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GREENE COUNTY
CIVIL SERVICE COMMISSION
2016 ANNUAL REPORT

Frank Porto, III, Chairman
Richard Lorenz, Commissioner
Spring Kelsey, Commissioner
Prepared by Michele Guerin, Civil Service Administrator

**GREENE COUNTY CIVIL SERVICE COMMISSION
2016
ANNUAL REPORT**

For the year 2016, 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 Spring Kelsey. In addition, the office staff consists of the Civil Service Administrator Michele Guerin and one Senior Human Resource & Civil Service Aide.

The Greene County Civil Service Commission works closely with all County Departments, fourteen Towns, five Villages, six School Districts, and four 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 2016.

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. Per the 2016 New York State Civil Service Annual Report there were approximately 1,587 full-time, part-time and/or temporary/per diem employees which are in the competitive, non-competitive, labor, exempt and unclassified classifications and are covered under the jurisdiction of Greene County Civil Service.

- ❖ On a bi-weekly basis the County employee payroll is certified by reviewing approximately 555 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 which totals approximately 1,032 employees for all jurisdictions. The same procedure as indicated above is adhered to for these agencies.

POSITION CLASSIFICATION

Greene County Civil Service 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; such as the Greene County Soil & Water Conservation District. 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; Typical Work

POSITION CLASSIFICATION

Activities; Full Performance Knowledge, Skills, Abilities and Personal Characteristics and the Minimum Qualifications with each section providing an outline of what is required.

- ❖ This department created 17 new job descriptions and revised 14 existing job descriptions in 2016 vs. 10 new job descriptions and revision of 17 existing job descriptions in 2015.
- ❖ 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 2016 or 2017.

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 Greene County Civil Service Administrator). Decentralized exams include Information Technology Training & Experience and Continuous Recruitment Training & Experience. In addition to these exams, this office also started conducting and rating the decentralized continuous recruitment exams for Emergency Medical Technicians which fall under Civil Service's jurisdiction.

- a total of 53 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 vs. 48 exams requested in these same categories for 2015 which is an increase of 9.43%
- 47 centralized exams were requested from NYS State Civil Service in 2016 vs. 40 centralized exams requested in 2015, this is an increase of 17.50%. In addition, as of 12/31/16 there are still 31 out-standing exams to be conducted which have been pending from 2014-2016
- As of 12/31/16, 42 centralized exams were administered by Greene County Civil Service and rated by NYS State Civil Service in 2016 vs. 40 in 2015, this is an increase of 5%. Of these 42 exams, 26 exams were open-competitive and 16 of these exams were held on a promotional basis
- 5 decentralized exams were scheduled, conducted and rated by this department vs. 6 in 2015. This is a decrease of 16.66%, of these 5 were open-competitive and 1 was a promotion exam
- 4 Information Technology Training & Experience exams were scheduled, conducted and rated by this department vs. 2 exams held in 2015. This is an increase of 100% and 2 of these exams were promotional

EXAM HISTORY

- 2 Continuous Recruitment Training & Experience exams were rated by this department, this is up from 0 in 2015 or an increase of a 100%
- approximately 381 candidates applied for all exams held which included; centralized, decentralized, IT training & experience and continuous recruitment, vs. 450 that applied in 2015 which is a decrease of 15.33%. The main reason for the decrease was due to the fact two high volume exams; Police Officer and Deputy Sheriff were not held in 2016, but were held in 2015
- 316 candidates applied for the centralized exams and 247 appeared and were tested which is a decrease of 21.85% from 2015 being tested; of the 316 candidates 41 were disqualified and 28 failed to appear
- 63 candidates applied for the decentralized exams and 54 appeared and were tested which is a decrease of 11.27% from 2015 being tested; of the 63 candidates 9 were disqualified, 11 failed to appear and 4 withdrew prior to the exams being held
- 9 Information Technology candidates applied which is a decrease of 25% from 2015; of the 9 candidates 7 were tested, 1 failed to appear and 1 withdrew
- 2 continuous recruitment candidates applied and were tested 2016 which is an increase of 100% from 2015
- 2016 also began the process of conducting Training and Experience exams for Emergency Medicals Technicians for all paid ambulance services covered under Greene County's Civil Service jurisdiction. A total of 32 EMT's exam applications were rated by this department
- \$4,245 was collected in exams fees for 2016 vs. \$7,275 collected in 2015 which is a difference of \$3,030 or a decrease of 41.65%, which is a result of fewer applicants applying for exams and the non-holding of the Police Officer & Deputy Sheriff exams

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

This department established and maintained 40 eligible lists which were created from the exams held in 2015 and 2016 for county departments, municipalities, school districts and libraries and the Greene County Soil & Water Conservation District. This is down from 41 lists established in 2015 or a decrease of 2.44%. The establishment and extensions of these eligible lists will result in the canvassing process for agencies to fill vacant positions. The following eligible lists were established:

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

- 16 open-competitive eligible lists were established from the centralized exams which were rated by NYS Civil Service vs. 26 established in 2015 or a decrease of 38.46%.
- 8 promotional eligible lists were established vs. 5 in 2015 or an increase of 60%.
- 5 non-competitive promotion eligible lists were established this is the same as 2015.
- 5 open-competitive decentralized eligible lists were established vs. 4 in 2015 or an increase of 25%.
- 2 open-competitive Information Technology Training and Experience eligible list were established vs. 1 in 2015 or an increase of 100%.
- 2 non-competitive promotion eligible lists for Information Technology exams were established; previously there had not been any established.
- 2 open-competitive continuous recruitment eligible lists were established vs. 0 in 2015 or an increase of 100%.
- 8 existing eligible lists were extended for one (1) additional year
- As of 12/31/16 the status of the following exams: centralized exams 151 candidates passed & 46 failed; decentralized exams 30 candidates passed, 13 failed and 4 withdrew; all IT exams 7 candidates passed & 0 failed; continuous recruitment 2 candidates passed.

COMMISSION MEETINGS

The Commissioners conducted 12 regular monthly commission meetings and one special commission meeting. During these meetings the exam resolutions were approved, eligible lists were established, and upcoming exam applications were reviewed and approved, appointments made from eligible lists were approved, applications and appointments to positions in the non-competitive class and labor classes were reviewed and/or approved, and various personnel issues regarding the county, municipalities, school districts, libraries and special districts were discussed, reviewed and addressed. This also includes the adoption of new job descriptions as well as the approval of revisions to existing job descriptions.

2016 PROJECTS

In May 2016, New York State Civil Service conducted a Technical Assistance Review of the Greene County Civil Service Rules & Appendices as well as the roster record cards that are maintained for all employees covered under Greene County's Civil Service jurisdiction. As a result of this review, this office has started the creation and maintenance of an electronic roster record system for all County employees. In addition, 2016 also saw the

2016 PROJECTS

creation of a face-book page for Greene County Civil Service which has had tremendous results with well over 1,000 reviews and as of 12/31/16 had 314 likes.

This office also revised and/or updated the Greene County Civil Service Exam Application, the Veteran's Credit Form, the exam Admission Letter as well as having started working on creating an application solely to be used for promotion exams.

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

On February 16, 2017, the New York State Civil Service 2016 Annual Examination Fee Report was completed and submitted with a check for payment of \$2,590 vs. \$3,647.50 submitted in 2016 for the 2015 exam fees. These fees are due to New York State for all exams which are listed under the 2016 exam history section. All exams were either rated by New York State Civil Service or by the Greene County Civil Service Commission. The amount submitted is half of the total amount collected for exam reporting period of January 1 – December 31, 2016.

On February 24, 2017, the required New York State Civil Service 2016 Annual Report was completed and submitted to State Civil Service. The annual report contains the total combined count pertaining to full-time, part-time or provisional employees that are classified under the Greene County Civil Service jurisdictions (county departments, villages, towns, school districts, libraries and special districts)

The figures below which are used for the annual report are based on the number of classified employees in all jurisdictions effective 12/31/16. There were approximately a total of 1,587; the breakdown is as follows:

- 41 provisional employees are pending civil service exam
33 county employees; 7 school districts & 1 village
- 588 competitive class employees in all jurisdictions
- 622 non-competitive class employees in all jurisdictions
- 104 exempt class employees in all jurisdictions
- 273 labor class employees

This report also includes the number of decentralized exams held, total number of candidates tested and rated by this department and the number of candidates that passed the exams. This information is also related to the Information & Technology Training and Experience exams and the Continuous Recruitment exams.

PERSONNEL ISSUES

The Greene County Civil Service Commission and staff continued to provide assistance and guidance to the County Departments as well as 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 experienced any major issues or concerns

PERSONNEL ISSUES

The staff of the Greene County Civil Service Commission continued to provide assistance to several school districts and municipalities in resolving staffing issues with assisting them in determining the appropriate or near appropriate eligible list to use or assisting in the creation of new positions based on the duties and responsibilities of the position.

Chairman Frank Porto, III, in conjunction with the Human Resource Director and the one other member of the Reclassification and Reallocation Review Committee participated in the review several reclassification and/or reallocation requests for county employees.

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