

Hiring Emergency Limited Placement Program (HELP Program) –
Updated 5/14/2024

In response to local agencies having significant challenges filling positions across local government due to the tight labor market, competition with private sector employers and eligible lists that have become exhausted, the New York State Department of Civil Service, Municipal Services Division (MSD), expanded the Hiring Emergency Limited Placement Program (HELP Program). This is a temporary program to help local government employers address current staffing issues.

The Municipal Services Division sought approval from the NYS Commission at its February 14, 2024, meeting to expand the HELP Program for local government employers.

The HELP Program is a tool that is available on a temporary basis for agencies that believe eliminating the competitive examination will speed up the hiring process for titles that meet the HELP Program's criteria. Using this temporary tool, local civil service agencies can place competitive class positions in the non-competitive class.

Local agencies experiencing emergency staffing issues can seek approval from the Commission to implement the HELP Program for titles that meet the program's criteria. **The duration of this program for Niagara County is effective June 26, 2023 – December 31, 2024.**

The Niagara County Personnel Officer has submitted and will continue to submit rules resolution to amend the local Civil Service Rules in order to add titles to the non-competitive class using the HELP Program. **Employees hired in the following titles will be appointed permanently to the non-competitive class and then will be included in the cover in process per instructions from NYS Civil Service.** Once the program expires, employees occupying positions filled through the local HELP Program will be granted competitive class status without the need to participate in a competitive examination.

Titles included in the HELP Program are:

All Civil Divisions

Building Maintenance Mechanics (HELP Program)

General Repair Persons II (HELP Program)

County Service

Assistant Public Health Engineers (HELP Program)

Budget Assistant (HELP Program)

Care Services Coordinators, Early Intervention Program (HELP Program)

Caseworkers (HELP Program)

Chief Tax Clerk (HELP Program)

Community Mental Health Aides (HELP Program)

Crime Analyst (HELP Program)

County Service Continued

Crisis Services Phone Aides (HELP Program)
Electronics Technician Wastewater (HELP Program)
Employment & Training Assistants (HELP Program)
Environmental Analyst (HELP Program)
General Mechanics (HELP Program)
GIS Analyst (HELP Program)
Golf Director (HELP Program)
Junior Civil Engineers (HELP Program)
Licensed Clinicians (HELP Program)
Mental Health Outpatient Clinic Program Manager (HELP Program)
Senior Engineering Aides (HELP Program)
Senior Licensed Clinicians (HELP Program)
Social Services Workers (HELP Program)
Supervising Public Health Engineer (HELP Program)
Supervisor of Sewer Maintenance (HELP Program)
Tax Clerks (HELP Program)
Tax Map Technicians (HELP Program)

Niagara County Community College

Senior Duplicating Machine Operator (HELP Program)
Senior Financial Aid Clerks (HELP Program)

Niagara County Soil & Water District

Invasive Species Technicians (HELP Program)

North Tonawanda City Schools

Behavior Specialist (HELP Program)

School Service

Audio/Visual Assistants (HELP Program)
Transportation Coordinator (HELP Program)