

**NEW YORK STATE
DEPARTMENT OF TAXATION AND FINANCE**

MISSION: Collect tax revenue and provide associated services in support of government services in New York

VISION: An agency that provides a fair system of tax administration, is accessible and responsive to taxpayers and contributes to a favorable economic climate



[Home](#) [Back](#) [Forward](#)

Status: **Approved** [State of New York Department of Taxation and Finance](#) **Change Flag: Yes**
Notice of Appointment, Separation, or Status Change

Employee Name: J JN	Social Security Number:
Address: 166 Central Avenue, Cohoes, NY 12047	Date of Birth: / /
Mail Drop ID: Internal Audit	Gender: Male
Agency Code: 20010	Veteran Status: Non-Vet
Hourly: No	NYSERS: Current
	Exempt Firefighter: No

List Information

Title:	List # Rating List Type: None	Cert. Date:	Serial #:
Requested Action Appointment/Promotion Appointment Type Noncompetitive - 52.7	Separations/Terminations	Changes Status	Pending
Retention Decision	Probation Information 12-52 weeks	Work Schedule Part Time - VRWS Pay at - End Date Work Hours Select One	Hold Information Hold Item# 142 Release Item#

Current Status

Budgeted Division: Executive 001 Budgeted Bureau: Internal Audit 011 Budgeted Section: Internal Audit 001 001 Budgeted Geo Location: ALBANY 0110 Title: Dir Internal Audit & Quality Control Grade: 63 Title Code: 0468900 Neg Unit: 6 Juris class: 0 Clearance Code: 03-A-16-2200 Valid Through: 11/6/03 Effective Date: 10/30/03	Assigned Division: None Assigned Bureau: Assigned Section: Assigned Geo Location: None Status: Permanent Item Number: 141 Position Number: 115117 Salary: End Date if temp: Anniv. Date: Increment Code:
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Former Status

Budgeted Division: Executive 001 Budgeted Bureau: Internal Audit 011 Budgeted Section: Internal Audit 001 001 Budgeted Geo Location: ALBANY0110 Title: Dir Internal Audit & Quality Control Title Code: 0468900 Neg. Unit: 6 Juris Class: 0 Item Number: 141	Assigned Division: None Assigned Bureau: Assigned Section: Assigned Geo Location: None Grade: 63 Status: Provisional		
State agency where last employed : Select One	Agency Code :	Status : Select One	Title :

Program Remarks:

Permanent appointment based on Section 52.7 (NCP)

Payroll Processor Remarks:

EBU Remarks:

Approval Section:

Authorized Signature	Authorized Signature Date	Approval
Andrew Maguire	11/05/2003	Approved


HRM-301 New York State - An Equal Opportunity/Affirmative Action Employer

Change History:

11/06/2003 12:21:11 PM : Sandra Hayes : Field(s) changed for James Nelligar : Former Status, Current Status

Audit Trail:

11/04/2003 12:52:08 PM : Theresa O'Connor : Document saved as draft
 11/04/2003 01:15:37 PM : Theresa O'Connor : Document saved as draft
 11/04/2003 01:27:53 PM : Theresa O'Connor : Document saved as draft
 11/5/2003 8:03:38 AM : Theresa O'Connor : Document submitted for approval to Andrew Maguire
 11/5/2003 3:45:55 PM : Andrew Maguire : Document approved by Andrew Maguire
 11/06/2003 09:19:32 AM : Theresa O'Connor : Document submitted to Group A
 11/06/2003 12:21:11 PM : Sandra Hayes : Document submitted to Group Block
 11/07/2003 03:06:53 PM : Douglas Peek : Document updated Staffing Update
 11/12/2003 11:07:01 AM : Patricia Ouillette : Document updated NYSTEP Update
 11/17/2003 10:24:11 AM : Debra G Smith : Document updated PaySR Update
 11/18/2003 08:33:50 AM : Sandra Hayes : Document submitted for approval
 11/18/2003 01:26:14 PM : Wesley Ryan : Document approved and filed
 11/18/2003 1:27:23 PM : Theresa O'Connor : Document forwarded to James Nelligar/IA/NYSTAX
 11/20/2003 8:42:49 AM : Genevieve Sidoti : Document forwarded to Genevieve Sidoti/OHRM/EXEC/NYSTAX, Sandra Hayes/OHRM/EXEC/NYSTAX



NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
Office of Human Resources Management
Notice of Name and/or Home Address Change

Please complete:

Name Change

New (Only enter below if this is a name change)

Last Name:	First Name:	Middle Initial:
Dammer	Deborah	S

Home Address Change

New (Only enter below if this is an address change)

Street: #1 Bldg Out of My House Lane
City: Happiness
State: New York
Zip: 12202
Code:

(Note: Please verify the accuracy of your entries and then click the Submit Request button to submit your change(s))

Transaction Log

05/20/2004 03:06:08 PM by Deborah Dammer Document Created
05/20/2004 03:06:08 PM by Deborah Dammer - Document Submitted to Human Resources

Status: **New**

Please check one or both: * Indicates a required field

* What would you like to change? Name Change, Address Change (check one or both)

* When will this change take effect? 06/07/2004

If you need the assistance of a preparer with this form, please click on the NYSTAX's Address Book link below.

Preparer: If needed, please select a preparer to complete and submit the form on your behalf and then click on the Submit to Preparer button.

Employee Information

Last Name:	First Name:	Middle Initial:
Dammer	D Deborah	

Social Security Number: *****

Work Location:
(Note: This information can be found at the top of your scaled paycheck stub or on the first side of your time card)
OHRM

Microsoft Internet Explorer

Your Name/Address Change request is being submitted to HR Mgmt. Please update your information in the Employee Contact Database as well

OK

Name / Address Change Request - Lotus Notes

File Edit View Create Actions Help

Address

Home Welcome Deborah D... Pe NYSP... New Memo x Daily News... NYSTAXE... Who Would... New Memo x Request#1... Deborah...

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools

Web User/SPEC/INYSTAX To: Deborah Dammer@NYSTAX
05/20/2004 03:06 PM cc: bcc: Subject: Name / Address Change Request

Your Name / Address Change request has been submitted to the Office of Human Resources Management.

Thank you for your submission.

Employees who are making a name and/or address change should also update records at:

Civil Service (to update your eligible list information):
State Campus
Bldg 1
List Maintenance Unit
Albany, NY 12239

Employee Retirement System: 518-474-7736

Social Security Administration
Wilkes Barre Data Operations
PO Box 7131
Wilkes Barre, PA 18767-9930
1-800-772-1213

Also, if you invest in either of the programs below, please contact them at the phone number given:

US Savings Bonds
National Bond & Trust Co: 1-800-426-9314

Deferred Compensation: 1-800-422-8463

Employee Contact - Microsoft Internet Explorer provided by New York State Tax and Finance

File Edit View Favorites Tools Help

Address: http://abapp01/EmpContInfoNew.nsf/By+Name/Deborah+Dammer?EditDocument

Save Back

Employee Contact Information [for Internal Use Only]

* Indicates a required field

*Use of this information for other than official business is prohibited.

Work Related Information:

* Name:	Deborah Dammer	* Social Security #:	*****
* Office Location:	ALBANY - CAMPUS, BLDG 9	* Work Phone#:	518-457-2786 (XXX-XXX-XXXX)
* Division:	Executive	* Dept. Photo ID #:	04100
* Bureau:	Office of Human Resources Management	* Room # or Cube #:	256
* Current Title:	Director Human Resource Management 5	<i>(Note: The work location information can be found at the top of your sealed paycheck stub or on the first side of your time card)</i>	
Grade:	M-5	* Work Location:	OHRM

Personal Information:

* Home Address:	#1 He's Out of My House Lane		
* City:	Happiness	* State:	NY
* Home Phone #:	518-783-1264 (XXX-XXX-XXXX)	* Zip Code:	12222
	<input checked="" type="radio"/> Listed <input type="radio"/> UnListed		
Alternate Option1:	Cell Number	Alternate Number1:	518-378-4525 <input checked="" type="radio"/> Listed <input type="radio"/> UnListed
Alternate Option2:	Alternate Number	Alternate Number2:	<input type="text"/> <input type="radio"/> Listed <input type="radio"/> UnListed

Emergency Information:

* Emergency Contact Name:	Christopher E. Dammer		
* Contact's Phone Number:	Daytime#:	518-783-1264 <input checked="" type="radio"/> Listed <input type="radio"/> UnListed (XXX-XXX-XXXX)	
	Evening#:	518-210-7494 <input type="radio"/> Listed <input checked="" type="radio"/> UnListed (XXX-XXX-XXXX)	
Alternate Phone for Emergency Contact (e.g., Cell Number, Pager Number, etc.):	<input type="text"/> <input type="radio"/> Listed <input type="radio"/> UnListed		
Relation to Contact (e.g., spouse, friend, brother, sister, etc.):	Spouse		

LATSnet leave & accrual tracking system PART OF CHS **HRnet**

Home Timekeeper Approval List **Timesheet** Misc Leave

Search Audit Print Print All

Supervisor: HARRY VANWORMER Name: **DEBORAH S. DAMMER** Status: Unsubmitted
 FY: 2004 - 5 (5/20/2004 to 6/2/2004) Vacation: 3/10/1975 Submitted Date:
 Personal: 3/10/1975 Approved Date:

< prev 5/20/2004 next > go Save

Missing Time
 Holiday - 5/31/2004

	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick-regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick-family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time Worked	7.50	0	0	0	0	0	0	0	0	0	0	0	0	0
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Time	7.50	0	0	0	0	0	0	0	0	0	0	0	0	0

Microsoft Internet Explorer

Your timesheet has now been submitted to your supervisor. By submitting your timesheet, you have certified that it is an accurate record of your presence at and/or absence from work during this period. If you made an error, close this window, 'unsubmit' your timesheet, make the necessary corrections and then re-submit your timesheet to your supervisor for approval.

OK

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	194.00	632.75	29.50	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	0	0	0	0	0	0	0
Tentative Balances	194.00	632.75	29.50	0	0	0	0

Week Totals					
	Time Worked	Charge Totals	Worked + Charges	Non Comp Time	Comp Paid
Week 1	7.50	0	7.50	0	0
Week 2	0	7.50	7.50	0	0

*	Gary Long	05/20/2004	02:15 PM	8,856	FTA Inquiry Span of control Audit and Collections Wis
*	Kathryn Messemmer	05/20/2004	03:27 PM	748	Phone Message from Kurt Larson
	Laura Kerber	05/20/2004	04:35 PM	210,883	Re:
*	Help Desk	05/20/2004	05:31 PM	572	Hot News: LiveLink upgrade is coming
	LATS WEB	05/21/2004	09:04 AM	1,471	Timesheet Submitted by DEBORAH DOMINSKI
*	Michael Bucci	05/21/2004	09:43 AM	13,577	Daily Clips 5-21-04
	HR Preview	05/21/2004	10:20 AM	83,360	New Photo ID System to be Announced Monday, 5/24

This document is marked for Soft Delete. - Lotus Notes

File Edit View Create Actions Help

Address

Welcome | Deborah Dammer - Trash | Deborah Dammer - Calendar | Re: HR Previews | Re: Fw: Message fo

Restore Delete from trash Block Mail from Sender... Cancel

From: "LATS WEB" <37645@tax.state.ny.us>
 Recipients: 37596@tax.state.ny.us
 Subject: Timesheet Submitted by DEBORAH DOMINSKI
 Date: 09:04:11 AM Today

My timesheet for Pay Period 4 has been submitted for your approval.
 Thank you.
<http://albhrws01a/LATSWeb/email/latslogin.asp?e=58058e555187276&pp=4&ppv=200>

http://albhrws01/latsweb/ConstructTimesheet.asp?tsx=57851200452116411 - Microsoft...

Address http://albhrws01/latsweb/ConstructTimesheet.asp?tsx=57851200452116411

LATSnet leave & accrual tracking system **HRne** PART OF CR

Home Timekeeper Approval List **Timesheet** Misc Leave

Search Audit UnSubmit Approve Print Print All

Supervisor: DEBORAH S DAMMER Name: M KIARAN JOHNSON Status: Submitted
 FY: 2004 - 4 (5/6/2004 to 5/19/2004) Vacation: 9/22/1982 Submitted Date: 5/20/2004
 Personal: 9/22/1982 8:58:00 AM
 Approved Date:

	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation	0	0	0	0	0	1.00	0	0	0	0	0	0	0

Local Intranet

Microsoft Internet Explorer

 You have just approved this time record. As this employee's supervisor or alternate supervisor, you have certified to the accuracy of the information and appropriate use of leave accruals during this work period. If you find an error has been made, please close this window, 'unapprove' the timesheet, and request that the employee make the necessary corrections and resubmit this timesheet for your review and approval.

OK



"LATS WEB" <36820@tax.state.ny.us>
 05/24/2004 12:59 PM
 Please respond to
 36820@tax.state.ny.us

To: 41460@tax.state.ny.us
 cc:
 Subject: Supervisor Change by PAUL KORDANA

This is to inform you that the Alternate2 Supervisor assignment has been permanently changed from M KIARAN JOHNSON to BARTON WILKES for this employee beginning with Payroll Period 5.

Document Library																																																								
<input type="checkbox"/> New Document <input checked="" type="checkbox"/> New Response <input checked="" type="checkbox"/> New Response to Response																																																								
Search in View 'By Category'																																																								
All Documents By Category My Favorites Copy Of All Documents	Search for: <input type="text"/> <input type="button" value="Search"/>	<table border="1"> <thead> <tr> <th>Topic</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td colspan="2">1 About the HR Advisor</td> </tr> <tr> <td>* Purpose of HR Advisor (10/28/1997)</td> <td>1-1300</td> </tr> <tr> <td colspan="2">2 Attendance and Leave</td> </tr> <tr> <td>* Attendance Rules/Applicability (04/02/1997)</td> <td>2-1050</td> </tr> <tr> <td>* Attendance Rules/Records (1/1/14/2001)</td> <td>2-1100</td> </tr> <tr> <td>* Attendance Records/Field Personnel (04/03/1997)</td> <td>2-1150</td> </tr> <tr> <td>* Basic Work Week (08/22/2001)</td> <td>2-1200</td> </tr> <tr> <td>* Standard Hours (04/03/1997)</td> <td>2-1250</td> </tr> <tr> <td>* Hourly Employees (04/03/1997)</td> <td>2-1275</td> </tr> <tr> <td>* Flex Hours Program (06/22/2001)</td> <td>2-1300</td> </tr> <tr> <td>* Minute to Minute Flex Hours (04/03/1997)</td> <td>2-1325</td> </tr> <tr> <td>* Staggered Flex Hours (04/03/1997)</td> <td>2-1350</td> </tr> <tr> <td>* PEF Flex Hours (06/14/2001)</td> <td>2-1375</td> </tr> <tr> <td>* Voluntary Reduction in Work Schedule (04/03/1997)</td> <td>2-1380</td> </tr> <tr> <td>* Attendance Rules - Holidays (04/03/1997)</td> <td>2-1400</td> </tr> <tr> <td>* Pay For Unused Leave Credits (04/03/1997)</td> <td>2-1500</td> </tr> <tr> <td>* Tardiness (04/03/1997)</td> <td>2-1600</td> </tr> <tr> <td>* Excused Tardiness (04/03/1997)</td> <td>2-1650</td> </tr> <tr> <td>* Annual Leave (05/23/2001)</td> <td>2-2050</td> </tr> <tr> <td>* Attendance At Funerals (04/03/1997)</td> <td>2-2100</td> </tr> <tr> <td>* Absences for Medical Donations Blood, Blood Related Products, Bone Marrow and Organ (08/15/2003)</td> <td>2-2150</td> </tr> <tr> <td>* Absence with Pay - Civil Service Examinations (04/03/1997)</td> <td>2-2200</td> </tr> <tr> <td>* Leave for Breast Cancer Screening ()</td> <td>2-2225</td> </tr> <tr> <td>* Employee Organization Leave (04/03/1997)</td> <td>2-2250</td> </tr> <tr> <td>* Extraordinary Circumstances (04/03/1997)</td> <td>2-2300</td> </tr> <tr> <td>* Jury Duty (04/03/1997)</td> <td>2-2400</td> </tr> </tbody> </table>	Topic	Section	1 About the HR Advisor		* Purpose of HR Advisor (10/28/1997)	1-1300	2 Attendance and Leave		* Attendance Rules/Applicability (04/02/1997)	2-1050	* Attendance Rules/Records (1/1/14/2001)	2-1100	* Attendance Records/Field Personnel (04/03/1997)	2-1150	* Basic Work Week (08/22/2001)	2-1200	* Standard Hours (04/03/1997)	2-1250	* Hourly Employees (04/03/1997)	2-1275	* Flex Hours Program (06/22/2001)	2-1300	* Minute to Minute Flex Hours (04/03/1997)	2-1325	* Staggered Flex Hours (04/03/1997)	2-1350	* PEF Flex Hours (06/14/2001)	2-1375	* Voluntary Reduction in Work Schedule (04/03/1997)	2-1380	* Attendance Rules - Holidays (04/03/1997)	2-1400	* Pay For Unused Leave Credits (04/03/1997)	2-1500	* Tardiness (04/03/1997)	2-1600	* Excused Tardiness (04/03/1997)	2-1650	* Annual Leave (05/23/2001)	2-2050	* Attendance At Funerals (04/03/1997)	2-2100	* Absences for Medical Donations Blood, Blood Related Products, Bone Marrow and Organ (08/15/2003)	2-2150	* Absence with Pay - Civil Service Examinations (04/03/1997)	2-2200	* Leave for Breast Cancer Screening ()	2-2225	* Employee Organization Leave (04/03/1997)	2-2250	* Extraordinary Circumstances (04/03/1997)	2-2300	* Jury Duty (04/03/1997)	2-2400
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Violence Policy - Lotus Notes

File Edit View Create Actions Help

Address:

Doc Library
 Main Topic
 Judith Massaro/OHRM/EXEC/NY STAX
 09/08/2003 11:10 AM

Subject: Violence Policy
Category: 4 Rules and Programs

Section: 4-6000

Policy

As employees of this Department, we share an obligation to work together in an environment in which we can all feel safe. Each of us should be able to come to work and work together without fear of physical harm from any other employees. Disagreements between employees at work, regardless of their nature, cannot be allowed to escalate into physical abuse; there is never any justifiable reason for any employee to raise a hand to another employee.

Procedure

Most physical attacks begin with a verbal exchange, often followed by finger pointing, pushing or other, lesser physical interaction. When such a situation occurs, employees are expected to extricate themselves from any employee who confronts them in such a manner.

If the interaction escalates to physical attack, supervisors may choose to intercede between the employees in an effort to separate them. In any event, if a physical attack occurs, supervisors must contact the Capital Police by dialing 911. The Labor Relations Bureau should also be contacted immediately in order to give guidance in conducting an investigation of the events which took place.

Following investigation, employees may face criminal charges in addition to suspension and disciplinary action with a proposed penalty up to and including termination from state service.

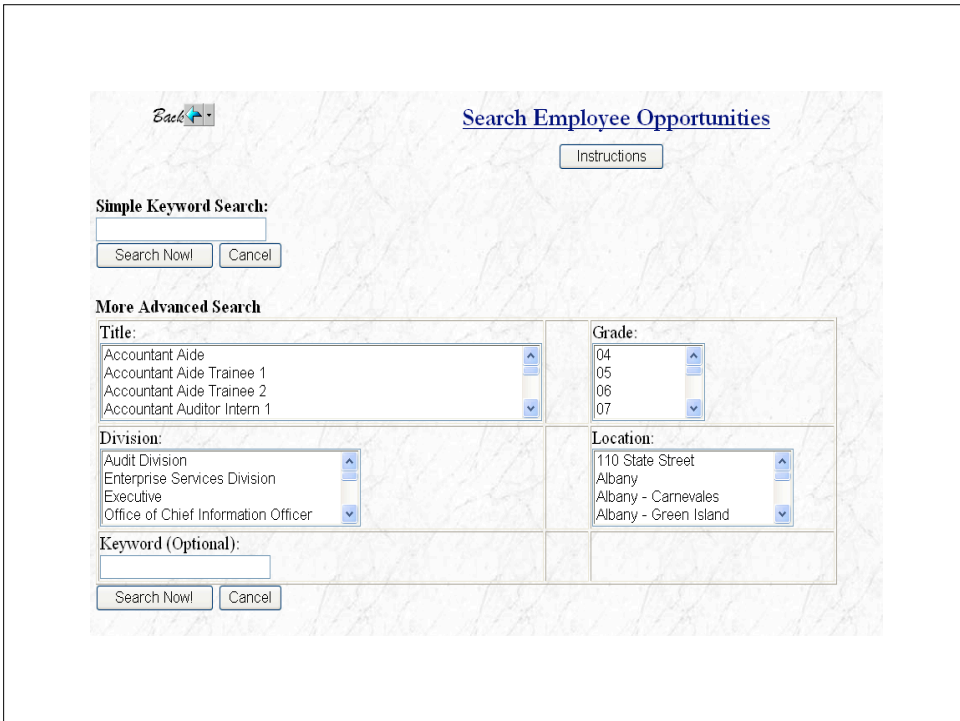
Supervisor's Advisory

Any supervisor who witnesses physical violence and fails to involve the appropriate authorities in a timely manner will face disciplinary action.

2/26/03

You have new mail on ALBMAIL02/SRV/NY STAX

Disconnected Office



Internal Agency Postings
 External Agency Postings
 Rollatons Opportunities
 Training Announcements
 Printable Forms
 Search
 Subscription
 View Responses
 NYSTAX Home












Employee Opportunities

Close Expand All Collapse All

By Title

Title Date Posted Approved thru Date

- ▼ Data Processing Fiscal Systems Auditor 1
[05/13/2004](#) 05/22/2004
- ▼ Information Technology Assistant
[05/12/2004](#) 05/21/2004
[05/12/2004](#) 05/21/2004
- ▼ Principal Account Clerk
[05/14/2004](#) 05/23/2004
- ▼ Senior Computer Programmer Analyst
[05/17/2004](#) 05/26/2004
[05/17/2004](#) 05/26/2004
[05/18/2004](#) 05/27/2004
[05/19/2004](#) 05/28/2004
- ▼ Supervisor Data Processing
[05/17/2004](#) 05/26/2004
- ▼ Tax Auditor 1
[05/17/2004](#) 05/26/2004
- ▼ Tax Compliance Representative 2
[05/17/2004](#) 05/26/2004

	<p>State of New York Department of Taxation and Finance</p> <p>Position Vacancy Notice</p>	<p>Date : 05/17/2004</p> <p>Approved through: 05/26/2004</p> <p>Posting Number: PVN-1953-04</p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Title Tax Auditor 1 </td> <td style="width: 40%;"> Negotiating unit 05 </td> </tr> <tr> <td> Grade: 18 Division Audit Division </td> <td> Salary range Min: \$40,850 Max: \$50,843 </td> </tr> <tr> <td> Bureau Syracuse D.O. Section Sales Tax </td> <td> Unit / Section Location Syracuse </td> </tr> <tr> <td> Type of vacancy Permanent </td> <td> Duration From:  To :  </td> </tr> <tr> <td colspan="2"> Work hours To be discussed </td> </tr> </table>			Title Tax Auditor 1	Negotiating unit 05	Grade: 18 Division Audit Division	Salary range Min: \$40,850 Max: \$50,843	Bureau Syracuse D.O. Section Sales Tax	Unit / Section Location Syracuse	Type of vacancy Permanent	Duration From:  To : 	Work hours To be discussed	
Title Tax Auditor 1	Negotiating unit 05											
Grade: 18 Division Audit Division	Salary range Min: \$40,850 Max: \$50,843											
Bureau Syracuse D.O. Section Sales Tax	Unit / Section Location Syracuse											
Type of vacancy Permanent	Duration From:  To : 											
Work hours To be discussed												

▼ **Minimum qualifications for appointment**

Department employees eligible for reassignment without change in title or status may be considered for appointment to this position.

If mandatory rehiring list exist for this title, appointment other than reassignment must be made from these lists. If there are no acceptors from these lists, appointment may be made using the following minimum qualifications:

1. Eligible for Transfer: Or
2. Reachable on appropriate Civil Service eligible list.

Place relevant attachment(s) here - For Example: Essential Functions :-->

0

▼ **Notice to applicants**

If you meet the minimum qualifications for appointment to this vacancy, you may apply for consideration by submitting Form HRM - 280.2, *Response to Position Vacancy Notice*, to:

Name:	Carmen Martorana/TTTB/AUDIT/OTO/NYSTAX	If you are a person with a disability and wish to request that a reasonable accommodation be provided to you in order to participate in the interview to fill this position, please call the Department's Affirmative Action Office at (518) 457-3286
Bldg./room no.:	Syracuse District Office	
Address:	333 East Washington Street Syracuse, NY 13202	

Each application submitted must include your date of initial appointment to state service.
If box is checked, applications will be continuously accepted until removal of this notice.

New York State - An equal opportunity / affirmative action employer



State of New York Department of Taxation and Finance

Response to Position Vacancy Notice

Applications must be submitted within 10 days from the date of posting.

You should only complete this form if you are not on an appropriate eligible list.
This application is submitted for consideration for the vacant position identified below

Position information:

Title and grade Title: Tax Auditor 1 Grade: 18	Posting number PVN-1953-04
	Date posted 05/17/2004
Division/bureau/district office Division: Audit Division Bureau: Syracuse D.O.	Item number 29305

Applicant information:

Name Deborah Dammer	Current title Director of HR	Negotiating unit MC	Status Permanent
Date of initial appointment to state service 3/10/75	Office telephone number 518-457-2786		

Qualifying title and/or qualifying experience
None. Actually, I don't qualify for this position!

To the applicant:

It may be helpful to attach a resume or other description of your education and/or experience to explain how you are qualified for the position.

Click here to attach resume at the bottom of this page:

You may or may not be interviewed as a result of responding.

Every CSEA-represented candidate who submits this form will be notified if they are not selected. If you are a CSEA-represented employee, please fill in the information requested below.

Name:

Office address:


Your application for Tax Auditor 1 Title/Item number has been received.
This is to inform you that you were not selected for this position.

HRM-280.2 (3-93) New York State - An Equal Opportunity/Affirmative Action Employer

Attachments:

	Laura Kerber	05/20/2004	04:35 PM	210,683	Re:
*	Help Desk	05/20/2004	05:31 PM	572	Hot News: LiveLink upgrade is coming
	LATS WEB	05/21/2004	09:04 AM	1,471	Timesheet Submitted by DEBORAH DOMINSKI
*	Michael Buccit	05/21/2004	09:43 AM	13,577	Daily Clips 5-21-04
	HR Preview	05/21/2004	10:20 AM	83,360	New Photo ID System to be Announced Monday, 5/24/04
*	Web User	05/21/2004	12:56 PM	740	Receipt of Response to Position Vacancy Notice

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools

 **Web User/SPEC/NYSTAX**
05/21/2004 12:56 PM

To: Deborah Dammer@NYSTAX
cc:
bcc:
Subject: Receipt of Response to Position Vacancy Notice

We are in receipt of your electronic response to Title: Tax Auditor 1 Grade: 18, Item# 29305 position vacancy notice (PVN #) PVN-1953-04

If you are selected for interview, you will be contacted shortly



Aspen Learning Management Server

Home Training Catalog Tools Help Exit

Welcome

Competency Assessment

Training

Calendar


Home


What's New!
Aspen
Managers - Supervisors
Click on the "Change" hyperlink in the upper right hand corner to "View Employee Records"

Welcome to the Tax Training Resource Station (Aspen),

Tax Training Resource Station is your on-line resource for the department's training catalog, event registration, and viewing your training history.

If you see a recent event that has not been added to your training history, please email: Training Information@NYSTAX.





If you have questions or comments about this site, please contact the training department.

Note: to customize or remove this page from your desktop, click on the "Customize" link.

Learn.

Aspen Learning Management Server


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Welcome

Competency Assessment

Training

Calendar



Previous Training

Detail: [# Show All Details](#) | [# Hide All Details](#)

5/7/2004 - WORKPLACE VIOLENCE PREVENTION AND RESPONSE PROGRAM (PM)

Format: Contact: HEALTH AND SAFETY Method: INTERNAL COURSE (DTF SPONSORED) Media: INSTRUCTOR LED

Dates: Start Date:5/7/2004 End Date:5/7/2004

Event Notes: contact Person-Bonnie Wacksman@S-0392

Location: [Select Event Details for location information.](#)

Event Roster Details

Registered: 3/18/2004

Completion Status: Completed on 5/7/2004, Acquired skills

[Display more information](#)

1/15/2003 - WORD 2002 LEVEL 1

[Display more information](#)

9/26/2002 - OUR WORKFORCE MATTERS-WORKFORCE AND SUCCESSION PLANNING CONFERENCE

[Display more information](#)

5/14/2002 - LEGISLATIVE RETRIEVAL SYSTEM - WEB BASED


[Display more information](#)

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COMPUTER/PC SKILLS

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ACCESS 2002 USING VBA LEVEL 1

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ACCESS 2003 LEVEL 1

[Display more information](#)

[Select from a list or calendar of upcoming events](#)

ACCESS 2003 LEVEL 2

[Display more information](#)

[Select from a list or calendar of upcoming events](#)

CRYSTAL REPORTS 9.0 LEVEL 1

[Display more information](#)

CRYSTAL REPORTS 9.0 LEVEL 2

[Display more information](#)

EXCEL 2002 OVERVIEW FOR OTE PERSONNEL

back -> Search Favorites Media

http://training.nystax.gov/aspenn/main.asp?Nav=TrainingCatalog&Task=18&Body=trmsradv%2Easp%3Fnavloc%3DSearch&CurrentLink=Search

Open Learning Management Server click2Learn

me Training Catalog Tools | Help | Exit | DAMMER, DEBORAH S. (37)

arch
rowse

Event Detail

WORD 2003 LEVEL 2

Details

Format: _____ Content: COMPUTER/PC SKILLS Method: INTERNAL COURSE (DTF SPONSORED) Media: INSTRUCTOR LED-CLASSROOM
 Dates: _____ Start Date: 6/22/2004 End Date: 6/22/2004
 Capacity: _____ Maximum: 17 Enrolled: 10
 Event Notes: _____ Please contact Training Resources Bureau at 457-8109 if you have any questions.

Schedule

Tuesday, June 22, 2004
9:00:00 AM - 4:00:00 PM
 WORD 2003 LEVEL 2

Location: Room 319 (Building 9)
 Instructor: Christine Martino

Facility Address

Building 9

Generated by 'X37596' on Monday, May 24, 2004.

Civil Service Eligible List - Microsoft Internet Explorer provided by New York State Tax and Finance

File Edit View Favorites Tools Help

Back -> Search Favorites Media

Address http://www1.ElglbleListProd.nsf/

New York State Department of Taxation & Finance



Civil Service Eligible List

***Once a list has been added to the database, it will not be updated.**

[View by Title](#) | [View by Established](#)

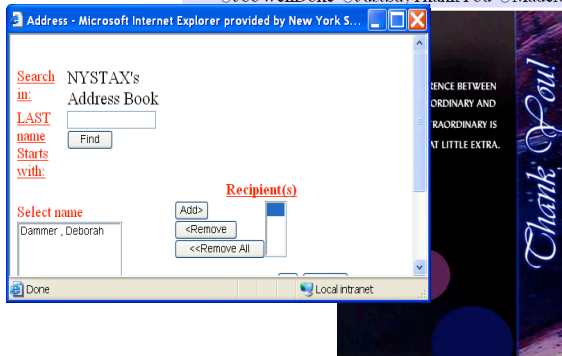
Title	Exam Number	Date Established
ACCOUNTANT AIDE TRAINEE 1	00-827	04/10/2002
ADMINISTRATIVE AIDE	00-849	03/24/2003
ADMINISTRATIVE AIDE SPANISH LANGUAGE	00-850	03/24/2003
AGENCY LABOR RELATIONS REPRESENTATIVE 1	05-005	08/04/2000
AGENCY LABOR RELATIONS REPRESENTATIVE 3	04-257	05/07/1998
AGENCY PROGRAM AIDE	00-851	03/24/2003
AGENCY PROGRAM AIDE SPANISH LANGUAGE	00-852	03/24/2003
AGENCY SERVICES REPRESENTATIVE	34-613	12/29/2003
AGENCY TRAINING & DEVELOPMENT SPECIALIST 2	05-003	03/14/2000
ASSISTANT DIRECTOR DATA PROCESSING SERVICES	06-117	05/22/2002
ASSISTANT DIRECTOR DATA PROCESSING TECH	06-120	05/22/2002
ASSISTANT OFFICE SERVICES MANAGER	34-598	04/02/2004
ASSOCIATE ACCOUNTANT	06-093	05/23/2002
ASSOCIATE ADMINISTRATIVE ANALYST	05-027	03/22/2002
ASSOCIATE ATTORNEY TAX	04-341	08/17/2000
ASSOCIATE AUDITOR	06-094	05/23/2002
ASSOCIATE BUDGETING ANALYST	05-000	01/26/2000
ASSOCIATE COMPUTER PROG ANALYST-ADS	06-085	03/28/2002
ASSOCIATE COMPUTER PROG	06-084	03/28/2002
ASSOCIATE COMPUTER PROG	06-086	03/28/2002
ASSOCIATE COMPUTER PROG ANALYST - PROJ	06-087	03/28/2002
ASSOCIATE INTERNAL AUDITOR	04-971	03/28/2002

Welcome to the Thank you Card Database!
 Select a card. On the next screen, you can enter your "thank you" message and select the recipient(s).

1 <input type="radio"/>		6 <input type="radio"/>	
2 <input type="radio"/>		7 <input type="radio"/>	
3 <input type="radio"/>		8 <input type="radio"/>	

(If you wish to change your selection, please select from one of the choices below:)

- ThanksABunch
- ExtraordinaryEffort
- AppreciatedThanks
- ThankYouFlowers
- ThanksAMillion
- HowCanIThankYou
- ManyThanks
- JobWellDone
- JustSayThankYou
- MadeMyDayThankYou



Address - Microsoft Internet Explorer provided by New York S...

Search NYSTAX's Address Book

LAST name Starts with: Find

Recipient(s)

Select name: Dammer, Deborah

Buttons: Add, <Remove, <<Remove All

Done Local intranet

ERENCE BETWEEN ORDINARY AND RAORDINARY IS AT LITTLE EXTRA.

Thank You!

Please type in your message below:

Rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, and font color.

Font: Sans Serif, Size: 11

Thanks for helping me out with the sales tax project. Your help was invaluable, thanks to you we got the job done on time, complete and appreciated by the Director. You're the best!

Trash	*	LRS ALERT	05/21/2004	04:51 PM	2,333	LRS Alert ATT0904A
Views	*	Laura Kerber	05/21/2004	04:53 PM	1,729,185	Re: LiveLink News
Folders...	*	Laura Kerber	05/21/2004	05:10 PM	18,770	software for interns
Tools	*	Jamie Woodward	05/21/2004	05:20 PM	1,882	M/C ratings
		Brian Digman	05/24/2004	09:11 AM	86,083	Fw: New Photo Identification System to be Implemented Department Employees
	*	Donna Schofield	05/24/2004	09:25 AM	135,595	Fw: Draft Internet Usage Policy
	*	Michael Bucci	05/24/2004	09:26 AM	8,859	Daily News Clips 5-24-04
	*	ALBAPP01	05/24/2004	09:38 AM	928	Laura Kerber has sent you an Electronic Thank You Card
	*	Deborah Dominski	05/24/2004	09:53 AM	1,092	Today's Mtg re Tech Needs

New Memo | Reply | Reply To All | Forward | Delete | Follow Up | Folder | Copy Into New | Chat | Tools

ALBAPP01/SRVNYSTAX
05/24/2004 09:38 AM

To: Heather Childs/OHRMEXECONYSTAX@NYSTAX,
Paul Sikibinski/OHRMEXECONYSTAX@NYSTAX,
Mark Slaver/OHRMEXECONYSTAX@NYSTAX,
cc:
bcc:
Subject: Laura Kerber has sent you an Electronic Thank You Card


You have received an electronic online Thank You card on 05/24/2004 09:38:21 AM

<http://www1/ThankYouCards.nsf/AllID/894BBE16AC7E149185256E9E004AEC43?OpenDocument>

Thank You - Microsoft Internet Explorer provided by New York State Tax and Finance

File Edit View Favorites Tools Help

Address <http://www1/ThankYouCards.nsf/AllID/894BBE16AC7E149185256E9E004AEC43?OpenDocu>




**I just wanted to
take the time to say
Thank You.**

Testing -- but thank you, anyway!




Special Events

By Date	By Category	By Author	By Topic	Subscription																																		
By Date By Category By Author By Topic Managers Outline View Drafts To Be Notified View Subscriptions Subscription ++ How To Submit Announcement Create Subscription	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Party Date</th> <th style="width: 80%;">Event</th> </tr> </thead> <tbody> <tr><td>★ 06/30/2004</td><td>Jack Williams is Retiring</td></tr> <tr><td>★ 06/25/2004</td><td>MAGGLINA SCHNEIDMULLER is RETIRING!</td></tr> <tr><td>★ 06/23/2004</td><td>Maureen Martelle is retiring</td></tr> <tr><td>★ 06/21/2004</td><td>Tax Golf Tournament is FULL call to be placed on waiting list.</td></tr> <tr><td>06/18/2004</td><td>Audit Division Picnic</td></tr> <tr><td>★ 06/15/2004</td><td>John Eremo is Retiring</td></tr> <tr><td>★ 06/10/2004</td><td>John Juva is Retiring REMINDER!</td></tr> <tr><td>★ 06/10/2004</td><td>Karen Reichl is Retiring REMINDER!</td></tr> <tr><td>★ 06/09/2004</td><td>James Doherty is Retiring REMINDER!</td></tr> <tr><td>★ 06/04/2004</td><td>2004 Struke Golf Tournament</td></tr> <tr><td>★ 06/04/2004</td><td>Robert Picarillo is Retiring REMINDER</td></tr> <tr><td>★ 06/02/2004</td><td>Bob Mylott is Retiring REMINDER!</td></tr> <tr><td>★ 05/28/2004</td><td>David Matlie is Retiring REMINDER!</td></tr> <tr><td>★ 05/26/2004</td><td>Marianne Kalodziej is Retiring!</td></tr> <tr><td>★ 05/21/2004</td><td>Vita Gaedje is Retiring REMINDER!</td></tr> <tr><td>★ 05/21/2004</td><td>Jim Podbielski is Retiring REMINDER</td></tr> </tbody> </table>	Party Date	Event	★ 06/30/2004	Jack Williams is Retiring	★ 06/25/2004	MAGGLINA SCHNEIDMULLER is RETIRING!	★ 06/23/2004	Maureen Martelle is retiring	★ 06/21/2004	Tax Golf Tournament is FULL call to be placed on waiting list.	06/18/2004	Audit Division Picnic	★ 06/15/2004	John Eremo is Retiring	★ 06/10/2004	John Juva is Retiring REMINDER!	★ 06/10/2004	Karen Reichl is Retiring REMINDER!	★ 06/09/2004	James Doherty is Retiring REMINDER!	★ 06/04/2004	2004 Struke Golf Tournament	★ 06/04/2004	Robert Picarillo is Retiring REMINDER	★ 06/02/2004	Bob Mylott is Retiring REMINDER!	★ 05/28/2004	David Matlie is Retiring REMINDER!	★ 05/26/2004	Marianne Kalodziej is Retiring!	★ 05/21/2004	Vita Gaedje is Retiring REMINDER!	★ 05/21/2004	Jim Podbielski is Retiring REMINDER			
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⌘ Audit, Bureau of Conciliation Mediation Services, e-MPIRE, Enterprise Services Division, Executive, Office of Administration, Office of Budget Management Analysis, Office of Counsel, Office of Tax Enforcement, Office of Tax Policy Analysis, Tax Compliance Division, Taxpayer Services & Revenue Division, Treasury

Location: [Select All](#)

Albany

View Subscription Criteria:
 ⌘ FIELD Division Contains Audit:Bureau of Conciliation Mediation Services:e-MPIRE:Enterprise Services Division:Executive:Office of Administration:Office of Budget Management Analysis:Office of Counsel:Office of Tax Enforcement:Office of Tax Policy Analysis:Tax Compliance Division:Taxpayer Services & Revenue Division:Treasury AND FIELD Location Contains Albany

Date of Party: 06/18/2004 16

!!! Hot tamales, it's that time again !!!



Audit Division Picnic



Friday June 18

12:00 - 6:00

Camp Nassau

(Route 155, Guilford: see directions attached)

Southwestern Barbecue

Prizes Swimming Tug-of-war Music Dancing Sack Races Prizes Swimming Egg / Balloon Toss

Tickets on sale May 5 - June 9 / First 200 Tickets Department employees \$20
(Full price, \$27 if purchased after June 9 or after first 200 tickets)

Guests \$27, Children 4 and under \$5, Children 5 to 12 \$15.

Office of

Human Resources Management

CONTACT US:
General Information: (518) 457-2900
FAX: (518) 457-6653
E-Mail: [Human Resources/SPEC/NYSTAX](mailto:HumanResources/SPEC/NYSTAX)

Deborah S. Dammer, Director

Personnel	Payroll & Employee Benefits	Training Resources	Labor Relations	Rewards & Recognition	Employee Communication
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Welcome to the Office of Human Resources Management Intranet Site

The purpose of the Office of Human Resources Management is to provide work force strategies, solutions and services to our customers, the management and staff of the Department of Taxation and Finance.

Future Initiatives

- New Employee Orientation On-Line
- HR Training Suite for New Supervisors and Managers
- Performance Evaluations On-Line
- On-Line Leave Without Pay Transactions
- Auto-generated Report of Bi-Weekly Transactions
- ...and more!

Who We Are...In Case You Care!

Kiaran Johnson
Director of Personnel
(518) 457-6258
mkj@tax.state.ny.us



Deborah S. Dammer
Director of HR
(518) 457-2786
ddammer@tax.state.ny.us

