

**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):**

<b>STATUS:</b>	<b>REASON(S) FOR VACANCY(IES):</b>	<b>SCHOOL DIST'S ONLY - DURATION:</b>
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:	<b>WILL USE RESIDENCE PREFERENCE:</b>
	Leave of Absence-duration:	yes
	Other reason:	no

**REMARKS:**

**Request for Certified List File emailed to the following address:**

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<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>
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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)** \_\_\_\_\_