DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES A ***QUALIFIED INCUMBENT EXAMINATION (QIE)***
FOR
HELPS APPOINTMENTS IN DUTCHESS COUNTY

Title: All titles approved in the NYS HELP Program (see list attached)

Exam Number: 2026-QIE

Salary: Varies by department and titles

Date of Examination: **CONTINUOUS RECRUITMENT**

Last Filing Date: Applications accepted continuously

***No exam fee or examination application is required for this exam.**

This examination is being held pursuant to Civil Service Law, sections 17.4 and 57 and the Dutchess County Civil Service Rules for Classified Service.

MINIMUM QUALIFICATIONS:
To be eligible for this examination, employee must be permanently employed in a Dutchess County Department in one of the approved HELP Program titles for at least six (6) months.

QIE PROCESS:

NOMINATION COUNTY GOVERNMENT – County Departments will nominate an employee by completing a Personnel Action and attaching a memo from the appointing authority.

NOMINATION NON-COUNTY GOVERNMENT AGENCIES - The Appointing Authority will nominate an employee by indicating nomination on a Report of Personnel Change (RPC) to the Department of Human Resources. The RPC must be signed by the appointing authority to constitute nomination.

NAME ADDED TO QIE ELIGIBLE LIST - Candidates who meet the minimum qualifications will receive a score of seventy (70) and have their name inter-filed on the QIE Eligible List. Seniority and Veterans credits are not permitted for Qualified Incumbent Examinations.

APPOINTMENT FROM THE QIE ELIGIBLE LIST – The Department of Human Resources will deem the nomination of an employee for the QIE Exam as a request for a Certification of Eligibles for that title and issue such certification once a nominated employee has been approved and added to the list. *Candidates must be appointed from the QIE Eligible list within two (2) months of their name being added to the list.*

COMPETITIVE APPOINTMENT: All individuals appointed from an eligible list created from a QIE shall obtain a permanent appointment in the competitive jurisdictional class. Such appointment shall not alter or re-set any required period of probation imposed upon the appointee upon original appointment through the NY HELP Program.

NOTE: Dutchess County Department of Human Resources reserves the right to terminate the continuous recruitment program at any time.

No QIE may be administered to any incumbent upon termination of the NY HELP program by the NYS Civil Service Commission and no individual may be appointed from a QIE eligible list following termination of the NY HELP program by the NYS Civil Service Commissioner.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Dutchess County titles approved in the NYS HELPS Program as of July 20, 2026 are:

Account Clerks (HELP)
Account Clerk-Typists (HELP)
Accountants (HELP)
Accounting Clerks (NY HELPS Program - Local)
Administrative Assistants (HELP)
Administrative Operations Coordinators (HELP)
Administrative School Secretaries (HELP)
Adult Education Coordinators (HELP)
Agricultural Navigator (HELP)
Agronomist (HELP)
All Abilities Program Director (HELP)
Alternatives to Incarceration (ATI) Workers (HELP)
Animal Control Officers (HELP)
Assistant Communications Director (HELP)
Assistant Director of Highway Construction and Maintenance (HELP)
Assistant Director of Public Health Nursing (HELP)
Assistant Director of Real Property Tax Services (HELP)
Assistant Park Naturalists (HELP)
Assistant Supervisor of Transportation (HELP)
Assistants to School Food Service Director (HELP)
Athletic Trainers (HELP)
Audio Visual Technicians (HELP)
Automotive Services Center Supervisors (HELP)
Behavior Health Specialists (HELP)
Behavior Health Specialists II (HELP)
Budget Assistants (HELP)
Building Inspectors I (HELP)
Building Inspectors II (HELP)
Behavior Intervention Specialists (HELP)
Building Maintenance Mechanics II (HVAC) (HELP)
Building Maintenance Mechanics III (HELP)
Building Maintenance Mechanics III (HVAC) (HELP)
Bus Driver – Assistant Dispatchers (HELP)
Bus Driver – Dispatchers (HELP)
Bus Driver – Office Assistants (HELP)
Campus Guards (HELP)
Campus Safety Dispatchers (HELP)
Case Managers I (HELP Program)
Case Managers I (Spanish Speaking) (HELP)
Case Managers II (CPS) (HELP Program)
Case Managers II (HELP)
Chemistry Teaching Laboratory Assistants (HELP)
Chief Communications and Community Engagement Officer (HELP)
Clerks (HELP)
Clerks (Spanish Speaking) (HELP)
Code Enforcement Clerks (HELP)
Communicable Disease Coordinator (HELP)
Communications Specialists (HELP)
Community Benefits Specialists (NY HELPS Program - Local)
Community Engagement Specialists (HELP)
Community Health Nurses (HELP)
Community Investment Program Coordinators (HELP)
Community Mental Health Nurses (HELP)
Community School Administrators (HELP)
Constituent Outreach Representatives (HELP)
Consumer Services Inspectors I (HELP)
Crime Analysts (District Attorney) (HELP)
Crisis Intervention Workers (HELP)
Custodial Supervisors (HELP)
Custodians (HELP)
Cybersecurity Administrators (HELP)
Cybersecurity Analysts (HELP)
Deputy Building Inspectors (HELP)

Director of Highway Construction and Maintenance (HELP)
Director of Human Resources (City of Beacon) (HELP)
Director of Public Health and Disease Prevention (HELP)
District Family Advocates (HELP)
District Family Advocates (Spanish Speaking) (HELP)
Domestic Violence Outreach Workers (HELP)
Employment and Training Assistants (HELP)
Enforcement Technicians (HELP)
Environmental Program Director (HELP)
Erosion and Sediment Control Officers (HELP)
Evidence Technicians (HELP)
Executive Aides (HELP)
Family Peer Advocates (HELP)
Financial Analysts (County) (HELP)
Grants Program Coordinators (HELP)
Grants Program Coordinators (Schools) (HELP)
Head Building Maintenance Mechanics (HELP)
Head Custodians (HELP)
Heating and Ventilating Supervisors (HELP)
Heating and Ventilating Technicians (HELP)
Helpline Crisis Counselors (HELP)
Helpline Crisis Counselors II (HELP)
Homeless Shelter Director (HELP)
Human Resources Assistants (HELP)
Human Resources Generalists (HELP)
Information Services Specialists (HELP)
Information Technology Business Administrators (HELP)
Infrastructure Managers (Schools) (HELP)
Instructional Technology Support Assistants (HELP)
Intake Workers (HELP)
Investigators (District Attorney) (HELP)
Junior Accountants (HELP)
Junior Planners (HELP)
Legal Secretaries (HELP)
Librarian Trainees (HELP)
Librarians I (HELP)
Librarians II (HELP)
Librarians Ill (HELP)
Library Aides (HELP)
Library Assistants (HELP)
Library Assistants (Spanish Speaking) (HELP)
Library Clerk/School Monitors (HELP)
Library Clerks (DCC) (HELP)
Library Clerks (HELP)
Medicolegal Death Investigators (HELP)
Microcomputer Network Support Specialists (HELP)
Microcomputer Software Assistants (HELP)
Microcomputer Systems Specialists (HELP)
Microcomputer Technicians (HELP)
Microcomputer Virtualization Support Specialists (DCC) (HELP)
Microcomputer/Word Processing Support Assistants (HELP)
Microcomputer/Word Processing Support Assistants (Schools) (HELP)
Motor Vehicle Clerks (HELP)
Municipal Administrative Assistants (HELP)
Municipal Secretaries (HELP)
Network Administrators (DCC) (HELP)
Network Administrators (HELP)
Network Administrators (PKC) (HELP)
Network Support Specialists (HELP)
Network Support Specialists-Law Enforcement (HELP)
Nurse Practitioners (HELP)
Occupational Therapist Assistants (Schools) (HELP)
Occupational Therapists (Schools) (HELP)
Office Assistants (NY HELPS Program - Local)
Office Managers (HELP)
Office Systems Specialists (HELP)
Parks Director (HELP)
Payroll Clerks (HELP)
Personnel Administrator (HELP)
Personnel Assistants (HELP)

Physical Therapists (School) (HELP)
Physical Therapy Assistants (Schools) (HELP)
Planners (HELP)
Police Aides (HELP)
Police Aides (Spanish Speaking) (HELP)
Police Dispatchers (HELP)
Principal Account Clerks (HELP)
Program Assistants (HELP)
Program Assistants (Schools) (HELP)
Programmer Analyst Trainees (HELP)
Programmer Analysts (HELP)
Public Health Education Coordinators (HELP)
Public Health Engineering Technicians (HELP)
Public Health Engineers (HELP)
Public Health Nurses (HELP)
Public Health Sanitarians (HELP)
Public Information Officers (HELP)
Public Information Officers (Spanish Speaking) (HELP)
Public Safety Call Takers (HELP Program)
Public Safety Dispatcher Trainees (HELP)
Receiving Registry Clerks (HELP)
Receptionists (HELP)
Receptionists (NY HELPS Program - Local)
Receptionists (Spanish Speaking) (HELP)
Record Clerks (HELP)
Recovery Coaches (HELP)
Recreation Directors (HELP)
Recreation Leaders (HELP)
Recreation Supervisors (HELP)
Research Assistants (DCC) (HELP)
Safety Coordinators (HELP)
School Case Workers (HELP)
School Community Liaisons (HELP)
School Community Liaisons (Spanish Speak) (HELP)
School Food Service Director I (HELP)
School Food Service Director II (HELP)
School Food Service Director III (HELP)
School Food Service Managers (HELP)
School Information Systems Data Managers (HELP)
School Personnel Associates (HELP)
School Secretaries I (HELP)
School Secretaries II (HELP)
School Secretaries III (HELP)
School Security Monitors (HELP)
Security Guards (HELP)
Senior Account Clerk - Typists (HELP)
Senior Account Clerks (HELP)
Senior Clerks (HELP)
Senior Cook Managers (HELP)
Senior Housekeepers (HELP)
Senior Library Clerks (DCC) (HELP)
Senior Library Clerks (HELP)
Senior Library Clerks (Spanish Speaking) (HELP)
Senior Office Assistants (HELP)
Senior Planners (HELP)
Senior Program Assistants (HELP)
Senior Program Assistants (Schools) (HELP)
Senior School Security Monitors (HELP)
Senior Systems Architecture Administrators (DCC) (HELP)
Senior Typists (HELP)
Senior Wastewater Collection Maintenance Mechanics (HELP)
Senior Web Designer Analysts (HELP)
Sheriff Aides (HELP)
Site Managers (HELP)
Social Welfare Workers I (HELP Program)
Software Applications Specialists (HELP)
Software Support Analysts (HELP)
Software Support Specialists (DCC) (HELP)
Students' Records Assistants (HELP)
Supervising Alternatives to Incarceration (ATI) Workers (HELP)

Supervising Criminal Justice Intake Specialists (HELP)
Supervising Helpline Crisis Counselors (HELP)
Supervising Library Clerks (HELP)
Supervising Psychiatrist Medical Director (HELP)
Supervisors of Buildings and Grounds (HELP)
Systems Analysts (GIS) (HELP)
Tax Record Clerks (HELP)
Technology Support Specialists (HELP)
Town Engineering Aides (HELP)
Transit Operations Assistants (HELP)
Transit Operations Supervisors (HELP)
Tree Supervisors (HELP)
Typists (HELP)
Typists (Spanish Speaking) (HELP)
User Services Administrators (HELP)
User Services Liaisons (HELP)
Veterans Outreach Coordinators (HELP)
Village Building Inspector -Zoning Administrators (HELP)
Vocational Counselors (HELP)
Wastewater Collections System Supervisors (PKT) (HELP)
Water and Wastewater Authority Projects Facilitator (HELP)
Water Maintenance Supervisors (HELP)
Water Systems Operators (HELP)
Water Treatment Plant Operators Grade II (HELP)
Water Treatment Specialists (HELP)
Water/Wastewater Treatment Plant Operator Trainees (HELP)
Youth Services Directors (HELP)