

Albany Fire Department
Requirements for Lateral Transfer Positions

The requirements listed below are guidelines to ensure a seamless transition for transfer to the Albany Fire Department.

Transfers are at the discretion of the Chief of Department (or designee) and the City of Albany Civil Service Commission.

To Qualify as a Lateral Transfer

Under Civil Service Law, candidates must meet the following qualifications to be eligible for a Lateral Transfer:

1. Must have been appointed from a NYS FF Civil Service List with CPAT certification and meet all other City of Albany Civil Service Requirements for lateral transfers:
 - a. Roster card, current job description, and the exam announcement for the exam you passed must be provided by your current civil service agency to the City of Albany Civil Service office at civilservice@albanyny.gov
 - b. A written request from both the Albany Fire Department and the individual employee looking to transfer;
 - c. Must have completed required Probationary Period and reached Permanent Status with current FD
 - d. Civil Service Commission approval for the transfer;
2. Must be a FF currently serving with a NYS Career Fire Department and have 229 Basic FF Training Program Certification, including:
 - o Apparatus Operator Pump
 - o Apparatus Operator Aerial
3. Must be a NYS Certified Emergency Medical Technician in good standing with NYS EMS
4. Must have a valid NYS Driver's License
5. Submit to background investigation
6. Live within the five (5) contiguous counties of Albany County by hire date
7. **Subject to probationary period as governed by the Albany Municipal Local Civil Service Rules**

Seniority and years of service

As a lateral transfer, seniority and years of service will be determined by the number of years employed by the City of Albany Fire Department only (in reference to the language in the Albany Fire Department Collective Bargaining Agreement and other City/Albany Fire Department policies).

For any questions, please contact the Albany Fire Department at (518) 518-447-7879 or email afdheadquarters@albanyny.gov.

The Civil Service Commission's approval is valid through December 31, 2023, inclusive; thereafter, the policy must be approved by the Civil Service Commission on an annual basis.