



CLASSIFIED SERVICE
GENERAL PROCEDURE FOR FILLING A VACANT POSITION

When you determine that you have a vacancy occurring (employee promoted to another level, agency, retirement, resignation or termination):

- Contact Human Resources (Melissa Proulx at extension 2086) to discuss options. Be sure you have approval to recruit and are set up in the SUNY Potsdam Online Recruitment (SPOLR) site as a User.
- Complete a “Recruitment Request” (found on the SPOLR site <https://employment.potsdam.edu/hr>). Generally the hiring rate for the grade level is entered in the salary section. In Classified Service, the actual salary cannot be determined until the candidate is identified. Salaries for Classified Service are set by contract and a formula is used. Classified salaries are non-negotiable.
- The Classified position must be posted pursuant to union contracts: 10 days (ASU) or 15 days (OSU). You may access the classification standard (job description) from the Civil Service website at <http://www.cs.state.ny.us/tsplan/titlesalaryplan.cfm>. The standard will be used in internal postings unless there is something very unique about the position. In those cases, that function may be added to the job posting.

Human Resources will order the appropriate list from Civil Service.

Once the list is received, the University must physically canvass the list to determine who can potentially be appointed to the position. The canvass runs for 15 days.

It is possible that a list which has already been canvassed exists on campus. In this case you would be able to receive all candidates at the conclusion of the 10-day posting period. However, please note lists are good for 90 days so you may need to act quickly depending on how long we have had the list.

- After the canvass time is complete and the internal posting period has expired, the list of “reachable” candidates from the canvass is established and names are sent to the department electronically along with any internal applicants from the posting.
- Human Resources will set up interviews according to your availability and notify you of the schedule.

- Information regarding interviews and tools for interviewing may be found at the Civil Service website at <https://www.cs.state.ny.us/pio/interviewguide/index.cfm>
- It is important to note that depending on the situation there may be a hold on the position that exists in your department. In this case, the candidate would be offered a contingent permanent appointment, which means they are permanent unless the person who holds the position returns.
- The filling of all positions is contingent on approval from the Department of Civil Service. It may be possible that the University is unable to make an appointment because someone in the State may legally be entitled to the position. In these instances, Human Resources will work with you regarding options depending on the grade of a newly requested position. Approvals in Albany may take an extended period of time.
- When your candidate is selected, complete a “Request to Hire” in SPOLR
- A background check must be completed on each new applicant. The background check will verify social security number, sex offender status and criminal history. Human Resources will offer the position to the selected candidate as soon as a cleared background check is complete.
- For Office Assistant I (Keyboarding) positions: all offers are contingent on passing the keyboarding performance exam. Human Resources administers this exam.
- Search documents are to be maintained by the department for four years.

If you have questions on any classified service procedure, please contact Melissa Proulx at extension 2086.