

Policy Statement  
Posting of Civil Service Vacancies

- Note 1: Position vacancies in the career ladder (see attached list of career ladder titles) must be posted, and there are specific contractual rules guiding the appointment of persons eligible for promotion.
- Note 2: There is no requirement that entry level positions, or positions not in a career ladder, be posted.
- Note 3: Employees in the blue collar category (non-competitive, labor class), who put on file a request for reassignment to an alternate job location, must be granted a reassignment on the basis of seniority, should a vacancy be filled at the requested location and in the same job title. Employees who have been the subject of major disciplinary action within the preceding one-year period forfeit this right. Once a position is posted, there is no right to then be granted a lateral reassignment.
- Note 4: Security guards are in the competitive class and are not in the blue collar career ladder.
- Note 5: Employees in the white collar category are in the competitive class.

It is deemed to be in the best interest of the College and to be a sound personnel practice to accommodate staff requests for lateral transfer and/or shift changes subject to the discretion of the supervisor. While the College seeks stability in working arrangements, it also seeks the best match for employee skills and the assigned functions, and it recognizes the value of requesting employee preferences.

The following policy is intended to supplement any and all contractual rights as noted above.

It shall be the policy of Suffolk County Community College to post internally all vacancies in the competitive and non-competitive classes. The supervisor responsible for filling a vacancy shall consider and acknowledge all internal candidates responding to the posting. The College will not be obligated to grant transfers requested or to approve shift changes, except as required by contractual provisions, and seniority will not be a factor in determinations hereunder.

CIVIL SERVICE CAREER LADDERS

BLUE COLLAR

MAINT. MECH.	I	II	III	IV
GRADE	9	12	15	18

CUST. WORKER	I	II	III
GRADE	8	11	14

SECURITY GRD.	I	II	III
GRADE	10	13	16

LABORER	AUTO EQUIP. OPER.	H. EQUIP. OPER.	LABOR CREW LDR.
8	10	13	14

AUTO MECH. I	AUTO MECH. II	AUTO MECH. III	AUTO MECH. IV
9	12	15	18

WHITE COLLAR

ACCT. CLK.	SR. A. CLK.	PR. A. CLK.	ADMIN. I	PAYROLL SUPR.
11	14	17	21	24

CLK. TYPIST	SR. CLK. TYP.	PRIN. CLERK	HEAD CLERK	ADMIN. I
9	12	14	18	21

STENO.	SR. STENO.	PRIN. STENO.	SEC. ASST.	ADMIN. I
9	12	15	17	21

ACCOUNTANT	SR. ACCOUNTANT	PRIN. ACCOUNTANT
20	24	28

ADMIN. I	ADMIN. II	ADMIN. III	ADMIN. IV
21	25	28	31

A.V. AIDE	A.V. TECH.
7	17



COMP. OPER.	I	II	III	IV
GRADE	13	16	19	21

PROGRAMMER ANALYST  
24

SR. PROGRAMMER ANALYST  
27

COMP. PROGRAMMER  
21

SR. COMP. PROGRAMMER  
24

COMP. PROG. SUPR.  
28

DATA ENTRY OPER.  
8

SR. DATA ENTRY OPER.  
11

PR. DATA ENTRY OPER.  
15

SYSTEMS ANALYST  
24

SR. SYSTEMS ANALYST  
27

SYS. ANALYST SUPR.  
30

SYSTEMS PROGRAMMER  
24

SUFFOLK COUNTY COMMUNITY COLLEGE

MEMORANDUM

**TO:** John F. Cooper  
President

**FROM:** Steven F. Schrier  
Vice President for Management and Planning

**DATE:** November 7, 1996

**SUBJECT:** Policy Statement - Posting of Civil Service Vacancies

The enclosed Policy Statement was approved by the Executive Council and is recommended to you. Please advise if this policy is approved for implementation.

SFS/pc  
Enclosure

cc: Executive Council

