

Tioga County Civil Service Rules Appendix

APPENDIX A - EXEMPT CLASS

COUNTY SERVICE

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

TOWN SERVICE

In All Towns:

| | |
|--------------------------|----------------------------|
| Bookkeeper to Supervisor | Deputy Town Clerk |
| Budget Officer (PT) | Dog Enumerators (Seasonal) |
| Clerk to the Judge | Town Attorney |

Town of Owego:

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

Revised: 10/04; 08/07; 07/08; 04/19; 07/19

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APPENDIX A - EXEMPT CLASS

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 Village Clerk and Treasurer

Village of Owego:

Deputy Village Clerk and Treasurer

Village Administrator

Village of Waverly:

Deputy Village Clerk and Treasurer

SCHOOL DISTRICT SERVICE

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

Revised: 10/04; 08/07; 07/08

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APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Account Clerk-Typists (PT)

Assigned Counsel Administrator (PT)

Assistant Fire Coordinators (PT)

Case Aides (Seasonal)

Civil Service Administrator

Clerical Aides (Seasonal – June 1 until August 31)

Clerks (Seasonal)

Code Enforcement Officer (PT)

Commissioner of Health and Human Services*

Commissioner of Social Services

Community Service Workers (P/T)

Conservation Aides (Seasonal – June 1 until August 31)

Cooks

County Director of Real Property Tax Services

County Fire Coordinator (PT)

County Health Officer/Commissioner Grade II (PT)

Custodial Aides (Seasonal – June 1 until August 31)

Deputy Commissioner of Social Services*

Deputy Director of Emergency Preparedness (P/T)*+

Deputy Director of Probation (Part Time)

Deputy Sheriffs (Part-Time)

Director of Community Services*

Director of Economic Development and Planning*

Director of Emergency Services*

Director of Information Technology and Communication Systems*

Heavy Equipment Operator (H.E.O) Site Leaders

Highway Workers (Seasonal)

Historian (P/T)

Information Security Officer (PT)*

Jail Physician (PT)

Licensed Practical Nurses

Maintenance Mechanics

Maintenance Men

Mechanic Working Supervisors

Motor Equipment Operators (M.E.O) I

Motor Equipment Operators (M.E.O) II

Motor Equipment Operators (M.E.O) III

Paralegals (Part-Time)

Personnel Officer

Probation Assistants (Part-Time)

Psychiatrists (Part-Time)

Public Health Director*

Public Health Director (Part-Time)

Public Health Engineer (Part-Time)

Registered Professional Nurses

Safety Officer (PT)

Secretary to Economic Development and Planning

Stop D.W.I Coordinator

Summer Youth Counselors (Seasonal – June 1 until August 31)

Youth Bureau Director

* Designation of Policy Influencing/Confidential

+ Annual salary limitation of \$6,000

Revised: 10/04; 08/07; 06/09; 10/10; 03/18; 12/18; 03/19; 04/19;
07/19

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APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Department of Fire:

EMT Instructors (PT)

Public Health:

Mail Clerks (PT)

Public Works:

Automotive Mechanic

Automotive Mechanic II

Construction Inspectors (Seasonal)

Heavy Equipment Operators

Motor Equipment Operators

Sign Maintenance Worker

Sheriff's Department:

Court Attendants (PT)

Deputy Sheriff's (Part-Time)

Social Services:

Attorney (PT)

Social Welfare Examiners (Seasonal)

Supervisor of Medical Services (PT)

Veteran's Service Agency:

Director of Veteran's Service Agency

Revised: 10/04; 08/07; 05/14; 12/18; 03/19; 04/19

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APPENDIX B - NON-COMPETITIVE CLASS

TOWN SERVICE

In All Towns:

Clerks (PT)

Constables (PT)

Health Officer (PT)

Motor Equipment Operators

Registrar of Vital Statistics (PT)

Town Historian (PT)

Town of Nichols:

Library Technician (PT)

Town of Owego:

Assessor III

Fire Inspector (PT)

Maintenance Men

Park Attendant (Seasonal)

Water Superintendent (PT)

Revised: 10/04; 05/14; 04/19; 04/20

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APPENDIX B - NON-COMPETITIVE CLASS

VILLAGE SERVICE

In all Villages:

| | |
|---------------------|------------------------------------|
| Assessors (PT) | Motor Equipment Operators |
| Health Officer (PT) | Registrar of Vital Statistics (PT) |
| Janitor (Part-Time) | |

Village of Candor:

Street and Water Superintendent (PT)

Village of Newark Valley:

| | |
|-------------------------|------------|
| Library Technician (PT) | Maintainer |
|-------------------------|------------|

Village of Owego:

| | |
|---|-----------------------------|
| Deputy Superintendent of Public Works** | Safety Inspector (PT)* |
| Housing Code Inspector (PT) | Youth Court Assistant (PT)* |
| Manager Swimming Pool (Seasonal) | |

Village of Waverly:

| | |
|------------------------------|--------------------------------|
| Assistant Code Inspector PT* | Fire Inspector (PT)* |
| Cemetery Superintendent (PT) | Municipal Bingo Inspector (PT) |
| Fire Alarm Electrician (PT) | Street Superintendent* |
| Fire Chief (PT) | |

* Population under 5,000

** Designation of Policy Influencing/Confidential

Revised: 10/04; 10/13; 03/19; 04/19; 04/20

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APPENDIX B - NON-COMPETITIVE CLASS

SCHOOL DISTRICT SERVICE

| | |
|----------------------------------|---------------------------------------|
| Bakers | Licensed Practical Nurses |
| Bus Drivers | Lifeguards |
| Cashiers (PT) | Mechanic-Drivers |
| Cleaner- Bus Drivers | Mechanic's Helpers |
| Clerk-Typists (PT) | Mechanic Working Supervisor |
| Cooks | Payroll Clerk-Typists (PT) |
| Cook Managers | Registered Professional Nurses |
| Custodial Workers | School Chauffeurs |
| Custodial Worker-Couriers | School Physicians (PT) |
| Custodial Worker/School Monitors | Senior Building Maintenance Mechanics |
| Head Bus Drivers | Student Workers |
| Interpreter of the Deaf | Supervisor of Attendance (PT) |
| Lead Groundskeeper | Teacher Aides |
| Library Clerks (PT) | Watchpersons |
| | Water Safety Instructors |

SPECIAL DISTRICT

Town of Owego Fire District:

Fire District Manager

Apalachin Fire District:

Building & Grounds Maintenance Worker (PT)

ALL CIVIL DIVISIONS WITH A POPULATION UNDER 5,000 ONLY

Code Enforcement Officers (Part-Time)

Revised: 10/04; 10/13; 03/19; 04/19; 04/20

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APPENDIX B - NON-COMPETITIVE CLASS

In all Departments and Jurisdictions where they exist:

| | |
|--|------------------------------------|
| Account Clerks (PT) | Parking Meter & School Guards (PT) |
| Assessor I | Park Maintenance Assistants |
| Automotive Mechanics | Park Maintenance Supervisors |
| Building Inspector (PT) | Police Officers (PT) |
| Building Maintenance Mechanics | Principal Account-Clerk (PT) |
| Caseworkers (PT) | Recreation Attendants (Seasonal) |
| Clerks (PT) | Recreation Director (Seasonal) |
| Clerk-Typists (PT) | Recreation Leaders (Seasonal) |
| Dog Control Officers (PT) | Recreation Supervisors (Seasonal) |
| Heavy Equipment Operators | School Crossing Guards (PT) |
| Heavy Equipment Operators (H.E.O) I | Social Welfare Examiners (PT) |
| Heavy Equipment Operators (H.E.O) II | Stenographers (Seasonal) |
| Heavy Equipment Operators (H.E.O) III | Swimming Instructors (Seasonal) |
| Janitors (PT) | Swimming Lifeguards (Seasonal) |
| Maintenance Assistants | Typists (PT) |
| Mechanics Helpers | Typists (Seasonal) |
| Motor Equipment Operators (M.E.O.) I | Water Maintenance Assistants |
| Motor Equipment Operators (M.E.O.) II | Water Maintenance Supervisors |
| Motor Equipment Operators (M.E.O.) III | Working Supervisors |

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.

Revised: 04/00; 05/14; 04/19

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APPENDIX C - LABOR CLASS

COUNTY SERVICE

In all Departments:

| | |
|-------------------|----------|
| Cleaners | Laborers |
| Home Health Aides | |

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 | Groundskeeper |
| Cleaners (Light) | School Monitors |
| Food Service Helper | |

SPECIAL DISTRICTS

Tioga County Soil & Water Conservation District:

Laborers

Revised: 04/00; 05/14; 04/19

Tioga County Civil Service Rules Appendix

APPENDIX D - UNCLASSIFIED

COUNTY SERVICE

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

TOWN SERVICE

In all Towns:

| | |
|-----------------------|-----------------------------|
| Assessors | Town Clerk |
| Election Inspectors | Town Councilmen |
| Justices of the Peace | Town Highway Superintendent |
| Tax Collector | Town Supervisor |
| | Voting Machine Custodian |

VILLAGE SERVICE

In all Villages:

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

Revised :04/00; 06/09; 10/10; 03/19; 04/19

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APPENDIX D - UNCLASSIFIED

SCHOOL DISTRICT SERVICE

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

In all Departments and Jurisdictions where they exist:

Election Clerks

Voting Machine Custodian

Election Inspectors

Revised :07/08