

# 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 the over 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.

## 2016 ACCOMPLISHMENTS AND CHALLENGES

- Application review and payroll certifications continue to be completed as scheduled.
- Outreach and training were conducted on a regular basis with on- and off-site visits to the jurisdictions we cover.
- Continued to maintain a low provisional rate at or near the New York State Civil Service standard.
- Over 110 exams were administered by our staff last year.

## 2017 GOALS AND PERFORMANCE TARGETS

- Provide outreach to increase veteran and minority applicants. This includes attending job fairs with both the Albany County Veterans' Bureau and the Affirmative Action Department.
- Maintain our provisional rate below 5% 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.
- Work with the human resources departments of the jurisdictions we cover to ensure the hiring process is as efficient as possible.

## SUMMARY OF BUDGET CHANGES

The 2017 Executive budget for the Civil Service Department includes an increase to our Fees for Services line due to an annual maintenance fee for a newly-purchased computer program, Catalog and Commerce, which will replace the current MERIT system.

Albany County Civil Service frequently interacts with, and conducts a great deal of outreach in, the community and to its constituents.

A1430 Civil Service		2016 Count	2017 Count	2015 Expended	2016 Adjusted	2017 Requested	2017 Proposed	2017 Adopted		
<b>Personnel Services Individual</b>										
A1430	11243 001 260001	1	1	\$30,000	\$30,600	\$30,600	\$30,600	-		
A1430	12410 001 260015	1	1	\$52,942	\$62,500	\$63,750	\$63,750	-		
A1430	12413 001 260002	1	1	\$37,325	\$39,465	\$40,255	\$40,255	-		
A1430	12413 002 260003	1	1	\$36,281	\$54,001	\$55,082	\$55,082	-		
A1430	12413 003 260009	1	1	\$36,182	\$39,465	\$40,255	\$40,255	-		
A1430	16028 001 260013	1	1	\$36,884	\$37,721	\$38,476	\$38,476	-		
<i>Personnel Services Individual Subtotal</i>				6	6	\$229,615	\$263,752	\$268,418	\$268,418	\$0
<b>Personnel</b>										
<b>Personnel Non-Individual</b>										
A	1430 19950	Longevity Raise		\$2,400	\$3,000	\$2,750	\$2,750	\$0		
A	1430 19951	Health Insurance Buyout		\$1,083	\$1,500	\$500	\$500	\$0		
<b>Subtotal for: Personnel Non-Individual</b>				\$3,483	\$4,500	\$3,250	\$3,250	\$0		
<b>Equipment</b>										
<b>Contractual Expenses</b>										
A	1430 44020	Office Supplies		\$633	\$700	\$700	\$700	\$0		
A	1430 44035	Postage		\$2,206	\$3,000	\$3,250	\$3,250	\$0		
A	1430 44037	Insurance		\$1,288	\$1,353	\$1,243	\$1,243	\$0		
A	1430 44038	Travel/Mileage/Freight		\$0	\$150	\$150	\$150	\$0		
A	1430 44042	Printing And Advertising		\$0	\$300	\$300	\$300	\$0		
A	1430 44046	Fees For Services		\$4,617	\$6,000	\$11,700	\$11,700	\$0		
A	1430 44669	Assessment		\$14,434	\$17,000	\$18,000	\$18,000	\$0		
A	1430 44903	DGS Shared Services Charges		\$12,469	\$12,465	\$12,982	\$12,982	\$0		
<b>Subtotal for: Contractual Expenses</b>				\$35,646	\$40,968	\$48,325	\$48,325	\$0		
<b>Fringe Benefits</b>										
A	1430 89010	State Retirement		\$40,917	\$51,549	\$47,375	\$47,375	\$0		
A	1430 89030	Social Security		\$17,705	\$19,905	\$20,844	\$20,844	\$0		
A	1430 89060	Hospital And Medical Insurance		\$72,049	\$45,205	\$62,415	\$62,415	\$0		
<b>Subtotal for: Fringe Benefits</b>				\$130,671	\$116,659	\$130,634	\$130,634	\$0		
<b>Total Appropriations</b>				<b>\$399,416</b>	<b>\$425,879</b>	<b>\$450,627</b>	<b>\$450,627</b>	<b>\$0</b>		
<b>Revenue</b>										
A1430	01240	Civil Service Fees		(\$26,670)	(\$16,000)	(\$17,000)	(\$17,000)	\$0		
A1430	02240	NYS Exam Fees		\$0	(\$17,000)	(\$18,000)	(\$18,000)	\$0		
<b>Total Revenue</b>				<b>(\$26,670)</b>	<b>(\$33,000)</b>	<b>(\$35,000)</b>	<b>(\$35,000)</b>	<b>\$0</b>		
<b>County Share</b>				<b>\$372,746</b>	<b>\$392,879</b>	<b>\$415,627</b>	<b>\$415,627</b>	<b>\$0</b>		