Tioga County Civil Service Rules Appendix

Appendix revisions approved at NYSCS Commission Meeting dated: *10/31/1995; 02/29/1996; 04/30/1996; 02/27/1997; 09/14/1998; 03/22/1999; 01/24/2000; 04/24/2000; 01/17/2002; 11/18/2002; 09/15/2003; 09/13/2018/2004; 07/18/2007; 06/10/2021; 11/17/2024; 02/08/2023; 2/13/2018; 06/19/2019; 02/10/2021; 02/08/2023; 9/13/2023; 12/15/2023; 02/14/2024; 9/18/2024; 10/16/24; 03/12/25; 04/09/25; 07/16/25; 9/9/26*

Appendix revisions approved by NYSCS Commission & filed with Secretary of State dated: *11/19/2013; 2014; 11/13/2017; 12/10/2018; 03/05/2018; 07/02/2019; 02/19/2021; 12/03/2021; 02/16/2023; 09/25/2023; 11/20/2023; 02/15/2024; 9/24/2024; 11/01/2024; 03/28/25; 04/15/25; 07/23/25; 9/22/26*

APPENDIX A – EXEMPT CLASS

COUNTY SERVICE

1st Assistant County Attorney
1st Assistant District Attorney
1st Assistant Public Defender
2nd Assistant County Attorney
2nd Assistant District Attorney
2nd Assistant Public Defender
3rd Assistant County Attorney
3rd Assistant District Attorney
3rd Assistant Public Defender
4th Assistant County Attorney
4th Assistant District Attorney
Assistant Public Defender
Confidential Assistant – Financial Affairs
Confidential Secretary to the County Manager
County Attorney
Deputy Commissioner of Public Works
Deputy County Treasurer (2)
Deputy County Treasurer
Deputy County Clerk
Public Defender
Secretary to Commissioner of Public Works
Secretary to Commissioner of Social Services
Secretary to County Attorney
Secretary to District Attorney
Secretary to Public Defender
Secretary to the Sheriff
Undersheriff

TOWN SERVICE

In all Towns
Bookkeeper to Supervisor
Budget Officer (PT)
Clerk to the Judge
Deputy Town Clerk
Dog Enumerators (Seasonal)
Town Attorney

Town of Owego
Clerk to the Judge (2)
Deputy Town Clerk (Taxes & Assessments)
Deputy Town Highway Superintendent
Secretary to Supervisor
Secretary to Zoning Board of Appeals

VILLAGE SERVICE

In all Villages
Acting Police Justice
Clerk to the Judge
Village Attorney
Village Treasurer

Village of Candor
Deputy Village Clerk and Treasurer

Village of Newark Valley
Deputy VillageClerk and Treasurer

Village of Owego
Deputy Village Clerk and Treasurer
Village Administrator

Village of Waverly
Deputy Village Clerk and Treasurer

SCHOOL DISTRICT

In all School Districts
School Attorney
School Census Taker
School District Clerk
School Tax Collector
School Treasurer
Secretary to Superintendent

SPECIAL DISTRICT

Town of Owego Fire District
Secretary/Treasurer

APPENDIX B – NON-COMPETITIVE CLASS

COUNTY SERVICE

Account Clerk-Typist (PT)
Accountant (HELP Program)
Accounting Associates II (HELP Program)
Accounting Associates III (HELP Program)
Assigned Counsel Administrator (PT)
Assistant Deputy County Clerk (HELP Program)
Assistant Fire Coordinators (PT)
Benefits Assistant (HELP Program)
Benefits Manager (HELP Program)
Case Aides (Seasonal)
Chief Accountant (HELP Program)
Civil Service Administrator
Clerical Aides (Seasonal 6/1 – 8/31)
Clerks (Seasonal)
Code Enforcement Officer (PT)
Commissioner of Health and Human Services*
Commissioner of Social Services
Community Development Specialist (HELP Program)
Community Services Workers (PT)
Conservation Aides (Seasonal 6/1 – 8/31)
Cooks
County Director of Real Property Tax Services
County Fire Coordinator (PT)
County Health Officer/Commissioner Grade II (PT)
County Planning Director (HELP Program)
County Planning Director Trainee (HELP Program)
Custodial Aides (Seasonal 6/1 – 8/31)
Deputy Commissioner of Social Services*
Deputy Director of ED & P (HELP Program)
Deputy Director of Emergency Preparedness (PT)*+
Deputy Director of Emergency Services (HELP Program)
Deputy Director of Probation (PT)
Deputy Sheriffs (PT)
Director of Community Services*
Director of Economic Development and Planning*
Director of Emergency Services*
Director of Information Technology and Communication Systems*
District Attorney Investigator (2)*
Economic Development Specialists (HELP Program)
GIS Manager (HELP Program)
GIS Technician (HELP Program)
Grants & Programs Administrative Assistant (HELP Program)
Heavy Equipment Operator (H.E.O) Site Leaders
Heavy Equipment Operator (H.E.O) I
Heavy Equipment Operator (H.E.O) II
Heavy Equipment Operator (H.E.O) III
Highway Workers (Seasonal)
Historian (PT)
Information Security Officer (PT)
Jail Physician (PT)
Licensed Practical Nurses
Maintenance Mechanics
Mechanic Working Supervisors
Motor Equipment Operators (M.E.O) I
Motor Equipment Operators (M.E.O) II
Motor Equipment Operators (M.E.O) III
Motor Vehicle License Clerks (HELP Program)
Network Administrator (HELP Program)
Office Specialists III (HELP Program)
Paralegals (HELP Program)
Paralegals (PT)
Paralegal (Assigned Counsel Program) (HELP Program)
Personnel Officer
Probation Assistants (PT)
Psychiatrists (PT)
Public Health Director*
Public Health Director (PT)
Public Health Engineer (PT)
Registered Professional Nurses
Safety Officer (HELP Program)
Safety Officer (PT)
Secretary to 1st Assistant County Attorney (HELP Program)
Secretary to Economic Development and Planning
Senior Civil Service Technician (HELP Program)
Software Support Liaison (HELP Program)
Stop D.W.I Coordinator
Summer Youth Counselors (Seasonal 6/1 – 8/31)
Youth Bureau Director

Emergency Services:
Assistant EMS Coordinator (PT)
Certified Instructor Coordinators (PT)
Skills Instructors (PT)

Mental Hygiene
Accounting Supervisor (HELP Program)
Clinical Social Workers (HELP Program)
Clinical Program Director (HELP Program)
Certified Alcohol & Drug Counselors (HELP Program)
Certified Peer Specialists (HELP Program)
Mental Hygiene Compliance Officer (HELP Program)
Records Management Technicians (HELP Program)
Senior Clinical Social Workers (HELP Program)
Senior Clinical Social Workers (School/Community Based) (HELP Program)
Supervising Clinical Social Workers (HELP Program)

Public Health:
Director of Environmental Health (HELP Program)
Early Intervention Services Coordinators (HELP Program)
Mail Clerks (PT)
Public Health Emergency Preparedness Coordinator (HELP Program)
Public Health Educators (HELP Program)
Public Health Project Coordinator (HELP Program)
Public Health Sanitarians (HELP Program)
Public Health Technicians (HELP Program)
Senior Public Health Educator (HELP Program)

Public Works:
Automotive Mechanic
Automotive Mechanic II
Cleaning Supervisor (HELP Program)
Construction Inspectors (Seasonal)
Engineering Technician (HELP Program)
Heavy Equipment Operators
Heavy Equipment Mechanic I
Heavy Mechanic Working Supervisor
Highway Working Supervisor
Lead Maintenance Mechanic
Motor Equipment Operators
Sign Maintenance Worker

Sheriff's Office:
Court Attendants (PT)
Deputy Sheriffs (PT)
Public Safety Dispatchers (HELP Program)
Public Safety Dispatchers Trainees (HELP Program)

Social Services:
Attorney (PT)
Caseworkers (HELP Program)
Case Supervisor Grade Bs (HELP Program)
Community Services Workers (HELP Program)
Employment Center Supervisor (HELP Program)
Senior Caseworkers (HELP Program)
Senior Social Welfare Examiners (HELP Program)
Social Services Employment Specialists (HELP Program)
Social Services Investigators (HELP Program)
Social Welfare Examiners (HELP Program)
Social Welfare Examiners (Seasonal)
Supervisor of Medical Services (PT)
Support Investigators (HELP Program)

Veterans Service Agency:
Director of Veterans Service Agency
Veterans' Service Officers (HELP Program)

TOWN SERVICE

In All Towns
Clerks (PT)
Code Enforcement Officers (PT)
Constables (PT)
Health Officer (PT)
Motor Equipment Operators
Registrar of Vital Statistics (PT)
Town Historian (PT)

Town of Candor:
Town Engineer (PT)+

Town of Nichols:
Library Technicians (PT)

Town of Owego:
Assessor III
Code Enforcement Officers (HELP Program)
Code Enforcement Officer Trainee (HELP Program)
Fire Inspector (PT)
Mechanic Working Supervisors
Heavy Equipment Operator Site Leaders
Park Attendant (Seasonal)
Town Planning & Zoning Administrator (HELP Program)
Wastewater/Water Maintenance Assistants
Water & Wastewater Maintenance Supervisor (HELP Program)
Water Superintendent (PT)

VILLAGE SERVICE

In All Villages:
Assessors (PT)
Code Enforcement Officers (PT)
Health Officer (PT)
Janitor (PT)
Motor Equipment Operators
Typist (PT)
Typist (Seasonal)

Village of Candor:
Street and Water Superintendent (PT)

Village of Newark Valley:
Library Technicians (PT)
Maintainer

Village of Owego:
Deputy Superintendent of Public Works*
Director of Utilities (HELP Program)
Housing Code Inspector (PT)
Manager Swimming Pool (Seasonal)
Safety Inspector (PT)*
Superintendent of Public Works (HELP Program)
Youth Court Assistant (PT)*

Village of Waverly:
Assistant Code Inspector (PT)*
Cemetery Superintendent (PT)
Fire Alarm Electrician (PT)
Fire Chief (PT)
Fire Inspector (PT)*
Municipal Bingo Inspector (PT)
Street Superintendent*

SCHOOL DISTRICT SERVICE

Bakers
Benefits Coordinators (HELP Program)
Bus Drivers
Cashiers (HELP Program)
Cashiers (PT)

Cleaner – Bus Drivers
Clerk Typists (PT)
Cooks
Cook Managers
Custodial Workers
Custodial Worker – Couriers
Custodial Worker/School Monitors
District Data Coordinators (HELP Program)
Head Bus Drivers
Interpreter of the Deaf
Lead Groundskeeper
Library Clerks (PT)
Licensed Practical Nurses
Lifeguards
Mechanic-Drivers
Mechanic's Helpers
Mechanic Working Supervisor
Network Specialists (HELP Program)
Payroll Clerk-Typist (PT)
Registered Professional Nurses
School Bus Dispatcher (HELP Program)
School Chauffeurs
School Physicians (PT)
Senior Building Maintenance Mechanics
Student Assistant Advisors (HELP Program)
Student Workers
Supervisor of Attendance (PT)
Supervisor of Transportation (HELP Program)
Teacher Aides
Watchpersons
Water Safety Instructors
Clerks (PT)
Clerk-Typists (PT)
Dog Control Officers (PT)
Heavy Equipment Operators
Janitors (PT)
Maintenance Assistants
Mechanic Helpers
Motor Equipment Operators (M.E.O) I
Motor Equipment Operators (M.E.O) II
Motor Equipment Operators (M.E.O) III
Office Specialists I (HELP Program)
Office Specialists II (HELP Program)
Parking Meter & School Guards (PT)
Park Maintenance Assistants
Park maintenance Supervisors
Police Officers (PT)
Principal Account-Clerk (PT)
Recreation Attendants (Seasonal)
Recreation Director (Seasonal)
Recreation Leaders (Seasonal)
Recreation Supervisors (PT)
School Crossing Guards (PT)
Social Welfare Examiners (PT)
Stenographers (Seasonal)
Swimming Instructors (Seasonal)
Swimming Lifeguards (Seasonal)
Typists (PT)
Typist (Seasonal)
Water Maintenance Assistants
Water Maintenance Supervisors
Working Supervisors

*Designation of Policy Influencing/Confidential
**NC for present incumbents only
+Annual salary limitation of $6,000

Section 55-a designated positions in titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by blindness or by the Office of Vocational and Educational Services for Individuals with Disabilities, State Education Department as otherwise physically or mentally disabled.

SPECIAL DISTRICT

Town of Owego Fire District:
Fire District Manager
Drivers

Apalachin Fire District:
Building and Grounds Maintenance Worker (PT)

Tioga County Soil & Water Conservation District
Agricultural Environmental Management Specialists (HELP Program)
Buffer Steward Coordinator (HELP Program)
Conservation District Technicians**
Environmental Engineering Technicians**
Office Specialists III (PT) (HELP Program)

In all Departments and Jurisdictions where they exist:
Account Clerks (PT)
Accounting Associates I (HELP Program)
Assessor I
Automotive Mechanics
Building Inspector (PT)
Building Maintenance Mechanics
Caseworkers (PT)

APPENDIX C – LABOR CLASS

COUNTY SERVICE

In All Departments:
Cleaners
Home Health Aides
Laborers

Emergency Services:
Victim Helpers (PT)

TOWN SERVICE

In All Towns:
Cleaners
Laborers

VILLAGE SERVICE

In All Villages:
Cleaners
Laborers

Village of Newark Valley:
Fire House Caretaker

Village of Owego:
Sexton (Cemetery)

SCHOOL DISTRICT SERVICE

In All School Districts:
Cleaners
Cleaners (Light)
Food Service Helpers
Groundskeeper
School Monitors

SPECIAL DISTRICTS

Tioga County Soil & Water Conservation District:
Laborers

All persons employed in accordance with Section 35(g), (l), and (j) of the Civil Service Law

APPENDIX D – UNCLASSIFIED

COUNTY SERVICE

Budget Officer (PT)
Children's Court Judge
Civil Service Commissioners
Clerk to Tioga County Legislature
Commissioner of Public Works
County Administrator
County Clerk
County Coroner
County Judge
County Manager
County Sheriff
County Surrogate
County Treasurer
Deputy Clerk to the Tioga County Legislature (2)
District Attorney
Members of all Boards and Commissions
Members of Tioga County Legislature
All members, officers and employees of Board of Elections

TOWN SERVICE

In All Towns:
Assessors
Election Inspectors
Justices of Peace
Members of all Boards and Commissions
Tax Collector
Town Clerk
Town Councilmen
Town Highway Superintendent
Town Supervisor
Voting Machine Custodian

VILLAGE SERVICE

In All Villages:
Assessors (where elected)
Justices of the Peace
Mayor
Members of all Boards and Commissions
Police Justices
Trustees
Village Clerk
Village Clerk-Treasurer
Voting Machine Custodian

SCHOOL DISTRICT SERVICE

In all Departments and Jurisdictions where they exist:
Election Clerks
Election Inspectors
Voting Machine Custodian