



Promotion Examination

Section 52 of Civil Service Law ([CSL](#)) requires vacancies above entry level be filled through examination by lower grade competitive class employees in direct line of promotion in the Department in which the vacancy exists. This document provides general promotion exam information and how to address eligibility to sit for an exam. Please be advised that completing examination never guarantees promotion or appointment, only making those with passing scores eligible candidates to fill the vacancy.

Examination and Application

Promotion examination announcements can be found online on the Department of Civil Service website under “Examinations Open to State Employees” (<https://www.cs.ny.gov/examannouncements/types/prom/>). You can sign up for examination announcement email updates (<https://public.govdelivery.com/accounts/NYCS/subscriber/new>). Announcements can also be found on by title via the Career Mobility website (<https://careermobilityoffice.cs.ny.gov/cmo/gotit/>).

Exam announcements include information on:

- The title(s) which the exam is testing for
 - Salary and salary grade
 - Location of work and any travel requirements
 - Job duties
- Minimum qualifications to sit for the exam
 - Agency and/or Department(s) of qualified employment
 - Title(s) of qualified employment
- Subject and type of examination
- Date of examination
 - Deadline to apply
 - Application process
 - Fee information*

* PEF advocated for state civil service exam fees to be waived, effective from July 2023 through December 2025. The 2026 Executive budget hopes to extend this further.

Religious and other accommodation requests must be noted on the application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

After filing an examination application, you will be notified if it has been approved or disapproved with justification via mail. If you have not received notice three days before the scheduled exam date, email AdmissionNotices@cs.ny.gov.

Test Guides and resource booklets are available online for your use to prepare for examination (<https://www.cs.ny.gov/testing/testguides.cfm>).

Eligibility

The Division of Classification & Compensation (Class & Comp) in the Department of Civil Service, defines the minimum qualifications for titles and examination which can include:

- Educational requirements
- Experience requirements
- License and/or certification requirements
- Specific skills requirements like physical abilities
- Occupational qualification
- Age and/or gender requirements

Eligibility to sit for exams is defined by the minimum qualifications described in examination announcements. Eligibility can change from announcement to announcement, so double check that you are eligible under the title(s) and department(s) listed.

If you do not see a title listed as eligible but believe a sufficient degree of similarity exists between the typical duties and responsibilities, requiring similar essential knowledges, skills, and abilities to the title being examined; you can bring the inquiry to your Statewide L/M chair found on the PEF website (<https://www.pef.org/about/pef-committees/labor-management>). An agency can submit a request to expand eligibility, which Class & Comp reviews confirming or denying the title(s) as eligible. Your L/M can add the request to a meeting agenda with management. With the title(s) of concern and the examination announcement, get any clarity behind the reasoning for the title's inclusion and prepare for presentation. Ask the agency why the title(s) is not included in an exam's eligibility criteria. If they don't have an answer, make your case, ask the agency to submit a request to Civil Service if they agree.