

# CIVIL SERVICE - 1430

## MISSION STATEMENT

The mission of the Department of Civil Service is to protect the rights of employers and employees in all civil service matters and provide technical oversight to Albany County government and the civil divisions under the jurisdiction of the Department to ensure compliance with New York State Civil Service law and the Rules for the Classified Service. Civil Service administration is responsible for all activities mandated by NYS Civil Service Law and other laws, including position classification, examinations and eligible list management and payroll certifications for the over 65 appointing authorities served.

## WHO WE SERVE

Albany County Civil Service assists employees in all county government departments, eight towns, six villages, ten school districts, seven public libraries, two special districts (Sewer District and Soil and Water) and two authorities (Green Island Power Authority and Airport Authority). We provide services to over 65 appointing authorities and more than 6,500 employees.

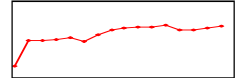
## ABOUT OUR DEPARTMENT

The department consists of three skilled Personnel Technicians and a Data Entry Operator who are supervised by the Director and Deputy Personnel Officer. The Department of Civil Service is mandated by New York State Civil Service Law to monitor the employment and appointment of candidates in the classified service. The department continuously provides technical oversight to the County and its civil divisions to ensure compliance with New York State Civil Service Law and the Albany County Civil Service Rules, mandating that all appointments and promotions be made according to merit and fitness and the Rules for the Classified Services of Albany County.

## 2012 ACCOMPLISHMENTS

- Over the past eight years Civil Service has decreased the provisional percentage rate from a high of 19.6% in 2004 to a low of 2.65% as of August of 2012 (see graph A). A provisional appointment is a non-permanent appointment to a competitive class position which can be made when there is no appropriate or mandatory eligibility list. This is a primary indicator of Civil Service success.

## APPROPRIATION HISTORY

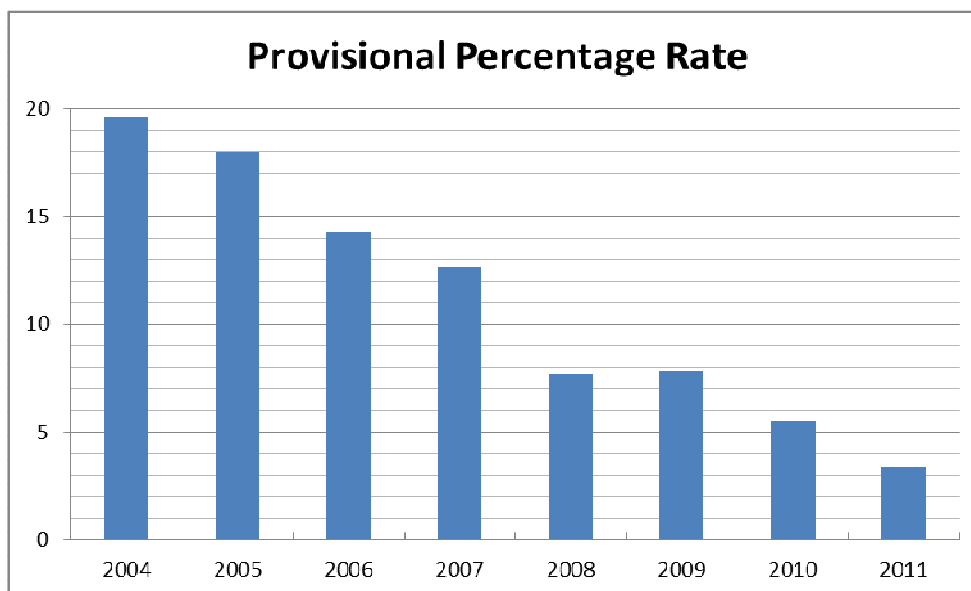


1998:	\$0
1999:	\$254,256
2000:	\$253,892
2001:	\$262,105
2002:	\$280,628
2003:	\$241,477
2004:	\$315,226
2005:	\$355,589
2006:	\$373,196
2007:	\$384,504
2008:	\$390,505
2009:	\$401,751
2010:	\$361,831
2011:	\$361,682
2012:	\$379,393
2013:	\$392,495

## CONTACT INFORMATION

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Graph A



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- Despite staff reductions, application review and payroll certifications have been completed in a timely manner through increased use of the Municipal Employment Records & Information Tracking (MERIT) database, dashboard reports and the scanning of documents.
- In the past three years we have given over 10 training sessions to over 120 Civil Service users from various jurisdictions. These training sessions included Civil Service 101, Reductions in Force and MERIT educational seminars.
- In 2011 and 2012 we shared services of our Data Entry Operator with both the Alternate Public Defender's Office and the Veteran's Office. This was a cost savings to the County of over \$13,000 as the Departments were able to defer hiring a support staff member.

## 2013 GOALS AND PERFORMANCE TARGETS

- Maintain our provisional percentage rate below the NYS average of 2.5%.
- Work with all appointing authorities to identify ways to consolidate services and broaden job specifications. This will give the appointing authorities greater flexibility when assigning work and helping them run their departments more efficiently, and aid in the succession planning of the appointing authorities.
- Provide outreach to increase veteran and minority applicants.
- Conduct quality control audits of 25% of all lists returned to us in a given year.
- Improve exam forecasting model to target likely needs for certified lists.

Albany County Civil Service has a lot of interaction with and conducts a great deal of outreach in the community and to its constituents. We attend multiple Veteran's and employment job fairs each year. We also produce a newsletter four times a year which gives helpful information on civil service issues and important announcements.

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Account	2011 Expended	2012 Adjusted	2013 Proposed	2012-13 Change	2012-13 Percent Change
<b>Appropriations</b>					
Civil Service - ( 1430 )					
Personal Services	\$228,742	\$230,864	\$230,164	(\$700)	-0.30%
Equipment	\$0	\$0	\$0	\$0	-100.00%
Contractual Expenses	\$37,638	\$37,699	\$39,455	\$1,756	4.66%
Fringe Benefits	\$109,174	\$110,830	\$122,876	\$12,046	10.87%
<b>Appropriations Total</b>	<b>\$375,555</b>	<b>\$379,393</b>	<b>\$392,495</b>	<b>\$13,102</b>	<b>3.5%</b>
Revenue	(\$37,955)	(\$30,200)	(\$31,000)	(\$800)	2.65%
<b>Revenue Total</b>	<b>(\$37,955)</b>	<b>(\$30,200)</b>	<b>(\$31,000)</b>	<b>(\$800)</b>	<b>2.6%</b>
<b>Total County Share</b>	<b>\$337,600</b>	<b>\$349,193</b>	<b>\$361,495</b>	<b>\$12,302</b>	<b>103.52%</b>

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					2012	2013	2011	2012	2013	2013	2013	
A 1430 Civil Service					Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
<b>Personnel Services Individual</b>												
A	1430	11243	001	260001	Director of Civil Service	1	1	\$30,000	\$30,000	\$30,000	\$30,000	-
A	1430	12410	001	260015	Deputy Personnel Officer	1	1	\$49,888	\$49,888	\$49,888	\$49,888	-
A	1430	12413	001	260002	Personnel Technician	1	1	\$36,459	\$36,459	\$36,459	\$36,459	-
A	1430	12413	002	260003	Personnel Technician	1	1	\$39,861	\$39,861	\$39,861	\$39,861	-
A	1430	12413	003	260009	Personnel Technician	1	1	\$36,459	\$36,459	\$36,459	\$36,459	-
A	1430	16028	001	260013	Data Entry Operator	1	1	\$34,515	\$34,847	\$34,847	\$34,847	-
					<i>Personnel Services Individual Subtotal</i>	6	6	\$227,181	\$227,514	\$227,514	\$227,514	\$0
<b>Personnel Non-Individual</b>												
A	1430	19950			Longevity Raise			\$1,400	\$2,350	\$1,650	\$1,650	\$0
A	1430	19970			Temporary Help			\$161	\$1,000	\$1,000	\$1,000	\$0
					<i>Personnel Non-Individual Subtotal</i>			\$1,561	\$3,350	\$2,650	\$2,650	\$0
<b>Equipment</b>												
<b>Contractual Expenses</b>												
A	1430	44020			Office Supplies			\$614	\$700	\$700	\$700	\$0
A	1430	44035			Postage			\$1,899	\$2,600	\$2,600	\$2,600	\$0
A	1430	44037			Insurance			\$1,368	\$1,510	\$1,701	\$1,701	\$0
A	1430	44038			Travel,Mileage,Freight			\$56	\$200	\$150	\$150	\$0
A	1430	44042			Printing And Advertising			\$144	\$300	\$300	\$300	\$0
A	1430	44046			Fees For Services			\$4,483	\$6,000	\$6,000	\$6,000	\$0
A	1430	44669			Assessment			\$17,833	\$15,100	\$16,000	\$16,000	\$0
A	1430	44903			DGS Shared Services Charges			\$11,242	\$11,289	\$12,004	\$12,004	\$0
					<i>Contractual Expenses Subtotal</i>			\$37,638	\$37,699	\$39,455	\$39,455	\$0
<b>Fringe Benefits</b>												
A	1430	89010			State Retirement			\$24,708	\$45,559	\$52,190	\$52,190	\$0
A	1430	89030			Social Security			\$17,115	\$17,661	\$17,608	\$17,608	\$0
A	1430	89060			Hospital and Medical Insurance			\$67,352	\$47,610	\$53,078	\$53,078	\$0
					<i>Fringe Benefits Subtotal</i>			\$109,174	\$110,830	\$122,876	\$122,876	\$0
<b>Total Appropriations</b>								<b>\$375,555</b>	<b>\$379,393</b>	<b>\$392,495</b>	<b>\$392,495</b>	<b>\$0</b>
<b>Revenue</b>												
A	1430	01240			Civil Service Fees			(\$37,955)	(\$30,200)	(\$31,000)	(\$31,000)	\$0
<b>Total Revenue</b>								<b>(\$37,955)</b>	<b>(\$30,200)</b>	<b>(\$31,000)</b>	<b>(\$31,000)</b>	<b>\$0</b>
<b>County Share</b>								<b>\$337,600</b>	<b>\$349,193</b>	<b>\$361,495</b>	<b>\$361,495</b>	<b>\$0</b>