

Competitive Class Recruitment Procedures

Thank you for your interest in employment with SUNY Geneseo. This guide will provide additional information on our employment procedures for **Competitive Class Titles**.

Entry level competitive class positions require that candidates be reachable on the appropriate New York State Civil Service List of Eligibles. This list is created by ranking candidates according to scores achieved on the appropriate civil service examination for the title. SUNY Geneseo must choose from among the top three candidates named on the list. (Note: county or other jurisdictional examinations and lists do not qualify anyone for appointment to State jobs.)

Individuals named on an appropriate list of eligible for a title, who are deemed reachable on the basis of test score and placement on the list, are canvassed (by mail) when a SUNY campus seeks to fill such a vacancy. Lists of Eligibles reflect geographic location preferences provided by individuals to the Department of Civil Service. Individuals should make sure to contact the Department of Civil Service if their situation changes and they could accept appointment in different geographic area to ensure that they are canvassed for vacancies in all areas in which they could accept appointment.

Examples of Competitive Class Positions in SUNY:

Office Assistant 1 (Keyboarding)	SG-06	Office Assistant 1 (Stores/Mail)	SG-06
Plant Utilities Assistant	SG-09	Library Clerk 2	SG-09
Secretary 1	SG-11	University Police Officer	SG-14

For information on taking New York State Civil Service Examinations please visit www.cs.ny.gov or contact The Office of Human Resources, SUNY Geneseo at 585-245-5616.