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JERRY BOONE
COMMISSIONER

IM-05-13

INFORMATION MEMORANDUM

TO: All Municipal Civil Service Agencies

FROM: Office of Commission Operations & Municipal Assistance

SUBJECT: School Facilities Director – Stage 3 Update

DATE: June 12, 2013

As communicated in IM-13-2011, Chapter 403 of the Laws of 2011 requires the New York State Department of Civil Service to classify the positions of Director of Facilities found in local school districts and to provide a statewide examination for the same. With your assistance, Stage 1 and 2 of the data gathering process have been completed. Stage 1 included verifying the school districts under your jurisdiction and requesting that each school district provide an organizational chart relative to their facilities function. Our office received more than 500 organizational charts based on this request. An updated spreadsheet has been made available on MSD Online at: <https://www.cs.ny.gov/msd/msdonline/classification.cfm>.

Stage 2 of the data gathering process involved requesting incumbents of “Facility Director” positions to complete questionnaires about their duties. With your assistance, we received over 400 completed questionnaires. Based on a review of the information contained in those questionnaires, we have developed draft job class specifications for three levels of Director of Facilities positions.

We are now at Stage 3 of the process and we are asking you to review these three classifications and to share these draft specifications with your school districts so they may review them also. Both the civil service agency and the school districts are asked to provide comments and suggestions; however, incumbents of the positions whose status is “provisional,” should not be involved in this review process. Please work with the individual’s supervisor in this instance.

Stage 3 consists of the following three steps:

Step 1 – Review the draft class specifications for Director of Facilities I, II and III. Once all agencies have had an opportunity to review the class specifications and provide comments, the final class specifications will be issued. Until the final spec is issued, positions may not be classified in the new titles. The draft class specifications are located at the following link:
<https://www.cs.ny.gov/msd/msdonline/classification.cfm>

Step 2 – Please complete a provisional listing for all school districts and BOCES under your civil service agency’s jurisdiction and attach a roster record for any provisional employee who will need to participate in the Director of Facilities I, II or III examination. If you need assistance, please contact staff at: assistance.request@cs.state.ny.us or by phone at (518) 473-5139. A blank provisional listing is found at: <https://www.cs.ny.gov/msd/msdonline/classification.cfm>

Step 3 – Request subject matter experts (SMEs) from participating school districts to assist the Testing Services Division with the review of the examination scope for the three levels of positions classified: Director of Facilities I, II, and III. Please note that, in order to be considered, SMEs must be permanent and have at least 2 years of experience in their positions. Also, SMEs should not be future candidates for Director of Facilities I, II or III examinations. An SME Nomination Form is attached and can also be found at the following link:
<https://www.cs.ny.gov/msd/msdonline/classification.cfm>

The deadline for the above information to be completed and returned to the Office of Commission Operations & Municipal Assistance (OCO&MA) is **July 10, 2013**. Please e-mail your completed documents to assistance.request@cs.state.ny.us or fax them to 518-473-5017.

Thank you in advance for your assistance with the implementation of this legislation. Please contact the Municipal Assistance Section at (518) 473-5139 with any questions relative to the classification of these positions or your agency’s role in this matter.



Nancy B. Kiyonaga
Director, Commission Operations
& Municipal Assistance

Attachment