

Personnel and Civil Service



TEXT

Revise as follows:

RULE 1 DEFINITIONS

Delete:

1. **"Civil Division"** means each county, town, city, village, school district, community college, public authority, or special district.
2. **"Compensation"** means the remuneration of a position and shall include food, lodging, maintenance and commutation when the same is furnished.
3. **"Eligible list"** means an official record kept in the Personnel Officer's office as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.
4. **"Employee"** means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.
5. **"Part-time employment"** means any employment or a combination of one or more employments in a civil division in which an individual works less than fifty percent of the time prescribed as a normal work week by the appropriate governing body or other appropriate authority of the civil division.
6. **"Personnel Officer"** means the county personnel officer of Tioga County.
7. **"Position"** means an aggregation of duties to be performed and responsibilities to be exercised by one person in a civil division.
8. **"Reassignment"** means the change, without further examination, of a permanent employee from one position to another similar position under the jurisdiction of the same appointing authority.
9. **"Transfer"** means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title under the jurisdiction of the same appointing authority.

Add:

1. **"Civil Division"** means each county, town, city, village, school district, community college, public authority, or special district.
2. **"Eligible list"** means an official record kept in the Personnel Officer's office as a public record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.
3. **"Employee"** means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law and these rules.
4. **"Employment in Multiple Positions"** means the employment of an individual in more than one position, where authorized by the Personnel Officer, in one or more civil divisions. Appointments to each position must be made in accordance with the Civil Service Law, Rules, and applicable policies.
5. **"Employment on a Part-time Basis"** means any employment in a position, or combination of positions, in a civil division, in which an individual works fifty percent or less of the time prescribed as the standard workweek by the governing body or other appropriate authority, or where the employee earns not more than one half of the rate assigned to the position if the position has been allocated to a salary schedule. All positions designated in the Appendices of these rules as non-competitive due to their part-time nature must be filled on a competitive basis when the regularly assigned work schedule or expected earnings will exceed the limitations herein.
6. **"Personnel Officer"** means the county personnel officer of Tioga County.

7. **"Position"** means an aggregation of duties to be performed and responsibilities to be exercised by one employee as described in the job classification specification or duties statement.
8. **"Reassignment"** means the change, without further examination, of a permanent employee from one position to another similar position under the jurisdiction of the same appointing authority.
9. **"Transfer"** means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title under the jurisdiction of the same appointing authority.

APPENDICIES

Revise as follows:

APPENDIX B – NON-COMPETITIVE CLASS

Remove:

ALL CIVIL DIVISIONS WITH A POPULATION UNDER 5,000 ONLY
Code Enforcement Officers (Part-Time)

Add:

TOWN SERVICE

In all Towns:

Code Enforcement Officers (PT)

VILLAGE SERVICE

In all Villages:

Code Enforcement Officers (PT)

Remove:

TOWN OF NICHOLS

Library Technician (PT)

Add:

TOWN OF NICHOLS

Library Technicians (PT)

COUNTY SERVICE

District Attorney's Office:

Paralegal (Seasonal)

Emergency Services:

Certified Instructor Coordinators (PT)

Skills Instructors (PT)

Public Works:

Heavy Mechanic Working Supervisor

Highway Working Supervisor

Social Services:

Office Specialists I (Seasonal)

APPENDIX C – LABOR

Add:

COUNTY SERVICE

Emergency Services:
Victim Helpers (PT)

APPENDIX D – UNCLASSIFIED

Add:

TOWN SERVICE

In all Towns:
Members of all Boards and Commissions