

***GREENE COUNTY
CIVIL SERVICE COMMISSION
2013 ANNUAL REPORT***

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For the year 2013, Greene County Civil Service continued to uphold the rules and regulations of the New York State Civil Service and Greene County Civil Service Commissions.

The Greene County Civil Service Commission consists of three Commissioners; Chairman Frank Porto, III and Commissioners Richard Lorenz and Frederick Donovan, the Civil Service Administrator Michele Guerin, Senior Administrative Assistant Mary Jane Mokszycki and part-time Human Resource & Civil Service Aide Maria D'Errico.

Civil Service works closely with all County Departments, fourteen Towns, five Villages, six School Districts, and three Public Libraries. Civil Service also works with the Catskill Housing Authority and Soil & Water Conservation District; these two agencies are considered Special Districts under Civil Service and are subjected to all Civil Service Rules and Regulations of Civil Service.

Listed below is an overall review of the activities and issues addressed by this department for 2013.

CERTIFICATION OF PAYROLLS

Greene County Civil Service has the responsibility of certifying payrolls to ensure that appointments and employments under its jurisdiction are in accordance with Civil Service Laws and Rules.

- ❖ On a bi-weekly basis the County employee payroll is certified by reviewing approximately 576 County employees' names, position titles and salaries to verify information listed on the wage reports matches Civil Service records. Certifying the payrolls entails that roster records are created for newly hired employees and existing employees' records are updated which includes title changes, salary increases and any other pertinent employment information.
- ❖ On an annual basis, certify the yearly payrolls for 14 Towns, 5 villages, 6 school districts, 3 libraries and the special districts. The same procedure as indicated above is adhered to for these agencies.

POSITION CLASSIFICATION

Greene County Civil has the responsibility and authority of classifying positions that fall under its jurisdiction for the County, Villages, Towns, School Districts, Public Libraries and Special Districts. Classification of positions consists of creating a job specification (description), assigning it to a class, e.g., competitive, non-competitive, exempt or labor. The job specification provides an overall view of the position and is broken down into four sections, Distinguishing Features of the Class;

POSITION CLASSIFICATION

Typical Work Activities; Full Performance Knowledge, Skills, Abilities and Personal Characteristics and Minimum Qualifications with each section providing an outline.

- ❖ This department created 13 new job descriptions and revised 9 existing job descriptions.
- ❖ The creation of new and the revision of existing job descriptions resulted in this department ordering exams due to these changes. The exams for these titles were or will be held in 2013 or 2014.

2013 EXAM HISTORY

Greene County Civil Service conducts exams for the county, municipalities, school districts, libraries and special districts. The types of exams are: centralized exams, (which are scheduled and rated by New York State Civil Service) and decentralized exams, (which are scheduled and rated by the civil service administrator). Decentralized exams include Information Technology Training & Experience and Continuous Recruitment Training & Experience.

- o a total of 45 exams (break down listed below) were requested by various county departments, municipalities, school districts, libraries or special districts, these exams consisted of centralized, decentralized, information technology training and experience and continuous recruitment training & experience
- o 37 centralized exams were requested from NYS State Civil Service in 2013. In addition, there are still 17 outstanding exams to be conducted which have been pending from 2010-2013
- o As of 12/31/13, 35 centralized exams were administered and rated by NYS State Civil Service in 2013.
- o 4 decentralized exams were scheduled, conducted and rated by this department
- o 1 Information Technology Training & Experience exam was scheduled, conducted and rated by this department
- o 1 Continuous Recruitment Training & Experience exam was rated by this department
- o approximately 464 candidates applied for all the centralized exams, of which 46 were disapproved or disqualified which resulted in 418 candidates being tested

2013 EXAM HISTORY

- o 46 candidates applied for the decentralized exams, and 39 appeared and were tested
- o 2 Information Technology candidates applied and were tested
- o 1 continuous recruitment candidate applied and was tested
- o \$9,510 was collected in exams fees for 2013

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

This department established and maintained 40 eligible lists which were created from the exams held in 2012 and 2013 for county departments, municipalities, school districts and libraries. The establishment and extensions of these eligible lists will result in the canvassing process for agencies to fill vacant positions.

- o 15 open-competitive eligible lists were established from the centralized exams which were rated by NYS Civil Service
- o 13 promotional eligible lists were established
- o 5 non-competitive promotion eligible lists were established
- o 3 open-competitive decentralized eligible lists were established
- o 1 non-competitive promotion eligible list was established
- o 1 open-competitive Information Technology Training and Experience eligible list was established
- o 1 open-competitive Librarian I Training & Experience eligible list was established
- o 1 open-competitive continuous recruitment eligible list was established
- o 9 existing eligible lists were extended

COMMISSION MEETINGS

The Commissioners conducted 12 monthly commission meetings. During these meetings the exam resolutions are approved, eligible lists are established, upcoming exam applications are reviewed and approved, appointments made from eligible lists are approved, applications and appointments to positions in the non-competitive class and labor classes are reviewed and/or approved, and various personnel issues regarding the county, municipalities, school districts, libraries and special districts are discussed, reviewed and addressed.

GREENE COUNTY CIVIL SERVICE RULES & APPENDICES

On 6/27/13, a Public Hearing was held to address four Resolutions requesting text changes and the addition and/or deletion of titles to the Greene County Civil Service Rules and Appendices. One resolution was for a text change adding additional wording to Greene County Civil Service Rule XII, Certification, sub-section 3. The three other resolutions were requesting titles be added to the appendices in the different classified services of non-competitive, exempt and labor class. On July 17, 2013, these resolutions were submitted to NYS Civil Service to be presented to the State Civil Service Commissioners for their review and approval. As of 12/31/13, these resolutions were still pending approval.

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

On February 12, 2013, the New York State Civil Service 2012 annual examination fee report was completed and submitted with a check for payment of \$1,373.50. These fees are due to New York State for the centralized exams that were scheduled and rated by them. In addition, this amount also includes decentralized exams, IT and continuous recruitment exam fees which were scheduled and rated by this department. The amount submitted is half of the total amount collected for exam reporting period of January 1 – December 31, 2012.

On February 13, 2013, the required New York State Civil Service 2012 annual report was completed and submitted to State Civil Service. The annual report contains information regarding all employees as of December 31, 2012 for all jurisdictions that is classified under Greene County Civil Service, (county departments, municipalities, school districts, libraries and special districts). The report includes information such as; the total number of employees that are provisional, (21 pending civil service exam), total number of permanent employees for the jurisdictions under civil service, for competitive (553), non-competitive (710) exempt (89) and labor class (236). For 2012 Greene County had approximately a total of 1,589 employees classified under Greene County's Civil Service jurisdiction. Also included in the report are the numbers of decentralized exams held including the information technology and training and experience exams and continuous recruitment exams.

PERSONNEL ISSUES

Chairman Frank Porto, in conjunction with the HR Director and the one other member of the Reclassification and Reallocation Review Committee reviewed six reclassification and/or reallocation requests. Of those requests, three positions were reclassified. One individual had already participated in a promotion exam, and the remaining two would be required to take a promotional exam. Two positions were approved for reallocation based on substantial changes in the duties and responsibilities of the position. One reclassification was disapproved.

PERSONNEL ISSUES

Civil Service continued to provide assistance and guidance to the various Towns, Villages, School Districts, Libraries and Special Districts with the creation of job descriptions, ordering of promotional and open-competitive exams and classification of positions. None of these agencies experience any major issues or concerns.

I hereby respectfully submit the annual report on behalf of the
Greene County Civil Service Commission



Michele Guerin
Civil Service Administrator
Greene County Civil Service Commission

