

55-A POLICY

1. Affirmative Action is contacted by a potential applicant and sets up a meeting to go over what titles might be appropriate for the individual.
2. The Personnel Officer decides whether a position is 55-A eligible or not (entry level)
3. Once the title has been approved 55-A the 55-A designee verifies that the applicant is qualified for the position.
4. If the applicant is qualified the Civil Service and VESID application is sent over with the job spec to VESID for them to verify that the applicant can perform the duties and functions of the job. The mail should be sent to:

VESID
80 Wolf Road Suite 200
Albany, NY 12205
5. Once we receive the VESID approval we put the applicant on the 55-A list and their name should be sent when a certified list for that title is sent. The Director of Affirmative Action is to be Cc to track the 55-a list.