida (City)
62970	Superintendent of Building and Grounds	Onondaga County
79073	Superintendent of Building and Grounds	Onondaga County
67572	Director of School Facilities and Operations I	Ontario County
65850	Director of Operations/Maintenance	Orange County

70277	Building Maintenance Supervisor (NCP)	Seneca County
68194	Superintendent of Building and Grounds	Sullivan County
67583	Superintendent of Building and Grounds I	Tioga County
66917	Director of School Facility and Operations	Troy
67156	Director of Operational Services	Ulster County
64204	Director of School Facilities and Operations (BOCES)	Washington County
63859	Superintendent of Building and Grounds (Schools)	Wyoming County
64017	Superintendent of School Facilities and Operations	Yonkers
79331	Superintendent of School Facilities and Operations	Yonkers

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End of Examination List