



New York State Archives

**Rules and plans of municipal and county Civil Service
Commissions B0543**

New York State Archives
222 Madison Avenue
Albany, NY 12230
archref@nysed.gov
URL: <http://www.archives.nysed.gov/>

Table of Contents

Overview of the Records	3
Arrangement	3
Administrative History	3
Scope and Contents	4
Related Information	5
Other Finding Aids	5
Use of Records	5
Access Terms	5

Overview of the Records

Repository:	New York State Archives
Summary:	The State Civil Service Commission reviews and approves municipal civil service commission rules and regulations. This series tracks the adoption, approval, or modification of rules, regulations and classification plans of most if not all rules ever adopted by a municipality. Also included are a few files containing model municipal rules and regulations, Commission resolutions concerning five counties whose civil service system was State administered until 1965, and classification plans and surveys for certain school districts.
Creator:	New York (State). Department of Civil Service. Municipal Services Division
Title:	Rules and plans of municipal and county Civil Service Commissions
Quantity:	29 cubic feet
Inclusive Date:	1899-1975
Series:	B0543

[^ Return to Table of Contents](#)

Arrangement

Alphabetic by name of government unit; occasionally material for a city will be filed under the county (e.g. Poughkeepsie rules and regulations are filed under Dutchess County).

[^ Return to Table of Contents](#)

Administrative History

Since 1899 the State Civil Service Commission has been responsible for reviewing and approving municipal civil service commission rules and regulations. In 1941 the Municipal Services Division was created in the Department of Civil Service to assist municipal commissions in the establishment of rules and regulations, positions, classification plans and

other civil service matters. Municipal Commissions now exist in cities, counties, a few towns, and the Port of New York Authority.

[^ Return to Table of Contents](#)

Scope and Content Note

This series was originally created by the State Civil Service Commission's Secretary and after 1941 was maintained by the Municipal Services Division. Each file contains most if not all rules, regulations and classification plans ever adopted by a municipality and related correspondence and memoranda.

Some files contain records dating from 1899, when the first city rules and regulations were approved by the State Commissioner. The rules and regulations cover all aspects of municipal civil service operations, including the municipal commission's organization and operation, examinations, appointments, and policy. Rules and regulations contain information on how a municipal civil service system operated in theory and on how municipal civil service administration changed over time.

A position classification plan for a given municipality lists all job titles in each jurisdictional classification (i.e. exempt, labor, unclassified, and classified service). Before 1940 plans were usually included as part of the rules and regulations. After that date, however, they are usually in separate binders and usually include more detailed information, such as duty statements for all positions and rosters listing employees' names and salaries.

Correspondence and memoranda contained in these files mostly concern the adoption, approval, or modification of rules and plans, or the classification of individual positions or groups of positions.

At the beginning of the series are a few files containing model municipal rules and regulations and State Commission resolutions concerning the five counties (Chautauqua, Rockland, Essex, Sullivan, and Tompkins) whose civil service system was State administered until 1965. At the end of the series are classification plans and classification surveys for certain school districts (see container list). The surveys consist of forms describing the duties of every employee of the district along with related correspondence and memoranda.

[^ Return to Table of Contents](#)

Related Information

Related Material

Series B0508, Amendments to Municipal Civil Service Commission rules, contains related records.

[^ Return to Table of Contents](#)

Other Finding Aids

Available at Repository

Container list.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

Municipal Services Division reserves right to borrow files for up to 30 days.

Access Terms

- Labor
- Regulating
- Local government
- Regulations
- New York (State)
- Rules (instructions)
- Civil service
- New York (State). Civil Service Commission