



Promotion Examination

Section 52 of Civil Service Law (CVS) requires vacancies above entry level be filled through examination by lower grade competitive class employees in direct line of promotion in the Department in which the vacancy exists. This document provides general promotion exam information and how to address eligibility to sit for an exam. Please be advised that completing examination never guarantees promotion or appointment, only making you an eligible candidate to fill the vacancy if you have a passing score.

Examination and Application

Promotion examination announcements can be found on the Department of Civil Service (DCS) website under “Examinations Open to State Employees” (<https://www.cs.ny.gov/examannouncements/types/prom/>). You can sign up for examination announcement email updates (<https://public.govdelivery.com/accounts/NYCS/subscriber/new>).

Exam announcements include information on:

- The title(s) which the exam is testing for
 - Salary and salary grade
 - Location of work and any travel requirements
 - Job duties
- Minimum qualifications to sit for the exam
 - Agency and/or Department(s) of qualified employment
 - Title(s) of qualified employment
- Subject and type of examination
- Date of examination
 - Deadline to apply
 - Application process
 - Fee information*

* PEF advocated for waiving exam fees effective from July 2023 through December 2025, the Fiscal Year 2026 budget continued this practice

You must note religious, date conflict, and/or reasonable accommodation requests on the application. For more information contact DCS’s Test Accommodation Unit by emailing Testaccommodation@cs.ny.gov.

After filing an examination application, you will be notified if you were approved or denied with justification via mail. If you have not received notice three days before the scheduled exam date, email AdmissionNotices@cs.ny.gov.

Test guides and resource booklets are available on the DCS website for your use to prepare for examination (<https://www.cs.ny.gov/testing/testguides.cfm>).

Eligibility

DCS's Division of Classification & Compensation (Class & Comp) define minimum qualifications for titles and examinations which can include:

- Educational requirements
- Experience requirements
- License and/or certification requirements
- Specific skills requirements like physical abilities
- Occupational qualifications
- Age and/or gender requirements

The minimum qualifications described in examination announcements define candidate eligibility to sit for examination. Eligibility can change from announcement to announcement, so double check that you're eligible under the title(s) and department(s) listed.

If a title isn't listed as eligible but believe a sufficient degree of similarity exists between the typical duties and responsibilities, requiring similar essential knowledge, skill, and ability to the title being examined; you can bring the inquiry to your Statewide Labor/Management (L/M) chair found on the PEF website (<https://www.pef.org/about/pef-committees/labor-management>). An agency can submit a request to expand eligibility, which Class & Comp reviews confirming or denying the title(s) as eligible. Your L/M can add the request to a meeting agenda with management. With the title(s) of concern and the examination announcement, get any clarity behind the reasoning for the title's inclusion and prepare for presentation. Ask the agency why a title wasn't included in an exam's eligibility criteria. If they don't have an answer, make your case, ask the agency to submit a request to Civil Service if they agree.