



The Compass

Career Mobility Office Newsletter

October 2004

Issue No. 2

Web site is up!

The Career Mobility Office has worked hard all summer developing our website. The website will provide you with information on who we are, the services we provide and the workshops we offer. The web address is:
www.cs.state.ny.us/cmo/index.htm

Look on the back of this newsletter to view our home page and learn more.

Workshops via Video Conferencing

The CMO, with the assistance of the Department of Transportation (DOT), is now able to conduct workshops around the State via video conferencing. Video conferencing will allow us to conduct several workshops at once to both large and small audiences in various locations. The workshop that we are conducting via video conferencing is "Understanding the Merit System". Workshops will be conducted at no cost to the receiving agency.

Don't hesitate to contact us if you are interested in participating in a video conferencing workshop.

Ellie Graham has retired!

After many years with the State, Ellie Graham, Associate Staffing Service Representative at the Metropolitan Career Mobility Office located at Brooklyn DDSO retired in May. We thank Ellie for

doing a wonderful job of providing career mobility information to employees in the Metropolitan and Long Island area. After careful consideration we decided to close the Metropolitan CMO after Ellie retired.

CMO services will continue to be provided to employees in the New York City and Long Island areas by the Albany office. Employees can contact the Albany CMO at **1-800-553-1322**.

Retraining the State Workforce

Agencies that are interested in retraining their employees to meet their current or future workforce needs should act now before we get too far into the school year. The CMO can help you research your options, develop a retraining plan, write a proposal for funding and if funding is approved, implement the training. Training needs to be short term and related to workforce needs.

For assistance or more information as to how the CMO can help, call us at 518-485-6199.

Next Issue of *The Compass*...

The CMO will be introducing a project that we have been developing for the past year called *Glossary of Titles-Inquiry Tool (GOT-IT)*. This guide is a tool that allows State employees to research information on existing State titles.

The Career Mobility Office provides direction and guidance to current *New York State employees* who want to learn more about *career development* and *career options*.



Career Mobility Office

News/Calendar –
The latest CMO news, and calendar of where and when we will be conducting workshops.

About the CMO – Learn who we are.

Employee Services –
Services provided to you, the State employee, to help you understand your career mobility options.

Agency Services –
The CMO assists agencies in developing retraining programs to address their workforce needs, and with finding employment opportunities for employees affected by a reduction-in-force.

GOT-IT –
This web based program will give you the ability to search for information on the State's job titles.

Workshops – The CMO offers several workshops you can attend. Here you will find a description of each workshop and information on how to request a workshop.

Contact Info –
Here you will find our complete mailing address, telephone numbers and E-mail address.

News/Calendar

[News](#)
[Calendar](#)

About the CMO

Employee Services

▶ [Merit System](#)
▶ [Career Planning](#)
▶ [Job Search](#)
▶ [Resume](#)
▶ [Interviewing](#)

Agency Services

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▶ [Redeployment](#)

GOT-IT

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Workshops

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Contact Info

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George E. Pataki
Governor



Daniel E. Walsh
Commissioner
Department of
Civil Service



George H. Matos
Director
CCEP

Need Direction?

**Your Career Mobility Office
can lend you a hand!**

The Career Mobility Office provides current New York State employees* with:

- Customized career counseling
- Career tools, resources, and workshops
- Assistance to help them stay continuously employed in the face of organizational changes

Explore this web site for general information on:

- The Civil service merit system
- Developing a career plan
- Accessing job vacancy information
- Preparing your resume
- Getting ready for a job interview

The Career Mobility Office also provides assistance to State agencies related to workforce retraining and redeployment.

* If you are not a current State employee, go to www.cs.state.ny.us to access the Department of Civil Service's web site.

Search the CMO Web Site:

To contact the Career Mobility Office call: 485-6199 (in the Capital District),
1-800-553-1322 (outside of the Capital District), or
E-mail us at: careermobility@cs.state.ny.us

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