

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 06-02

TO: Department and Agency Personnel, Human Resources, and Affirmative Action Offices

FROM: Terry Jordan, Director of Staffing Services

SUBJECT: Changes to the Beginning Clerical Worker Examination Program

DATE: February 3, 2006

This is to advise you of the following changes to the Beginning Clerical Worker (BCW) examination program scheduled for May 13, 2006.

The examination will be announced using two examination numbers – No. 24-646 for BCW and No. 24-647 for BCW (Spanish Language). Statewide eligible lists will be established.

Eligible List No. 24-646 will be certified to fill positions in the following titles: Calculations Clerk 1; Clerk 1; Stores Clerk 1; Mail and Supply Clerk; Office Machine Operator; and Licensing Services Clerk Trainee. Eligible List No. 24-647 will be certified to fill Clerk 1(Spanish Language) positions. We will no longer establish a separate eligible list for each title filled from this examination.

Eligible list certifications from the 2006 BCW will be centrally certified through the Civil Service Eligible List System (Select CELR from the menu and complete the required fields.) If you are working with an existing certification from the managed placement process of the 2002 BCW examination at the time the eligible lists for the 2006 BCW are established, the managed placement certification will be valid for a maximum of (60) days, with a 10 business day extension, if requested, and must be returned to Staffing Section 5 for appropriate clearance. *Appointments from existing managed placement certifications as well as from the certified portion of the BCW must be made prior to the expiration date of the 2002 BCW lists.*

When entering NYSTEP transactions for 'Greater Albany Area' appointments from the 2002 BCW, you should enter 'Managed Placed' under list type; for appointments from the 2002 BCW outside the greater Albany area and for appointments from the 2006 BCW, enter 'Certified List' under list type.

Questions regarding the 2006 BCW should be addressed to Terrence Dunphy at (518) 457-3536 or Employment Records staff at (518) 457-7683.

Questions regarding the 2002 BCW should be addressed to Lynn Laraway at (518) 457-6570.