



## Voluntary Transfer Opportunities

This fact sheet details the types and procedures of voluntary transfers authorized by Sections 52.6, 70.1, and 70.4 of Civil Service Law. Voluntary transfers are an alternative to the use of eligible lists for filling competitive class positions. Members can view transfer opportunities by searching their title on the Career Mobility Office (CMO) website (<https://careermobilityoffice.cs.ny.gov/cmo/gotit/>), or review openings on the State Jobs website (<https://statejobs.ny.gov>). After reviewing, if there is a title not listed that you are interested in with similar duties and responsibilities to your current title, follow the procedures reflected in this document and contact the Personnel Office of the agency with the opening.

### Limitations

- Employees seeking transfer must be in a competitive class position with one year of permanent service at their current salary grade
  - Permanent service as a trainee may be counted towards one year of service
  - Employees on probation may transfer if otherwise eligible
- The transfer position sought can be no more than two salary grades above your current salary grade

### Requirements

- Consent of the employee, and
- Nomination of the appointing agency to which the transfer is sought, and
- Department of Civil Service approval, and
- Serving a probationary period, unless waived by the agency at the time of transfer

### 52.6 Transfer

Allows transfer without further examination between administrative titles at the same or similar salary grade. Administrative titles are those involving law, personnel, budgeting, methods and procedures, management, records analysis, or administrative research.

- Contact the Personnel Office of the agency you are seeking to transfer asking for nomination
- If the agency approves you as a transfer candidate, they submit a written request to a Civil Service Staffing Services Representative
- If the transfer meets requirements, Civil Service will deem the transfer appropriate, and Staffing Services will notify the agency that they can submit a formal nomination
- The agency Personnel Office upon submitting formal nomination will then notify the nominee, confirm that there are no reemployment lists which block the transfer, and initiate submission of the transaction

## 70.1 Transfer

Allows transfer without further examination to the same title within another agency or to a different title when the Civil Service determines a sufficient degree of similarity exists between the typical duties and responsibilities, requiring similar essential knowledge, skill, and ability.

- Contact the Personnel Office of the agency you are seeking to transfer asking for nomination
- If the agency approves you as a transfer candidate, they submit a written request to a Civil Service Staffing Services Representative
  - Staffing Services in consultation with the Divisions of Classification and Compensation, Diversity Planning and Management, and Testing Services as appropriate; review the transfer title and the title currently held by the employee to determine if the two are similar
  - Determination is made based on the comparison of the selection plans used to fill the titles, or a comparison of the duties and responsibilities typical of the titles, or determining whether the titles are in the same occupational field
- If the transfer meets requirements, Civil Service will deem the transfer appropriate, and Staffing Services will notify the agency that they can submit a formal nomination
- The agency Personnel Office upon submitting formal nomination will then notify the nominee, confirm that there are no reemployment lists which block the transfer, and initiate submission of the transaction

## 70.4 Transfer

Allows transfer to a title which is not similar, but where the employee meets the qualifications. Employees must pass an examination open to the public for the title before transfer can be approved.

- Contact the Personnel Office of the agency you are seeking to transfer asking for nomination
- If the agency approves you as a transfer candidate, they submit a written request to a Civil Service Staffing Services Representative
  - Staffing Services will review
    - (1) If the employee seeking transfer meets the transfer title's minimum qualifications and requirements of the most recent or the next anticipated open-competitive exam
    - (2) If the employee seeking transfer has failed the most recent open-competitive or promotion exam for the transfer title
    - (3) If there is no viable departmental or interdepartmental promotion list
    - (4) That the employee achieves (or has achieved) a passing score on an appropriate non-competitive exam
- If the transfer meets requirements, Civil Service will deem the transfer appropriate, and Staffing Services will notify the agency that they can submit a formal nomination
  - Upon written nomination from the agency, including a completed open-competitive examination application demonstrating that the employee is qualified, the Staffing Services Representative will arrange to administer any required tests
- Upon completing the transfer nomination, including any necessary tests, the Staffing Services Representative will send an "Action on Nomination for Permanent Appointment" form to the agency indicating the readiness of the nomination, and the effective date of the action
- The agency Personnel Office upon submitting formal nomination will then notify the nominee, confirm that there are no reemployment lists which block the transfer, and initiate submission of the transaction