§ 97. Reports of appointing officers; official roster. 1. No person shall be appointed to or be employed in any position in the classified service of the state or of any civil division thereof, for which rules have been established pursuant to the provisions of this chapter, until he has passed an examination or is exempted from such examination in conformity with the provisions of this chapter or the rules established thereunder. It shall be the duty of each appointing officer of the state or of any civil division thereof to report to the state civil service department or municipal commission having jurisdiction, forthwith upon such appointment or employment, the name of such appointee or employee, the title and character of his office or employment, the date of the commencement of service by virtue thereof and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as such civil service department or municipal commission may require in order to keep the roster hereinafter mentioned.

2. The civil service department and each municipal commission shall maintain an official roster of the classified service under its jurisdiction. Such roster shall contain in detail the employment history of each employee, showing each change of status or compensation from the time he enters service until he separates from service, except that it shall not be necessary to enter in such roster the compensation or changes in compensation of an employee holding a position classified pursuant to article eight of this chapter or classified by a municipal commission and listed in a salary grade plan containing titles and specific ranges of salary for each title duly adopted by a municipality or agency under the jurisdiction of such municipal commission.

3. The department shall maintain records documenting the employment of persons pursuant to contracts for consulting services issued by state agencies as defined in subdivision seventeen of section eight of the state finance law. No later than one hundred eighty days after the end of each fiscal year, the department shall submit to the governor, the senate finance committee, the assembly ways and means committee and the department of audit and control a report summarizing the following

information for each state agency:

a. the number of contract employees performing such consulting services; and

b. the types of services provided by such contract employees.