



## Classified Job Types

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Buffalo State College employees may apply for positions in which they qualify and eligible current State employees from other New York State agencies may apply for a lateral transfer by submitting an application through <https://jobs.buffalostate.edu>. Please contact Human Resource Management at 878-4822 or e-mail [warnesje@buffalostate.edu](mailto:warnesje@buffalostate.edu). For information on New York State Civil Service examinations, visit [www.cs.ny.gov/](http://www.cs.ny.gov/).

### Competitive Class Postings

Competitive Class positions require that candidates be reachable on the appropriate New York State Civil Service Eligible List. Eligible lists are created by ranking candidates according to scores achieved on a Civil Service exam for the title. Buffalo State College must choose from among the top 3 candidates on the list. Individuals on the list, who are deemed reachable on the basis of test score and placement on the list, are canvassed. The canvass letter solicits individual's interest in the position and availability for appointment. It is not an offer of employment and will not necessarily result in an interview.

What is the "rule of three?"

All candidates at the highest score are immediately eligible for consideration for appointment. Candidates at lower scores can be considered only when there are fewer than 3 candidates at higher scores. A candidate's eligibility for appointment depends not only on their rank (candidates who received the same score are equally ranked) but also how many other candidates are tied at that and higher level ranks.

Resource: [www.cs.ny.gov/jobseeker/faq/scorenotices.cfm#whatistheruleofthree](http://www.cs.ny.gov/jobseeker/faq/scorenotices.cfm#whatistheruleofthree).

Examples of Competitive Class positions: Office Assistant 1 (Keyboarding), Secretary 1, University Police Officer 1, Plant Utilities Assistant.

### Non-Competitive Class Postings

Non-Competitive Class positions are filled on the basis of seniority from among the employees bidding, provided the candidate meets the posting's required qualifications and has the ability to perform duties and responsibilities satisfactorily. The requirement to prove qualification shall rest with the employee. Seniority for this purpose depends on the length of time in the OSU bargaining unit, not the length of time employed at Buffalo State College. External candidates who meet the posting's required qualifications may also apply to these postings. Resource: [OSU Article 45](#)

Examples of Non-Competitive Class positions: Maintenance Assistant, Janitor, General Mechanic.

### Labor Class Postings

Labor Class positions are filled from a pool of candidates. An employee with a temporary appointment in the same labor class title at Buffalo State College, shall, if continued as an employee in that title, be appointed to the permanent position. If there is more than one temporary appointee at Buffalo State College, selection of the permanent appointee shall be at the hiring manager's discretion. All are encouraged to apply to labor class positions and the hiring manager will select candidates based on those who are most qualified for the position. Resource: [OSU Article 45](#)

Examples of Labor Class positions: Cleaner, Laborer, Maintenance Helper.