



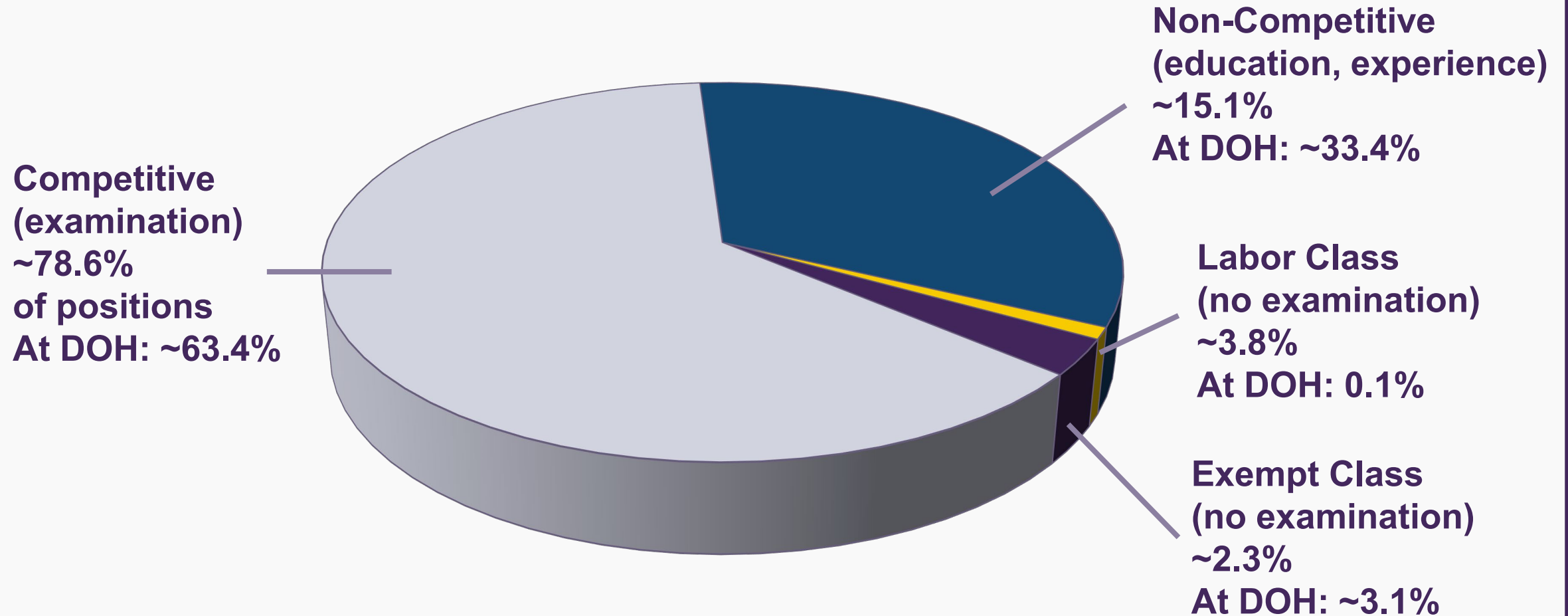
**Department
of Health**

Job Opportunities in the New York State Civil Service

**Human Resources Management Group
Bureau of Personnel Management**

Friday, April 11, 2025

THE JOB STRUCTURE OF NYS CIVIL SERVICE



JURISDICTIONAL CLASSIFICATION FOR THE JOB SEEKER

There are four jurisdictional classes in the Classified Service of New York State. Job seekers should be aware of how they differ from each other. These classes are noted on job postings.

- **Competitive:** Most positions at New York State Executive agencies. Typically require an examination, although the NY HELPS program currently allows appointment without an examination through June 2026. Tenure bearing. Allows title-to-title transfer mobility once requirements are met. Statutory salary schedules and pay increases with satisfactory performance. Title examples: Health Program Administrator, Grade 18; Public Health Specialist 1, Grade 18.
- **Non-Competitive:** There is no examination, but candidates must meet the posted minimum qualifications for appointment. Tenure bearing in most circumstances. No title-to-title transfer options. Most titles follow statutory salary schedules and pay increases with satisfactory performance. Example: Research Scientists.
- **Labor:** There is no examination, but candidates must meet some basic physical requirements, such as being able to lift a certain amount of weight. No title-to-title transfer options. Statutory salary schedules and pay increases with satisfactory performance. Example: Facility Operations Assistant 1, Grade 6
- **Exempt:** At-will positions where the appointee serves at the pleasure of the Commissioner and Governor. Appointees go through a special appointments process. Candidates must meet posted minimum qualifications. No examinations or title-to-title transfer options. Appointee salary can be higher than other jurisdictional classes, but appointees do not receive statutory pay increases. Appointees do receive annual general salary increases (GSIs). Title examples: Special Assistant, Health Program Director 3. May be posted with functional title on StateJobsNY.



JURISDICTIONAL CLASSIFICATION – JOB SEEKER SUMMARY

Assuming a full-time permanent appointment (most positions):

Jurisdictional Class	Exam Required?	Tenure Bearing?	Transfer Between Similar Titles?**	Statutory Pay Schedules?	Annual Performance Advance Increases?	Annual General Salary Increases?
Competitive	Yes*	Yes	Yes	Yes	Yes	Yes
Non-Competitive	No	Most	No	Most	Yes	Yes
Labor	No	Most	No	Yes	Yes	Yes
Exempt	No	No	No	No	No	Yes

* Exams for most opportunities available to the public are currently waived through June 2026 under the NY HELPS program.

** Transfer refers to mechanisms in the Civil Service Law, such as Section 52.6 or 70.1 transfers. These allow formal title-to-title movements. Staff are always free to explore other opportunities across State government even if system transfer determinations do not exist. Staff would need to meet posted minimum qualifications for any opportunities.

NEW YORK STATE BENEFITS – STATE/HRI COMPARISON

- **Salary:** Most positions in the State classified service have statutory salary schedules, which means that employees do not negotiate salary. New State hires start at the hiring rate of the posted salary grade on job postings. There is no salary reciprocity between State and HRI positions, or salary credits for prior HRI service time. Each year, most State employees receive a performance advance amount, in addition to a general salary increase. These amounts are fixed by statute and are adjusted through collective negotiations.
- **Deferred Compensation:** New York State and HRI participate in the NYS Deferred Compensation Plan.
- **Retirement:** HRI is also a participating employer in the New York State and Local Retirement System.
- **Health Benefits:** State agencies participate in the New York State Health Insurance Program (NYSHIP), which offers Empire Plan coverage, or choice of several Health Maintenance Organization (HMO) plans. Dental and vision is also provided through benefits enrollment. State retirees are eligible for NYSHIP coverage in retirement after meeting certain eligibility criteria. 28 day waiting period.
- **Time Off:** New State employees earn 13 vacation days and 5 personal leave days each year. Bonus days are added annually for the first seven years of service. After 7 years, employees earn 20 vacation days per year, in addition to 5 personal leave days. The State observes 13 holidays per year. Employees earn 8 to 13 sick days per year, depending on assigned negotiating unit.
- **Accrual Reciprocity:** Most State classified service positions are covered under Department of Civil Service Attendance & Leave Rules, while HRI positions are not. As a result, accruals earned at HRI are not transferrable to State roles or vice versa.
- **Tenure Protection:** Most State roles in the competitive, non-competitive, and labor jurisdictional classes offer statutorily defined tenure protections after completion of probation.
- **Additional benefits:** Life insurance, flex spending accounts, tuition benefits, employee assistance programs, etc.



THE NY HELPS PROGRAM

- Traditionally, titles filled in the competitive class are filled via an examination.
- For the duration of the NY Hiring for Emergency Limited Placement Statewide (HELPS) program (-June 2026), competitive titles may be filled via non-competitive appointment, which means examinations are not required.
- Candidates must meet the minimum qualifications of the titles for which they apply.
- Employees appointed under the NY HELPS program are converted on a regular basis to the competitive class.
- Employees enjoy all the same rights and privileges of competitive employees who tested into the system via an examination once converted.
- Agencies post opportunities eligible for NY HELPS on StateJobsNY. There is a special job search flag for NY HELPS opportunities.



COMMON NY HELPS-ELIGIBLE TITLES

- Health Program Administrator, Grade 18
 - Senior Health Care Fiscal Analyst, Grade 18*
 - Contract Management Specialist 1, Grade 18*
 - Senior Accountant, Grade 18*
 - Business Systems Analyst 1 & 2, Grades 18 & 23*
 - Human Resources Specialist 1, Grade 18*
 - Training Specialist 1, Grade 18*
 - Senior & Associate Health Planner, Grades 18 & 23
 - Program Research Specialist 1, 2, 4, Grades 18, 23, & 27*
 - Medicaid Eligibility Examiner 1, Grade 9
 - Office Assistant 1 and 2, Grades 6 & 9*
 - Public Health Nutritionist 1, Grade 22
 - Public Health Specialist 1, Grade 18
 - Community Health Program Manager 1-3, M-2, M-3, & M-4 (Grades 27, 29, & 31)
 - Laboratory Specialist 1, Grade 18
 - Clinical and Environmental Laboratory Consultants, Grade 22
 - Health Systems Specialist 1, Grade 18
 - Public Health Field Services Representative 1, Grade 18
 - Medical Assistance Specialist 1, Grade 18
 - Senior Budgeting Analyst, Grade 18*
- * Also found at other agencies in large numbers



WHERE CAN I FIND JOB OPPORTUNITIES? – DOH WEBSITE

The screenshot shows the top navigation bar of the Department of Health website with links for Individuals/Families, Providers/Professionals, Health Facilities, Health Data, About Us, and Search. The main content area on the left lists several options: Consumer Directed Personal Assistance Program (CDPAP), Employment Opportunities (highlighted with a red box and a red arrow), Data & Reports, Global Health Update Report, and New York Public Health Now. On the right, there is a large graphic with 3D blocks and icons, featuring the text 'Join our TEAM' and 'Employment Opportunities' at the bottom.

WHERE CAN I FIND JOB OPPORTUNITIES? – STATEJOBSNY



New York State is Hiring!

Ready to make a difference? New York State agencies are hiring now for thousands of positions across the state.

From first responders to engineers, to legal professionals to plow drivers, there are limitless opportunities to find a job you will love.

To help agencies fill positions, the Department of Civil Service developed NY HELPS to streamline the appointment process allowing State agencies to hire diverse, qualified permanent employees quickly and without examinations. View all our open positions below.



[Jobs Open to the Public](#)

[Jobs for Current State Employees](#)

[Resources for Federal Employees](#)

WHERE CAN I FIND JOB OPPORTUNITIES? – STATEJOBSNY

NEW YORK STATE | **StateJobsNY**

GENERAL PUBLIC

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Helpful Links

[Exam Announcements for the General Public](#)

Vacancy Search

Search for Vacancies

Containing the Keyword:

With the Title:

In the Jurisdictional Class:

In Which NYS Agency:

NYHELPS

[Job Posting Example](#)



Department of Health

ADDITIONAL RESOURCE – CAREER MOBILITY OFFICE

Employee Services

The mission of the CMO is to promote a comprehensive and coordinated range of career development and workforce deployment services to New York State agencies and their employees. Therefore, the CMO will provide timely and accurate information for your use when considering career moves or changes.

[Merit System Information](#)

[Career Planning](#)

[Job Search](#)

[Resume Preparation](#)

[Interviewing](#)

Glossary of Titles - Inquiry Tool (GOT-IT)

The Glossary of Titles - Inquiry Tool (GOT-IT) allows New York State employees to learn more about job titles within the State. Using this search feature, you can research the following: title specific information, titles in a specific agency, both agencies and titles that exist in a specific location and a listing of State titles in a specific occupational field.

[View GOT-IT](#)



Department
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[Department of Civil Service - Career Mobility Office](#)

Questions?



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