

**Eddy, John D. (DOT)**

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**From:** cs.sm.TechnicalAssistance  
**Sent:** Thursday, November 12, 2015 1:10 PM  
**Subject:** Examination No. 37-520, Civil Engineer 1

*Sent on behalf of Scott DeFruscio, Director of Staffing Services, NYS Department of Civil Service*

Dear Applicant:

I write to provide clarification regarding the Civil Engineer 1 (CE1) promotion examination, No. 37-520, scheduled for December 5, 2015. According to our records, you have submitted an application for this examination.

As you may know, the minimum qualifications for the above noted examination were revised from previous holdings and now require employees to have successfully passed the Fundamentals of Engineering Examination (FE) prior to appointment to a CE1 position. The revised minimum qualifications appeared on the examination announcement which was issued on September 18, 2015. Although employees with the required time in a qualifying title may still take the promotion examination with or without having passed the FE, to be eligible for *appointment* to CE1 they must have passed the FE. In other words, candidates who have not passed the FE will not be eligible for appointment to CE1 positions, even if they pass the CE1 promotion examination.

In order to address concerns relating to promotion opportunities for technicians, we understand that some agencies may have advised Engineering Technicians that they intended to submit a request for establishment of a new title for which an FE would not be required to the Department of Civil Service (DCS). In addition, were such a title to be established, the agencies would ask that DCS declare the new CE1 eligible list as appropriate to fill the new title. Therefore, some applicants for the CE1 examination who have not passed - or even taken - the FE examination may have applied solely because they anticipated that the resulting eligible list would be declared appropriate to fill a new title which would *not* require passing the FE examination for appointment.

However, without a new title in place, DCS is unable to determine whether or not it would be proper to declare the CE1 list as appropriate to fill positions in a newly classified title. Accordingly, DCS has decided that it will not declare the CE 1 eligible list appropriate to fill any new title and we are offering all applicants for Examination No. 37-520, CE1, an opportunity to withdraw their application and receive a refund of any application processing fees paid for this examination.

If you wish to withdraw your application, you must submit a written request no later than Thursday, November 19, 2015. As long as your request to withdraw is sent from a State work e-mail address, it may be emailed to [TechnicalAssistance@cs.ny.gov](mailto:TechnicalAssistance@cs.ny.gov). Otherwise, it may be sent to the NYS Department of Civil Service, Albany, NY 12239, Attn: S-2, SEH; or faxed to (518)473-4313. Email submissions from a personal email address cannot be accepted.

We apologize for any inconvenience. If you have any questions, please contact Shaun Holdridge of my staff at (518)473-6071.

Sincerely,

Scott DeFruscio  
Director, Division of Staffing Services

## *NYS IntraDOT News*

### **A Message from the Office of Human Resources regarding the Civil Engineer I Title**

The New York State Department of Civil Service has revised the minimum qualifications for the Civil Engineer 1 (CE1) examination from previous holdings which now requires employees to have successfully passed the Fundamentals of Engineering Examination (FE) prior to being appointed to a CE1 position.

NYS DOT management understands and shares many of the concerns expressed by staff regarding this change. In order to continue to provide advancement opportunities in the Technician series, our Personnel Office has recently submitted a proposal to Civil Service to classify a salary grade 20 technician title in an attempt to resolve some of the issues that will arise due to this change in the CE 1 qualifications.

This proposal is currently being reviewed by the Division of Classification and Compensation within Civil Service. Once the title qualifications are identified, it is anticipated that provisional appointments may occur until a new exam is offered.

The Office of Human Resources will remain diligent in our efforts to work with and maintain communications with Civil Service throughout this process to establish this new title and subsequent examination.

*Last Updated: 11/17/2015*