

# EMPLOYMENT IN CIVIL SERVICE

## ANNOUNCEMENTS

Civil Service examinations are given to fill existing or anticipated vacancies in the competitive class of the public service. When an examination is scheduled, a formal announcement is prepared publishing all essential information. Announcements are posted in public places throughout the County and available on our website: <https://madison-portal.mycivilservice.com/exams>.

## APPLICATIONS

Applications must be completed and submitted to the Department of Human Resources on or before the deadline posted on the formal announcement. All applications are carefully reviewed. Applicants are approved only if they meet the minimum qualifications, residency limitations and all other announced requirements. All applicants are notified in writing of their approval or disqualification for an examination.

## EXAMINATIONS

Examinations are prepared and rated by the New York State Department of Civil Service. Approved candidates receive an examination admission notice by mail stating the time and place of the examination. Participants are notified of their examination score in writing as soon as possible after the results are received.

## APPOINTMENTS

Candidates who pass an exam (score of 70 and above) are ranked in order of descending scores. This ranking constitutes an "eligible list" for appointments. Each vacancy is filled from the top three individuals, or those individuals tied for third, on the eligible list willing to accept the appointment. This procedure continues until the eligible list is exhausted. Several different types of appointments are explained below:

- A **permanent appointment** is an appointment made from a certified eligible list to an unencumbered position.
- A **contingent permanent appointment** is an appointment made from a certified eligible list to a position encumbered by another individual. Any person appointed on a contingent permanent basis shall have all the rights of a permanent competitive class employee subject to certain limitations specified in Madison County Civil Service Rule XVI.
- A **provisional appointment** is an appointment made when no appropriate eligible list is available to fill an unencumbered vacancy. An individual who meets the minimum qualifications for the position may be appointed on a provisional basis and will be required to compete in the next scheduled examination for that title.
- A **temporary appointment** is an appointment made for a specified period of time in accordance with Section 64 of the Civil Service Law.

## **PROBATIONARY TERM**

Every original permanent appointment from an open competitive list and every original permanent appointment to a position in the non-competitive, exempt or labor class is subject to a minimum of eight (8) weeks and up to a maximum of fifty-two (52) weeks probationary period.

Every permanent appointment to a position of Police Officer and Deputy Sheriff is subject to a minimum of eight (8) weeks and up to a maximum of seventy-eight (78) weeks probationary period.

An interdepartmental promotion or transfer is subject to a minimum of four (4) weeks and up to a maximum of twenty six (26) weeks probationary period.

## **PROMOTIONS**

Promotional examinations are ordered depending upon availability and need. When a promotional examination is scheduled a formal announcement is prepared and posted in public places throughout the County and on the County website.

## **TRANSFERS**

Employees with permanent competitive class status in a title may be eligible for transfer within the County or to other jurisdictions. If you are interested in transfer opportunities, you should contact the Department of Human Resources.

## **SALARIES**

County employees receive compensation in accordance with collective bargaining agreements or with policies established by the Board of Supervisors. Starting salaries are announced at the time of examination. Salaries vary among the towns, villages and school districts.

## **EMPLOYEE BENEFITS**

Full-time County employees receive the following paid benefits: holidays, vacation, sick leave, personal leave, disability insurance, medical and dental insurance (employee contributions vary), social security and retirement. Benefits for County employees are administered by the Finance and Payroll Office. Employee benefits vary among the towns, villages and school districts.

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING  
MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES  
P.O. BOX 636  
WAMPSVILLE, NY 13163  
TELEPHONE: 315-366-2341  
FAX: 315-366-2725  
MONDAY - FRIDAY 8:00 a.m. - 4:00 p.m.