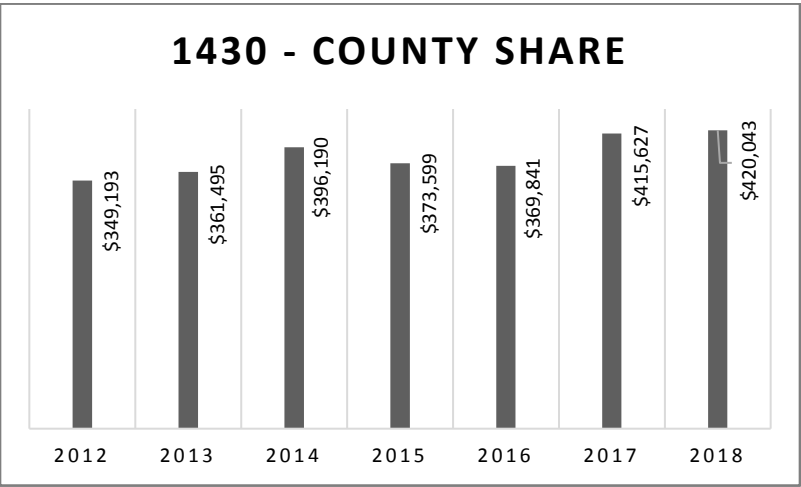


CIVIL SERVICE- 1430



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

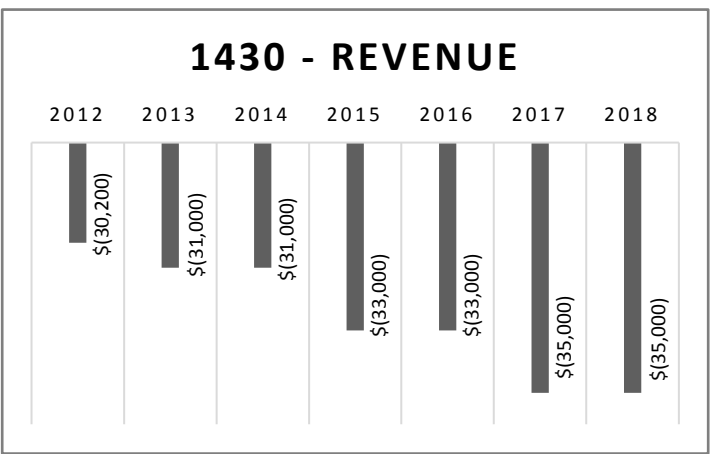
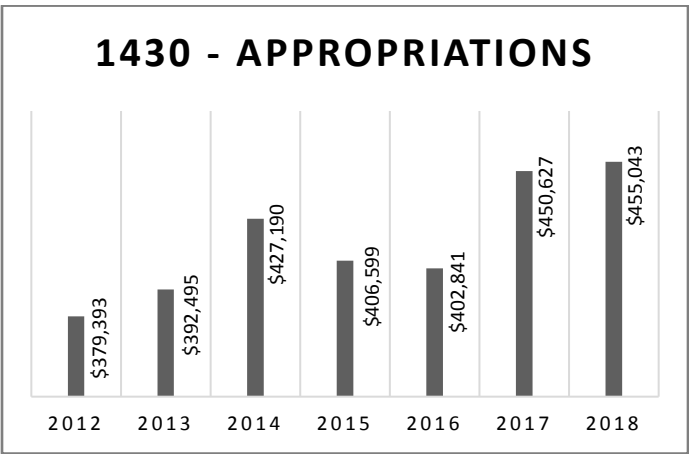
Albany County Civil Service services employees in all county government departments, eight towns, six villages, ten school districts, seven public libraries, two special districts (Water Purification District and Soil and Water) and two authorities (Green Island Power Authority and Airport Authority). 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.

2017 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.



CIVIL SERVICE 1430

2018 GOALS AND PERFORMANCE TARGETS

- Provide outreach to increase veteran and minority applicants.
- 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 2018 Executive budget for the Civil Service Department includes an increase in our longevity raise line.

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