

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 Albany County Rules for the Classified Service. Civil Service administration has responsibility for all activities mandated by NYS Civil Service Law and other laws, including position classification, examinations and eligible list management and payroll certifications for more than 65 appointing authorities served.

WHO WE SERVE

Albany County Civil Service services 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 Service of Albany County.

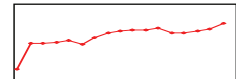
2013 ACCOMPLISHMENTS AND CHALLENGES

- Over the past nine years, Civil Service has decreased the provisional percentage rate from a high of 19.6% in 2004 to 3.4% as of August of 2013 (see graph A). This is a primary indicator of Civil Service administration success.
- Application review and payroll certifications continue to be completed as scheduled.
- Conducted numerous trainings in 2013, including Civil Service 101, Reductions in Force, MERIT educational seminars and presented at County Administration School.
- Due to the stagnant economy and increasing unemployment, there has been a substantial increase in the number of exam applicants. For example, in 2010, 129 people applied to take the Clerk I exam. In 2013, we had 254 people apply for the same exam. Likewise, in 2013, 320 people applied to take the Correction Officer exam, as opposed to the 118 that signed up in 2008. Despite the increased workload, we have managed to conduct these exams without an increase to our operation expenses.

2014 GOALS AND PERFORMANCE TARGETS

- Provide outreach to increase veteran and minority applicants. This includes attending job fairs with both the Albany County Veterans Service Bureau and the Affirmative Action Department.
- Maintain our provisional rate below 4% through the timely ordering of exams and use of existing eligible lists.
- Reduce exam costs by utilizing county owned buildings to administer exams and conducting two exam sessions on the same day which will lessen the need to rent off-site spaces.

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
2014:	\$449,532

CONTACT INFORMATION

Department of Civil Service
County of Albany
112 State Street, Suite 900
Albany, New York 12207
Office: (518) 447-7770
Fax: (518) 447-5586

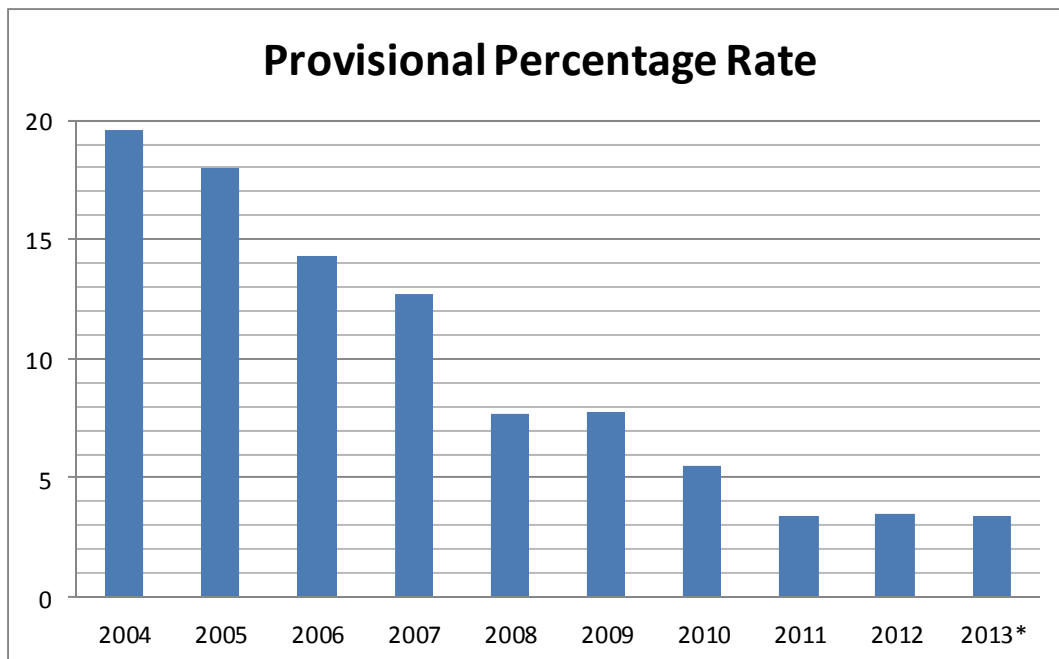
CIVIL SERVICE - 1430

SUMMARY OF BUDGET CHANGES

The 2014 Executive budget for the Civil Service Department does not include any substantive programmatic changes.

Albany County Civil Service frequently interacts 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.

Graph A



*First half of 2013

				2013	2014	2012	2013	2014	2014	2014	
A 1430 Civil Service				Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
Personnel Services Individual											
A	1430	11243 001	260001	Director of Civil Service	1	1	\$30,231	\$31,212	\$30,000	\$30,000	-
A	1430	12410 001	260015	Deputy Personnel Officer	1	1	\$49,888	\$51,903	\$52,942	\$52,942	-
A	1430	12413 001	260002	Personnel Technician	1	1	\$36,459	\$37,932	\$38,691	\$38,691	-
A	1430	12413 002	260003	Personnel Technician	1	1	\$39,861	\$41,471	\$42,301	\$42,301	-
A	1430	12413 003	260009	Personnel Technician	1	1	\$36,459	\$37,932	\$38,691	\$38,691	-
A	1430	16028 001	260013	Data Entry Operator	1	1	\$34,505	\$36,255	\$36,980	\$36,980	-
				<i>Personnel Services Individual Subtotal</i>	6	6	\$227,403	\$236,705	\$239,605	\$239,605	\$0
Personnel Non-Individual											
A	1430	19950		Longevity Raise			\$2,350	\$2,550	\$3,050	\$3,050	\$0
A	1430	19970		Temporary Help			\$0	\$100	\$100	\$100	\$0
				<i>Personnel Non-Individual Subtotal</i>			\$2,350	\$2,650	\$3,150	\$3,150	\$0
Equipment											
Contractual Expenses											
A	1430	44020		Office Supplies			\$660	\$700	\$700	\$700	\$0
A	1430	44035		Postage			\$2,128	\$2,600	\$2,400	\$2,400	\$0
A	1430	44037		Insurance			\$1,454	\$1,701	\$1,452	\$1,452	\$0
A	1430	44038		Travel,Mileage,Freight			\$0	\$550	\$150	\$150	\$0
A	1430	44042		Printing And Advertising			\$300	\$300	\$300	\$300	\$0
A	1430	44046		Fees For Services			\$6,190	\$5,600	\$6,000	\$6,000	\$0
A	1430	44669		Assessment			\$17,458	\$16,000	\$16,000	\$16,000	\$0
A	1430	44903		DGS Shared Services Charges			\$11,289	\$12,004	\$11,830	\$11,830	\$0
				<i>Contractual Expenses Subtotal</i>			\$39,480	\$39,455	\$38,832	\$38,832	\$0
Fringe Benefits											
A	1430	89010		State Retirement			\$25,789	\$52,190	\$50,158	\$50,158	\$0
A	1430	89030		Social Security			\$17,240	\$17,960	\$18,571	\$18,571	\$0
A	1430	89060		Hospital and Medical Insurance			\$77,362	\$51,326	\$99,216	\$99,216	\$0
				<i>Fringe Benefits Subtotal</i>			\$120,391	\$121,476	\$167,945	\$167,945	\$0
Total Appropriations							\$389,624	\$395,691	\$449,532	\$449,532	\$0
Revenue											
A	1430	01240		Civil Service Fees			(\$45,810)	(\$31,000)	\$0	\$0	\$0
A	1430	02240		NYS Exam Fees			\$0	\$0	(\$31,000)	(\$31,000)	\$0
Total Revenue							(\$45,810)	(\$31,000)	(\$31,000)	(\$31,000)	\$0
County Share							\$343,814	\$364,691	\$418,532	\$418,532	\$0