



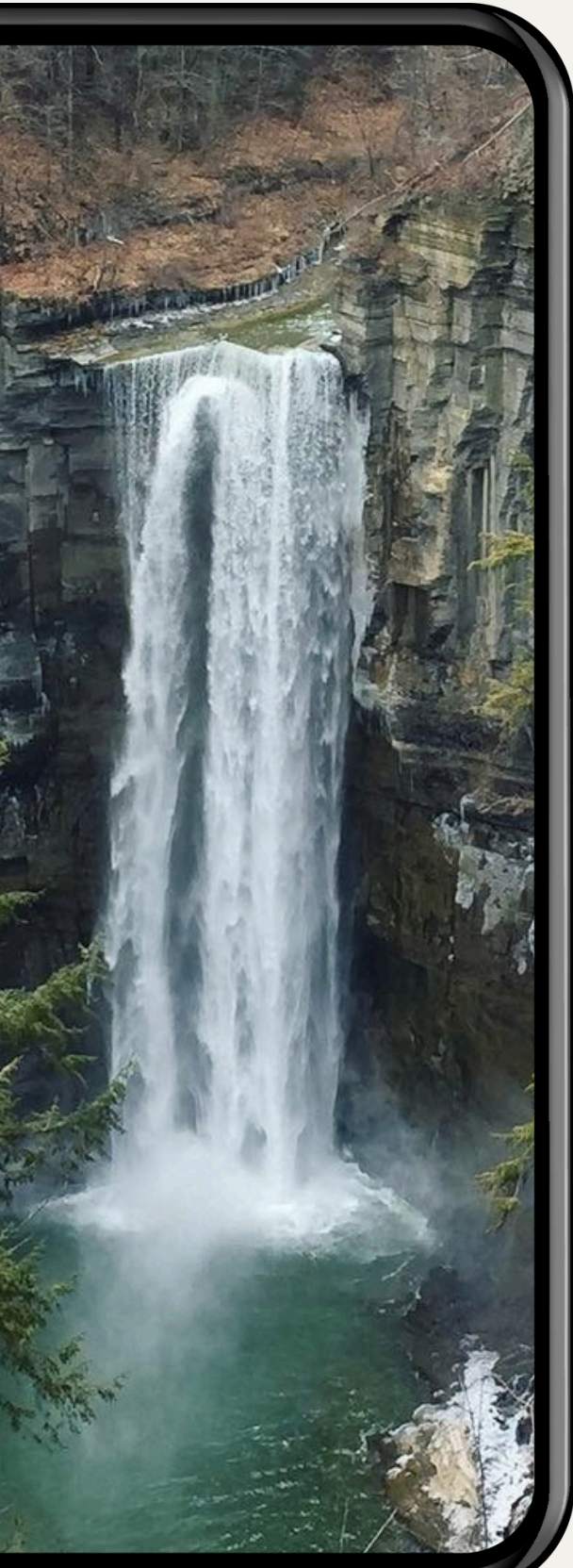
New York State
Parks, Recreation and
Historic Preservation

Career Guide

parks.ny.gov/employment

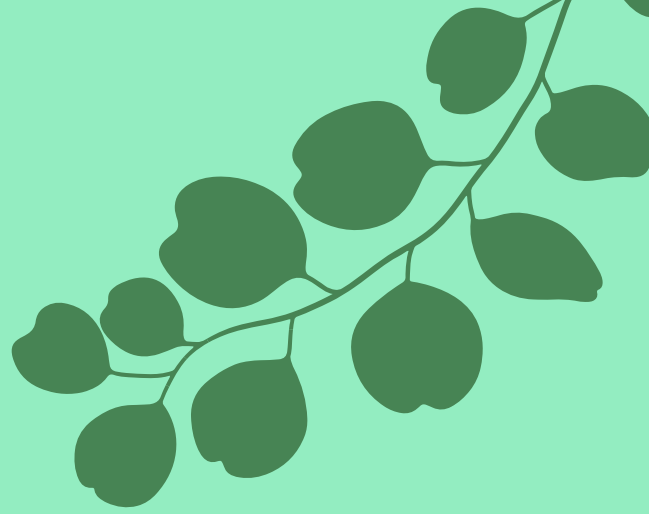


Table of Contents



02	ABOUT US
03	FIND YOUR CAREER PATH
04	NEW YORK STATE EMPLOYMENT
06	COMPETITIVE HIRING PROCESS
09	ALTERNATIVE HIRING METHODS
10	COMPETITIVE POSITIONS
12	NON-COMPETITIVE POSITIONS
13	NEW YORK STATE BENEFITS
14	EMPLOYEE STORIES
16	SEASONAL ADVANCEMENT
17	ADVANCEMENT FROM THE PARK WORKER TITLE
18	ADVANCEMENT FROM THE OFFICE ASSISTANT TITLE
19	TRAINEESHIPS
20	REGIONS
21	ADDITIONAL RESOURCES

About Us



We'll See You Out There!

This year, New York's State Parks and Historic Sites will celebrate our Centennial, commemorating the 100th anniversary of the founding of our parks and sites system. This system was built for you, and continues to serve as an acknowledgment that public access to open space and recreational assets is a right, and not a privilege, afforded to all New Yorkers.

A vision one hundred years ago to connect people to New York State's most celebrated lands has since transformed into the state park system we know and love today – encompassing 360,000 acres of beaches, campgrounds, trails, golf courses, and so much more.

2024 will be an opportunity to reflect on the last one hundred years, celebrate the vital legislation that spurred the expansion of our parks and sites' network into 250-plus properties, and ignite conversation and action around preserving New York State lands for the next generation.



Our Commitment to Diversity

New York State Office of Parks, Recreation & Historic Preservation shows our commitment to diversity, equity, and inclusion by:

- Fostering a workforce that is reflective of the many communities that we serve.
- Actively engaging with local communities and developing meaningful relationships in a way that may help build a more diverse workforce.
- Intentionally recruiting diverse employees by working closely with local, state and national organizations and employment websites that are committed to diversity.



**ALL ARE
WELCOME
HERE**

Find Your Career Path



Welcome to the Office of Parks, Recreation & Historic Preservation Career Path Guide!

This guide has been created to provide information about the most common types of jobs offered at **New York State Parks, Recreation & Historic Preservation** and how to grow your career with the agency. Throughout this guide, you will find valuable information on Civil Service terminology, different position types and titles in the agency, resources to learn more about how to qualify for these positions, and even career profiles of current employees. The profiles will describe how these employees developed their careers with Parks and what it is like to work in those jobs. You may even see some folks you know and work with among these pages!



New York State Employment

New York State Parks, Recreation & Historic Preservation primarily selects qualified candidates through:

- Job postings and interviews for non-competitive positions
- Civil service examinations and the NY HELPS program for competitive positions

This guide provides information on the non-competitive (not exam-based) and competitive (historically exam-based) hiring processes for some of our most common career paths. It also outlines opportunities to move between different jobs.

Civil Service System: Merit and Fitness-based Selection

The New York State Civil Service system was created to make the governmental hiring and promotion process fair by basing it on merit and fitness.

Non-Competitive Positions

Some job titles in our agency are non-competitive, meaning they are not filled through a Civil Service examination. Instead, hiring and promotion are based on qualifications such as job experience and education. Employees in non-competitive positions work in professions such as park maintenance and skilled trades. Non-competitive positions are often advertised on the StateJobsNY website and may also be posted on other recruitment websites.

View job postings online at <https://tinyurl.com/43yd9367>



New York State Employment

Competitive Positions and Civil Service Exams

Many employees in our agency have historically started their careers by taking a Civil Service exam. Civil Service exams are designed to measure applicants' skills and abilities to successfully perform the duties for a particular job. Typically, the format of these exams is multiple-choice.

Examination announcements for all competitive positions are posted on the Civil Service website:

<https://www.cs.ny.gov/jobseeker/>



Some competitive positions may be posted on StateJobsNY as well: <https://tinyurl.com/43yd9367>



NY HELPS Program

In May 2024, the NY HELPS program will officially launch. This program was developed to open up additional recruitment options for New York State agencies. At this time, the job titles included in the program do not require a Civil Service examination, but require the applicant to meet the minimum qualifications for the position. Please see page 10 for a list of Competitive job titles we hire for often. Those jobs listed with an asterisk (*) will accept applicants as a part of the NY HELPS program.

The program will run from May 2024 through May 2025 and Civil Service will determine whether to continue the program at that time.



Competitive Hiring Process

Which Competitive Exams Are Offered?

Positions that Civil Service holds exams for are referred to as competitive. Some of the common competitive titles in the Office of Parks, Recreation & Historic Preservation are: Park Supervisor 1, Park Manager 1, Historic Site Assistant, Interpretive Programs Assistant, Environmental Educator 1, Office Assistant 1, and Administrative Assistant 1. Employees in these titles work in our parks, historic sites and supporting offices across New York State.

Types of Exams

Civil Service exams are categorized as open-competitive, promotion, or transition.

- **Open-Competitive Exams** are open to all qualified applicants, including members of the public and state employees.
- **Promotion Exams** are limited to permanent New York State employees and provide a path to advance through the levels of a title series.
- **Transition Exams** provide additional opportunities for New York State employees to advance their careers by moving into a new career path.

Exams for each title are usually administered every four years but may be held more or less often depending on the needs of the agencies who use that job title.



Competitive Hiring Process

How Do I Apply to Take a Competitive Exam?

Visit <http://cs.ny.gov/jobseeker/> for exam schedules and information on the application process. Exam applications must be submitted by the application deadline listed on the exam announcement.

What Qualifications Do I Need to Take a Competitive Exam?

Minimum qualifications are based on job requirements and will vary by exam. Check the Exam Announcement for exam-specific minimum qualifications.

How Are Tests Scored?

After a competitive exam is administered, the exam results are analyzed by the Department of Civil Service. Test-takers who pass an exam and meet the minimum qualifications for the position are placed on an eligible list based on their final test score in rank order. Test-takers with identical exam scores are considered equivalent for canvassing and hiring purposes.

I Took a Competitive Exam. How Long Before I Get Exam Results?

It generally takes three months after the exam to get your test results from the Department of Civil Service. Once the eligible list is established, exam results with test score and rank number will be sent to all test-takers via email. Remember to keep your contact information up-to-date in the [Eligible List Management System \(ELMS\)](https://www.cs.ny.gov/elmspublic/)-
<https://www.cs.ny.gov/elmspublic/>.



Competitive Hiring Process

How Do I Choose Where I Want to Work within New York State?

Location Preference - Candidates will receive a Location Preference form electronically after the eligible list is established to identify locations where they would be willing to work.

Canvassing - Candidates are contacted in score order when positions in their preferred locations become available. Candidates with the highest exam score are contacted first. The candidate must indicate their interest in the position on the Availability for Employment inquiry form.

Hiring - The agency will select candidates who are reachable on the eligible list to interview as part of the selection process.

*To learn more about reachability on an eligible list, visit the Career Mobility Office site: <https://careermobilityoffice.cs.ny.gov/cmo/>



Alternative Hiring Methods

Governor's Program to Hire Individuals and Veterans with Disabilities (55 b/c)

This initiative consists of two specialized programs - the 55b and 55c programs. The programs are coordinated efforts to place individuals with disabilities (55b) and veterans with disabilities (55c) in entry-level state jobs. Most entry-level positions that are filled through an open-competitive examination (page 6) can be used for a 55b/55c appointment. To learn more about the 55 b/c program, scan the QR Code or follow the link: <https://www.cs.ny.gov/rp55/>



Traineeships

Traineeships provide employee advancement opportunities and help the State with recruitment when the job market cannot provide candidates with the skills and abilities necessary for certain positions in State service. To learn more about traineeships with New York State Parks, Recreation & Historic Preservation, see page 19. Most of the positions for which a traineeship is a component are filled through the Professional Career Opportunities (PCO) exam. To learn more about the Professional Career Opportunities (PCO) Exam, scan the QR Code or visit: <https://www.cs.ny.gov/pco/>



Transfer

If you are a current permanent State employee in a competitive (exam required) position, you may be eligible for a voluntary transfer to another job title as an alternative to being appointed from an eligible list. Transfers promote career growth and provide employees with increased options. Not all titles are eligible for transfers and there are limitations on the number of salary grades you can advance through a transfer. You can contact the Career Mobility Office (page 21), your HR representative, or your Regional Business Office to determine your transfer eligibility.

Competitive Positions

Below is a list of the most common competitive (exam required) jobs within the Agency and the associated type of exam:

Open-Competitive

- Office Assistant 1 *
- Payroll Assistant *
- Park Supervisor 1 *
- Golf Course Manager 1 *
- Park Manager 1 *
- Environmental Educator 1 *
- Biologist 1 (Wildlife) * & Biologist 1 (Ecology) *
- Environmental Program Specialist 1 (Natural Resources) *
- Environmental Analyst 1 *
- Forester 1 *
- Park Police Officer Trainee
- Historic Site Assistant *
- Interpretive Programs Assistant *
- Curator 1 *
- Historic Preservation Program Analyst *
- Assistant Architect *
- Senior Architect *
- Landscape Architect *
- Senior Landscape Architect *
- Engineering Technician
- Principal Engineering Technician *
- Engineer Trainee
- Assistant Engineer (Civil) *
- Contract Management Specialist 1 *
- Human Resources Specialist 1 *
- Training Specialist 1 *
- Senior Budgeting Analyst *
- Internal Auditor 1 *
- Business Systems Analyst 1 *
- Public Information Specialist 1 *



**Positions marked by an asterisk (*) are accepting applicants through the NY HELPS program without a Civil Service exam. Applicants must meet the Open Competitive qualifications.*

Competitive Positions



Below is a list of the most common competitive (exam required) jobs within the Agency and the associated type of exam:

Transition

- Program Aide *
- Park Supervisor 1 *
- Park Manager 1 *
- Interpretive Programs Assistant *
- Assistant Architect *
- Engineering Technician
- Contract Management Specialist 1 *
- Human Resources Specialist 1 *
- Training Specialist 1 *
- Senior Budgeting Analyst *
- Business Systems Analyst 1 *

Promotion

- Park Manager 2 *
- Park Manager 3 *
- Administrative Assistant 1 *
- Golf Course Manager 1 *
- Senior Architect *
- Senior Landscape Architect *
- Engineering Technician
- Principal Engineering Technician *
- Public Information Specialist 1 *



^See page 6 for more information on types of examinations.



Non-Competitive Positions

Below is a list of the most common non-competitive (no exam required) jobs within the Agency:

- Park Worker 2
- Park Worker 3
- Maintenance Assistant
- Trades Generalist
- Trades Specialist (Painter, Plumber & Steamfitter, Carpenter, Electrician, Mason & Plasterer, Roofing, Welder, Sign Fabrication)
- Golf Course Superintendent 1
- Golf Course Maintenance Supervisor
- Filter Plant Operator
- Senior Filter Plant Operator
- Maintenance Supervisor 1
- Trades Supervisor (Painter, Plumber, Carpenter, Electrician, Mason & Plasterer, Sign Fabrication)
- Building Restoration Specialist
- Environmental Educator Assistant
- Horticultural Technician 1
- Conservator
- Scientist (Archeology)
- Equal Opportunity Specialist 1
- Graphic Designer 1
- Park Ranger 2

To learn more about the job duties and minimum qualifications for both competitive and non-competitive positions, click a linked job title above or visit the Career Mobility Office Title Search site for more information:
<https://careermobilityoffice.cs.ny.gov/cmo/gotit/title-search/index.cfm>



New York State Benefits

There are a variety of benefits that annual employees are eligible for. Hourly employees may also be eligible for some benefits upon hire. Benefits include:



Paid Time Off*

- **PEF and CSEA: 31 days** - 13 Vacation days, 13 Sick days, and 5 Personal Leave days; **plus** 13 Holidays
- **M/C: 26 days** - 13 Vacation days, 8 Sick days, and 5 Personal Leave days; **plus** 13 Holidays

**Unused sick and vacation time accumulates year to year for use at a later date*

Parental/Family Leave



- **PEF, CSEA, and M/C: Paid Parental Leave Program** - 12 weeks at full pay
 - **Bond** with a newborn, fostered, or adopted child.
- **M/C: Paid Family Leave Program** - 12 weeks of job-protected time off at a percentage of your salary
 - **Bond** with a newly born, adopted or fostered child,
 - **Care** for a family member with a serious health condition, or
 - **Assist** loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

Health Care Coverage, including Medical, Dental, and Vision



- Affordable medical insurance with a variety of plan options
- Free Dental and Vision coverage
- Health Insurance Opt-Out: This program may be available to eligible employees who have other employer sponsored health insurance coverage. Employees may be eligible to receive \$1000 to opt out of individual coverage or \$3000 to opt out of family coverage.

Retirement Benefits



- New York State Pension (based on years of service and earnings)
- Deferred Compensation Accounts (pre- and post-tax options)
- Health insurance coverage in retirement

New York State Pre-Tax Spending Accounts



- Health Care Spending Account - helps pay for health-related expenses that are not covered by your insurance.
- Dependent Care Advantage Account - helps pay for child care, elder care, or disabled dependent care.
- Adoption Advantage Account - helps pay for costs related to the adoption of a child

Tuition Assistance Programs



- CSEA tuition benefit - 2 four-credit course vouchers per year
- PEF tuition benefit - 2 four-credit course reimbursements per year
- M/C tuition benefit - \$2,000 tuition reimbursement per year
- Public Service Loan Forgiveness Program - Full-time employees qualify for federal student loan debt forgiveness after 120 payments.

Employee Stories



My favorite park is Green Lakes State Park.

David Guest
Assistant Regional Director
Saratoga Region

My first job title with the agency was a Park and Recreation Aide 2 in the Long Island Region at Heckscher State Park doing operations and maintenance work. This position is a great example of a seasonal job transitioning to a permanent job. Over time I have worked in many roles such as maintenance, park management, and health and safety, and I took advantage of opportunities to learn supervision, office and financial skills. I also made sure I took every civil service test I was eligible for. Eventually, I had the opportunity to move north to Saratoga Spa State Park for a promotion to Park Manager 2. After my move to the Saratoga/Capital Region, I continued to grow my career there, and I am now the Assistant Regional Director (Park Operations Manager 3).

My work with Parks has allowed me to meet people on trails, introduce people to the outdoors, or just say hello. We create unique experiences for people that they never would have had without our interaction. Even the smallest thing can impact so many people, which is my favorite part of working for New York State Parks Recreation & Historic Preservation!



My favorite park is Saratoga Spa State Park.

Captain Christina Hall
Captain Park Police
Park Police Headquarters
Albany Office

I started my career with New York State Parks, Recreation & Historic Preservation as a Park Police Officer Trainee. To advance within the Park Police, I took advantage of any opportunity to learn a new skill that would prepare me for promotional opportunities. I am now proud to be the first female Captain of the New York State Park Police.

As for many positions within New York State service, I had to study and take Civil Service exams. Sometimes it takes time, but it is all worth it because you not only get to work in the most beautiful places in the state, but you also build life-long friendships with both fellow Park Police officers and civilian co-workers. It's great to be a part of the Parks Family!

Employee Stories



My favorite park is Minnewaska State Park Preserve.

**Ciara Scully
Park Director 1 (Environmental)
New York City Region**

My time with parks started in 2018 as a Student Conservation Association intern working as an Environmental Educator. This is how I discovered that Parks was the place for me! I was then hired as a seasonal employee working hands on with the educational team and growing the newly established environmental education program in the NYC region. By 2019, I was hired as a permanent Environmental Education Assistant at the brand-new Shirley Chisholm State Park in Brooklyn. Then, I pursued my Master's degree in Environmental Conservation Education, which built a great foundational knowledge that propelled me through my graduate studies. In 2022, I was promoted to Environmental Educator 1 and then Park Director 1 (Environmental) in 2023.

My favorite part of this job is how different every day is! I have been so lucky to have worked in almost every single park in the NYC region, in some way. I have been able to help develop programs for local schools and connect our visitors to nature in their neighborhood, which is the most rewarding part of the job to me.



My favorite park is Buffalo Harbor State Park.

**Kenny Jessie
Park Manager 2
Niagara Region**

I started my career back in 1987 (as my kids would say back in the 1900s) as a Park and Rec Aide 1 working in a summer seasonal position. Since then, I have worked in many different positions, grade levels, and Parks. I've worked as a Park Worker 3, a Grounds Maintenance Crew Member, and a Grounds Maintenance Crew Leader. I have worked as a supervisor at Buffalo Harbor State Park and assisted at DeVeaux Woods State Park. I am currently at Buffalo Harbor State Park as a Park Manager 2 and loving my job! I was privileged to be at the inception of this park and appreciate how much myself and this park have grown together.

My favorite part of NYS Parks is being around the beautiful scenery, which a lot of us take for granted. Each day along with working hard, it is rewarding to be able to encounter the beautiful lake surrounded by wildlife, the landscape, and the patrons enjoying themselves at the park. I am proud of our accomplishments at Buffalo Harbor State Park, and I love to celebrate when others achieve new things too!

Seasonal Advancement

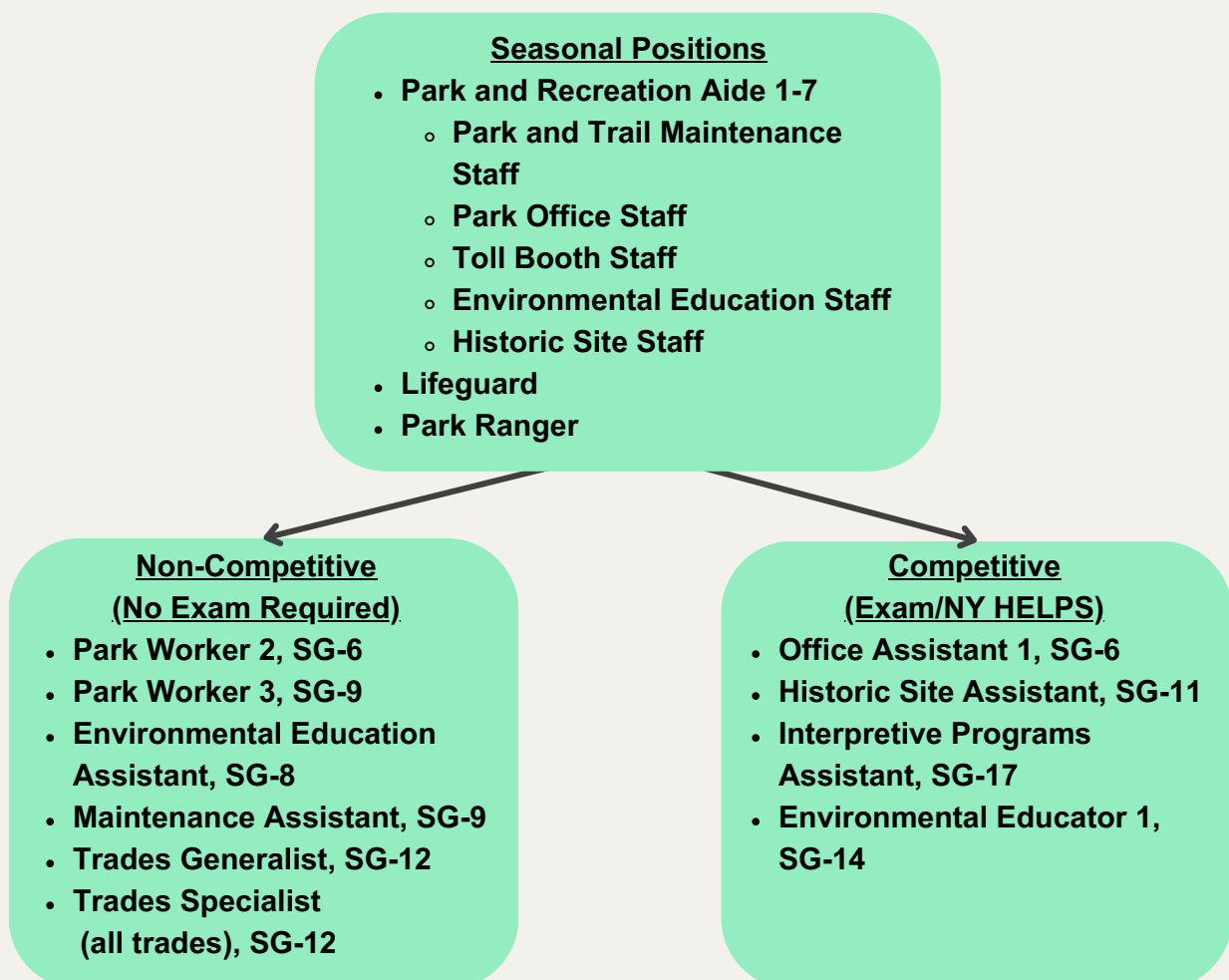
Many positions with NYS Parks, Recreation & Historic Preservation require some experience to qualify for hire. One of the benefits of working as a seasonal employee is that you get the experience that helps you qualify for permanent positions.

The benefits of working as a seasonal employee:

- Building relationships with management.
- Learning about our agency & trying different types of work.
- Hearing about permanent job opportunities.

The benefits of becoming a permanent employee:

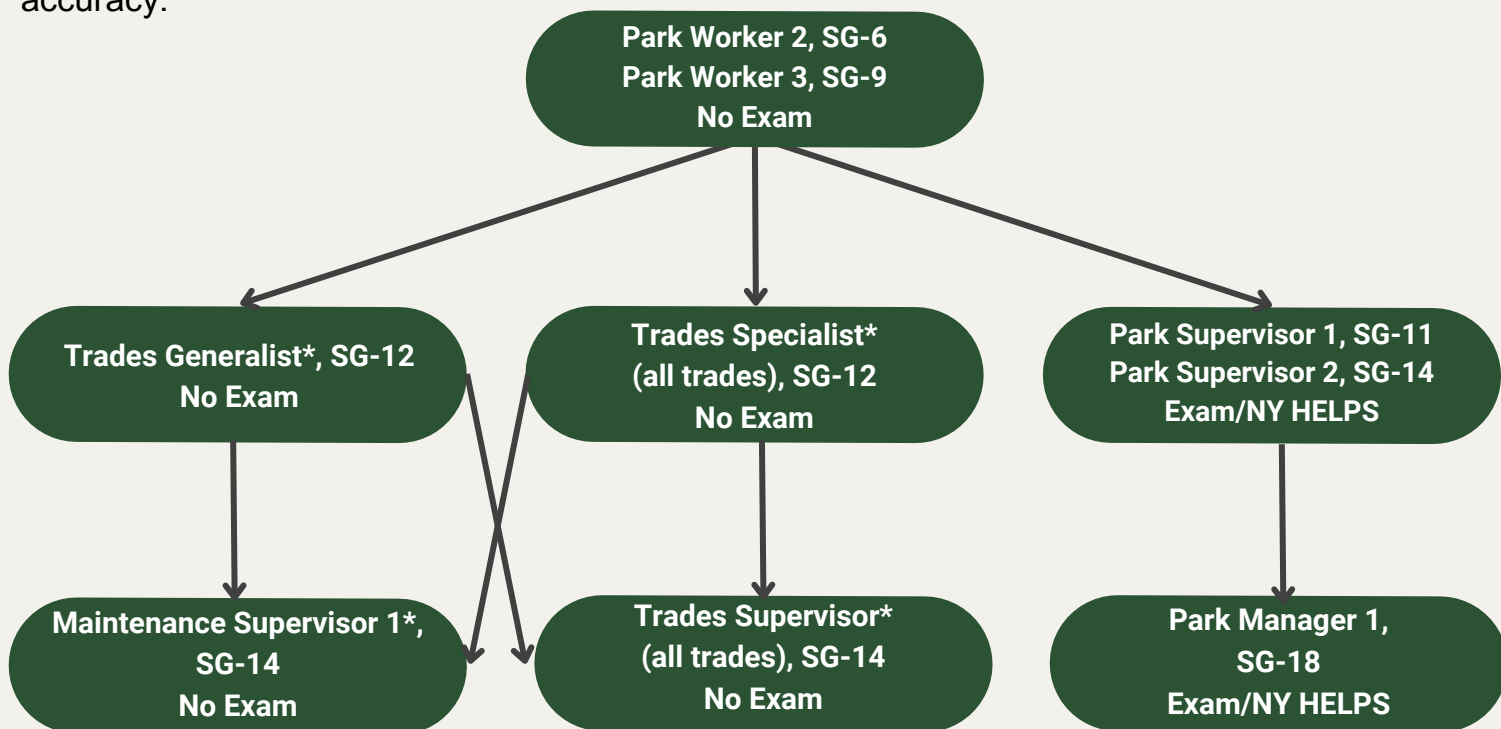
- Eligibility to take Civil Service transition and promotion exams for higher-level positions.
- Yearly salary advancements that seasonal employees are not eligible to receive.
- Once you pass probation, you are no longer an at-will employee.



Advancement from the Park Worker Title

Park Worker positions offer two common paths for advancement - Park Management or Trades. If you are interested in pursuing a career as a park manager, the Park Worker title will give you experience maintaining park grounds, trails, and facilities; supervising seasonal staff; removing invasive plants; interacting with visitors; and assisting with event planning and set up.

If you are interested in pursuing a career in a skilled trade, like carpentry, electrical, plumbing, or masonry work, the Park Worker job title is a great place to start. Many of our Park Workers work closely with and learn from skilled tradespeople to maintain the structures and amenities within a park, from repairing common plumbing and electrical issues to refurbishing entire cabins and rebuilding portions of historic sites with historic accuracy.



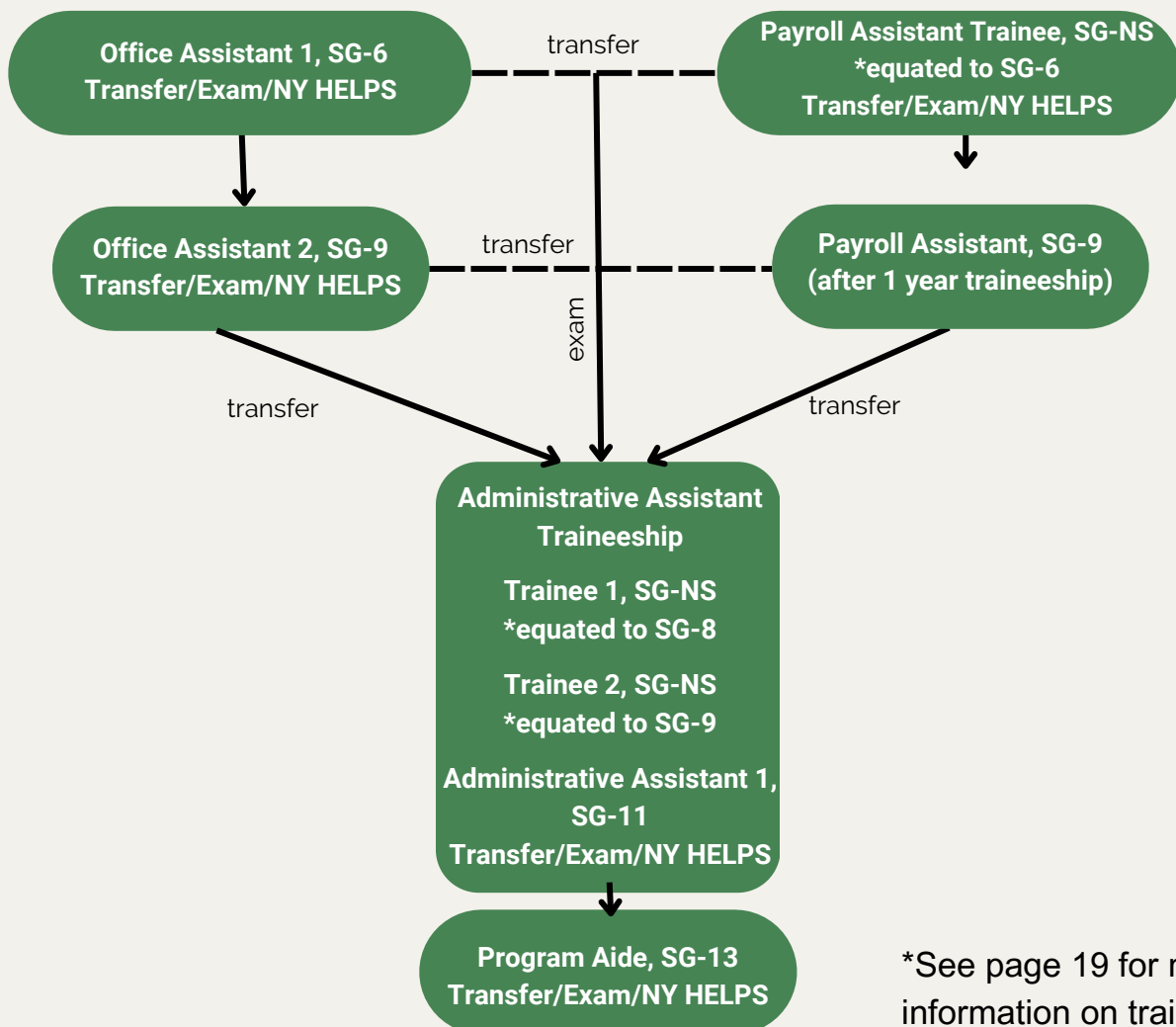
*As a Trades Generalist or Trades Specialist there are also opportunities to work as a Park Supervisor or Park Manager.

Advancement from the Office Assistant Title



If you are passionate about providing safe and enjoyable recreational and interpretive opportunities for all visitors, but your skill set has a business/administrative focus, then we have opportunities at our agency for you too! Our park and regional administrative staff have a variety of responsibilities such as registering campers; preparing seasonal payroll; tracking revenue and attendance; entering transactions; and maintaining records. The park and regional staff are responsible for the key functions that keep their assigned park or the region operating.

Within our main office in Albany, our administrative staff assist specialized departments, such as Environmental Stewardship and Planning, Human Resources, Finance, and Historic Preservation among others. These departments are responsible for directing the programs that keep the whole agency moving forward.



*See page 19 for more information on traineeships.

Traineeships



How does a traineeship work?

A traineeship affords both non-State candidates and State employees a path to enter or advance within State service. Traineeships start at a lower salary grade level and advance to higher salary grade levels upon the satisfactory completion of the length of the traineeship and the completion of training courses (if required). The length of each job title's traineeship is determined by Civil Service.

For example: A candidate with a qualifying bachelor's degree receives a canvass letter for a Biologist 1 (Wildlife) position and is interviewed and hired. The candidate would likely start as a trainee with a 2-year probation period as shown below. If the trainee's performance during their probation period meets expectations, the trainee would automatically advance to the Biologist 1 (Wildlife), SG-18 position.

- **Biologist (Wildlife) Trainee 1**, equated to SG-13 - 1st year
- **Biologist (Wildlife) Trainee 2**, equated to SG-14 - 2nd year
- **Biologist 1 (Wildlife)**, SG-18 - after successful completion of traineeship/probation

**Traineeships are offered for positions in multiple career fields and at different levels of education.*

How long is a traineeship's probation period?

The probationary period upon appointment to a traineeship matches the length of the traineeship. The traineeships filled by Parks, Recreation & Historic Preservation have probationary periods of 1-2 years depending on the job title.

What is the starting salary for a traineeship?

Each level in a traineeship is equated to a salary grade. Trainees may be hired at different levels in the traineeship depending on their qualifications. To learn more about traineeships, please contact Human Resources. See the contact information at the back of this booklet.

What trainee job titles exist within Parks, Recreation & Historic Preservation?

Administrative Assistant Trainee	Park Police Officer Trainee
Administrative Specialist Trainee	Payroll Assistant Trainee
Human Resources Specialist Trainee	Payroll Analyst Trainee
Engineer Trainee	Internal Auditor Trainee
Biologist Trainee (Wildlife or Ecology)	Training Specialist Trainee
Budgeting Analyst Trainee	Contract Management Specialist Trainee
Business Systems Analyst Trainee	Environmental Program Specialist Trainee

Park Regions



New York State Parks, Recreation & Historic Preservation is made up of 11 Park Regions, each with their own unique parks and historic sites. Seasonal hiring is completed primarily by each region while permanent hiring is a highly cooperative effort between the region and headquarters in Albany, New York.

**The Adirondacks and Catskills are managed by the Department of Environmental Conservation*

Additional Resources



StateJobsNY Employment Site

<https://tinyurl.com/43yd9367>



Civil Service for Job Seekers

<https://www.cs.ny.gov/jobseeker/>



Civil Service Exam Announcement

Email Alert Sign-Up

<https://tinyurl.com/mry5xjyu>



Career Mobility Office

<https://tinyurl.com/3ntpcdre>



Career Mobility Office -

Jobs by Field of Work

<https://tinyurl.com/36jdpefd>



Resume and Interviewing Guide

<https://tinyurl.com/yc77esqx>



Governor's Program to Hire Individuals and Veterans with Disabilities (55 b/c Program)

<https://www.cs.ny.gov/rp55/>



Salary Schedules (Salary Grades)

<https://tinyurl.com/9hzrjpwq>







New York State
Parks, Recreation and
Historic Preservation

Get in Touch!

 employment@parks.ny.gov

 <https://parks.ny.gov/employment>

