

# 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



# FUN FACTS

- ▶ **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



[This Photo](#) by unknown Author is licensed under [CC BY-NC-ND](#)



# Contact Information

**Human Resource Services; Classified Operations**

**1219 Boylan Hall**

**718/951-5377**

**HR Manager of Classified Operations**

**Lynda Sobieski - [Lyndas@Brooklyn.cuny.edu](mailto:Lyndas@Brooklyn.cuny.edu)**

# CUNY Civil Service Eligible Lists

## CUNY Civil Service Eligible Lists

Name of List	Exam No.	Type	College	Date Established	Expiration Date
Business Data and Reporting Analyst	2061	Open Competitive	Various Colleges	5/10/21	5/9/24
Campus Peace Officer	2060	Open Competitive	Various Colleges	1/14/21	N/A
Campus Security Assistant	2059	Open Competitive	Various Colleges	1/24/20	N/A
Carpenter	2112	Open Competitive	Various Colleges	4/7/23	4/6/24
College Graphics Designer	2065	Open Competitive	Various Colleges	1/18/23	1/17/24
Computer Operations Manager	9047	Open Competitive	Various Colleges	12/6/21	12/5/23
CUNY Office Assistant	2069	Open Competitive	Various Colleges	9/12/22	9/11/23
CUNY Office Assistant	2074	Open Competitive	Various Colleges	7/11/2023	7/10/2024
Custodial Supervisor	2066	Promotional	Baruch College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Borough of Manhattan Community College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Bronx Community College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Brooklyn College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	City College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	College of Staten Island	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Hostos Community College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Hunter College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	Kingsborough Community College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	LaGuardia Community College	1/18/23	1/17/24
Custodial Supervisor	2066	Promotional	New York City College of Technology	1/18/23	1/17/24
Custodial Supervisor	2067	Open Competitive	Various Colleges	1/18/23	1/17/24
Electrician	2526	Promotional	Lehman College	2/6/23	2/5/24
Electrician	2526	Promotional	Brooklyn College	2/6/23	2/5/24
Electrician	2076	Open Competitive	Various Colleges	2/6/23	2/5/24

# Upcoming and current Exams

## Notice of Exams (NOE)

### CUNY Civil Service Exams

Exam #3102 OILER (CUNY)



Exam #3129: Maintenance Worker (CUNY) [Exam #3971: New York City Bridge Exam]



Exam #2060: Campus Peace Officer



Exam #2059: Campus Security Assistant



# CUNYfirst → Employee Self Service → Careers → “Search Jobs”

Employee Self Service Careers







---

**Search Jobs**

Search by job title, location, or keyword →

---

**Welcome** Lynda Sobieski

-  View Jobs Posted in Last 30 Days >
-  View All Jobs >
-  My Job Notifications >
-  My Job Applications 1 >
-  My Favorite Jobs >
-  My Saved Searches >

# 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)**



Filter by City

+

GRADUATE CENTER