

LIVINGSTON COUNTY

NOTICE TO DISABLED APPLICANTS

Livingston County is an equal opportunity employer and complies fully with the Americans with Disabilities Act and the New York State Human Rights Law. Disabled applicants who have disabilities which interfere with their ability to perform properly in competitive examinations have two options.

Option One: Exam Accommodation. A disabled applicant may request an accommodation in the examination process. If granted, this accommodation will assist the applicant with the exam. Applicants with disabilities which can be accommodated are strongly encouraged to pursue this option because it has a number of advantages over option two. Specifically, if hired, the person will have a competitive appointment which will typically give the employee greater protections in disciplinary and layoff situations.

Option Two: 55-a Requests. Under Civil Service Law section 55-a, eligible disabled persons may be hired to competitive positions without taking a Civil Service exam. Eligible persons are those who are certified by either the commission for the blind in the state office of children and family services as physically disabled by blindness or by the state education department as otherwise physically or mentally disabled and, in any event, qualified to perform satisfactorily the duties of the job in question. This option is less desirable than option one because the applicant, if hired, obtains employment only as a noncompetitive appointee which may provide less protection to the employee in disciplinary and layoff situations. This option is most appropriately used when an effective accommodation cannot be provided for an exam.

Procedure to Apply for an Exam Accommodation. A person wishing to apply for an exam accommodation should refer to the specific exam announcement for instructions on how to apply.

Procedure to Apply for a 55-a Appointment. Any person wishing to apply for a 55-a appointment must apply to the commission for the blind in the state office of children and family services or the state education department for the appropriate certification; then provide to the Livingston County Personnel Officer the certificate, a written request for a 55-a appointment, and a completed application for employment. ***Requests for 55-a appointments will not be considered if they are made after the date of application for employment/examination.***

If a person properly requests and is eligible for a 55-a appointment, his/her application will be given to the employer for consideration. ***The employer is not required to hire a person who is eligible for a 55-a appointment and may choose another applicant instead.***

Commission for the Blind in the State Office of Children and Family Services. Its district office is located at Ellicott Square Building, 295 Main Street, Room 590, Buffalo, New York 14203. (716) 847-3516. Rochester Outstation: (585) 238-8110.

New York State Education Department, ACCES-VR. Its local office is located at the Livingston County Government Center, 6 Court Street, Room 107, Geneseo, New York 14454. (585) 991-5094.

Further Information. Any person needing further information about exam accommodations or 55-a appointments may contact the Livingston County Personnel Officer at the Livingston County Government Center, 6 Court Street, Room 206, Geneseo, New York 14454 or at 585-243-7570.

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