

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #24-05

**2800 Automated Position-Personnel System**

**June 2024**

TO: Department and Agency Directors of Human Resource, Personnel and Affirmative Action Officers, Equal Opportunity Specialists, Diversity and Inclusion Specialists

FROM: Jessica Rowe, Deputy Commissioner for Merit System Operations

SUBJECT: Examination and List Numbers

DATE: June 24, 2024

The Department of Civil Service (“DCS”) will be converting all historical, existing, and future examination numbers from a 5-digit format to an 8-digit format. All historical and current examination numbers will be appended with the last three digits of “010”. (ex: 26-872010). Future examination numbers will start by appending “020”.

This conversion will impact.

- Historical examination numbers (Archived Announcements)
- Historical eligible list numbers (Expired/Archived Eligible lists)
- Existing examination numbers
  - Current examination announcements including Decentralized examination announcements.
  - Decentralized examination exports
- Existing eligible lists
- Future examination numbers
- NYSTEP list appointment transactions
  - The field to enter eligible list numbers will remain 7 digits. Current practice requires 2 zeros “00” to be added to the end of the 5-digit list numbers. In the future, you will be asked to use the first 7-digits of the updated 8-digit examination number.
- All historical references to examination numbers contained in the State Personnel Management Manual (SPMM), as well as any examination numbers contained in Staffing Services Division General Information Bulletins (GIB), Staffing Services Division Policy Bulletins (PB), and Staffing Services Division Advisory Memorandum (ADM)
  - Historic examination numbers in these documents will not be altered but should be presumed to have “010” appended onto the original 5-digit examination number.

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It is important that you discuss the conversion with your information technology support professionals so that any necessary changes to your systems can be made to support the 8-digit format. In addition, all communications should reflect the new examination numbers (ex: canvas letters, score notices). DCS will be reissuing any current examination announcements with the updated 8- digit examination numbers.

We anticipate this change will be implemented on July 2, 2024. If you have any questions, please contact your staffing representative.