

**ONONDAGA COUNTY DEPARTMENT OF PERSONNEL
REQUEST FOR ELIGIBLE LIST COMPETITIVE CLASS CERTIFICATION**

TO: Onondaga County Personnel Department, Civil Service Division
421 Montgomery St., 13th Floor, Syracuse, N.Y. 13202-2959 (fax 435-8272)

FROM: **AGENCY CODE**
PHONE#
FAX#

POSITION TITLE **TITLE/SPEC #**

START DATE: **STARTING SALARY** **HOURS**

OF VACANCIES **ROSTER POSITION #(s)**

VACANCY LOCATION(S):

STATUS:	REASON(S) FOR VACANCY(IES):	SCHOOL DIST'S ONLY - DURATION:
Permanent	New Position	12 Month
Contingent Permanent	Transfer	10 Month
Temporary	Promotion	Other-duration:
Part-Time-hrs/per week:	Resignation / Retirement	
	Termination	
	Temporary Project-duration:	
	Leave of Absence-duration:	
	Other reason:	

WILL USE RESIDENCE PREFERENCE:
yes
no

REMARKS:

Request for Certified List File emailed to the following address:

SIGNATURE	TITLE	DATE
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CIVIL SERVICE ACTION

TYPE	CERT #	ESTABLISHED	EXPIRES	EXTEND EXP DT	RETURNED DT
OC					
PROM – INTRA					
PROM – INTER					
PREFERRED					
MILITARY					
OTHER					

COMMENTS: _____

CREATED BY: (INITIAL) _____