Classified Staff Basics
Job Title Classifications

- Competitive
  - Requires to take and pass an Exam
  - Examples: Gittlesons, IT Titles

- Non-Competitive
  - Does not require to take an exam, may require a search to be conducted
  - Example: Custodial Positions, College Assistant, Theater Technicians

- Labor Class
  - No exam required, a search is conducted
  - Example: Laborers
Employee Classifications

- **Probable Permanent**
  - When hired off of a Civil Service List
  - On probation for 1 year; achieves permanency

- **Provisional**
  - When there is no Civil Service List and no test is scheduled the a posting/search can be conducted
  - The provision is they have to take test when given, pass and be reachable to keep position

- **Temporary**
  - All hourly employees are considered temporary and are hired on a year to year basis
  - Temps can also be hired if a test was given and no list established. These are typically for either 3 or 6 months

- **Labor**
  - Used only for Laborers

- **Non Competitive**
  - Used for custodial staff
Total of CUNY Civil Service Titles - 120
- Competative - 102
- Non-Competative - 14
- Labor Class - 1
- Exempt - 3
- These titles are held at University Level and are Civil Service Exempt

Total of Classified Employees University Wide - 15,000
Total of Classified Employees at Brooklyn College - 900
Agency that sets Rules and Regulations for Classified Staff

- CUNY Civil Service Commission
  - Responsibilities include:
    - Complaints alleging violations of State & Local Civil Service Laws and Regulations
    - Appeals of disqualification from an examination
      - Qualifications
      - Backgrounds
      - Psychologicals
    - Test Score appeals (E&E’s)
    - Appeals from disciplinary actions
    - Appeals by employees who are “aggrieved by determinations of the Vice Chancellor”
Civil Service Lists, Exams & Hiring Pools

- Exam Given
- Civil Service list established
- Hiring Pool conducted
  - Eligible candidates called to pool (all colleges with positions invited)
  - Colleges attend pool, interview and make selections

- If there is no list a search is conducted and either employee is hired provisionally or temporarily
How can you find out about exams, lists or searches

- **Upcoming and current Exams**
  - **CUNY Website**
    - https://www.cuny.edu/about/administration/offices/hr/classified-civil-service/notice-of-exams-noe/

- **CUNY Civil Service Eligible Lists**
  - **CUNY Website**
    - https://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists/

- **Job Searches in CUNYfirst**
  - **CUNY Jobs**
    - https://cuny.jobs/
  - **Current CUNY Employees**
    - CUNYfirst → Employee Self Service → Careers → “Search Jobs”
Classified Operations Services

- Recruitment
  - Hiring Pools
  - Posting/Search
- Performance Evaluations
- Monitoring Probationary Periods
- Requests for Level Changes and Merit Increases
- Ensuring Civil Service Rules and Regulations are kept
- Maintain Personnel Files
  - Personal information kept current
  - Record of all Actions
Questions
Contact Information

Human Resource Services; Classified Operations
1219 Boylan Hall
718/951-5377

HR Manager of Classified Operations
Lynda Sobieski - Lyndas@Brooklyn.cuny.edu
# CUNY Civil Service Eligible Lists

<table>
<thead>
<tr>
<th>Name of List</th>
<th>Exam No</th>
<th>Type</th>
<th>College</th>
<th>Date Established</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Business Data and Reporting Analyst</td>
<td>2062</td>
<td>Open-Competitive</td>
<td>Various Colleges</td>
<td>5/10/21</td>
<td>5/9/24</td>
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<td>Campus Police Officer</td>
<td>2060</td>
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<td>Campus Security Assistant</td>
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<td>Various Colleges</td>
<td>1/21/20</td>
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<td>2112</td>
<td>Open-Competitive</td>
<td>Various Colleges</td>
<td>4/7/23</td>
<td>4/6/24</td>
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<tr>
<td>College Graphics Designer</td>
<td>2065</td>
<td>Open-Competitive</td>
<td>Various Colleges</td>
<td>1/18/23</td>
<td>1/17/24</td>
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<td>Computer Operations Manager</td>
<td>5047</td>
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<td>Various Colleges</td>
<td>12/5/23</td>
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<td>7/11/2023</td>
<td>7/10/2024</td>
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<td>Promotional</td>
<td>Baruch College</td>
<td>1/18/23</td>
<td>1/17/24</td>
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<td>Promotional</td>
<td>Brooklyn College</td>
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<td>Promotional</td>
<td>New York City College of Technology</td>
<td>1/18/23</td>
<td>1/17/24</td>
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<td>Open-Competitive</td>
<td>Various Colleges</td>
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<td>1/17/24</td>
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<td>Promotional</td>
<td>Lehman College</td>
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<td>2/5/24</td>
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<td>Promotional</td>
<td>Brooklyn College</td>
<td>2/6/23</td>
<td>2/5/24</td>
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<tr>
<td>Electrician</td>
<td>2076</td>
<td>Open-Competitive</td>
<td>Various Colleges</td>
<td>2/6/23</td>
<td>2/5/24</td>
</tr>
</tbody>
</table>
Upcoming and current Exams

CUNY Civil Service Exams

- Exam #3102: DILER (CUNY)
- Exam #3129: Maintenance Worker (CUNY) [Exam #3972: New York City Bridge Exam]
- Exam #2050: Campus Peace Officer
- Exam #2059: Campus Security Assistant
CUNY Jobs

City, State, Country

Job Title, Keywords

SEARCH VETERANS

Jobs

Filter by Campus
College Assistant - Various Departments
BRONX COMMUNITY COLLEGE

Filter by Job Category
Human Research Protections Program Coordinator (Research Programs Coordinator)
GRADUATE CENTER

Filter by City