

RECEIVED

MAR 12 2018

Greene Co. Legislature

***GREENE COUNTY
CIVIL SERVICE COMMISSION
2017 ANNUAL REPORT***

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

GREENE COUNTY CIVIL SERVICE COMMISSION
2017
ANNUAL REPORT

For the year 2017, 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 five 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.

Civil Service is broken down into the five following jurisdictional classifications:

1. Competitive: requires an examination and all positions are considered as competitive unless the NYS Civil Service Commission approves otherwise
2. Unclassified: these are “elected officials” and these positions are not subjected to civil service testing, but are still covered under NYS Civil Service Law § 35.
3. Exempt: these are “appointed” positions covered under NYS Civil Service Law §41
4. Non-Competitive: these positions do not require formal written exam, but are subject to review to ensure that the candidates meet the minimum qualifications of the position/job description and are covered under NYS Civil Service Law §42
5. Labor: title is self-explanatory—no minimum qualifications to be met

Listed below is an overall review of the activities and issues addressed by this department for 2017.

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 2017 New York State Civil Service Annual Report, there were approximately 1,562 full-time, part-time and/or temporary/per diem employees whom are in the competitive, non-competitive, labor, exempt and unclassified classifications. The agencies, which are covered under the jurisdiction of Greene County Civil Service, are indicated below.

- ❖ 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.

CERTIFICATION OF PAYROLLS

- ❖ On an annual basis, certify the yearly payrolls for 14 Towns, 5 villages, 6 school districts, 5 libraries, the Catskill Housing Authority and the Soil & Water Conservation District both which are considered as "Special Districts" under civil service. There were approximately 1,032 total employees for all these 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. 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 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 8 new job descriptions and revised 11 existing job descriptions in 2017 vs. 17 new job descriptions and revision of 14 existing job descriptions in 2016.
- ❖ 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 held in 2017 or will be held in 2018.

EXAM HISTORY FOR THE LAST THREE YEARS

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. Various county departments, municipalities, school districts, libraries or special districts, request these exams.

BREAKDOWN FOR THE LAST THREE YEARS

- a total of 50 exams in all categories were ordered for 2017 vs. 53 exams ordered for 2016, which is a 5.66 % decrease for 2017 vs. 48 centralized exam ordered for 2015 which was a 9.43% increase for 2016.
- 43 centralized exams were requested from NYS State Civil Service in 2017 vs. 47 centralized exams requested in 2016 which is a decrease of 8.51% for 2017 vs 40 centralized exam requested in 2015, which was an increase of 17.50% for 2016.
- As of 12/31/17 there are still 8 outstanding exams to be conducted which have been pending from 2016.

BREAKDOWN THE LAST THREE YEARS

- As of 12/31/17 36 centralized exams were administered vs. 42 administered in 2016, which is a 14.28% decrease for 2017 vs. 40 administered in 2015, which was a 5% increase for 2016. Of the 36 exams held in 2017, 24 were open-competitive and 12 were promotional.
- 6 decentralized exams were scheduled, conducted and rated by this department in 2017 vs. 5 in 2016 which is an increase of 20% for 2017 vs. 6 administered in 2015, which was a decrease of 16.66% for 2016. Of 6 exams, 5 were open-competitive and 1 was a promotion exam.
- 1 Information Technology Training & Experience exam was scheduled, conducted and rated by this department in 2017 vs. 4 exams held in 2016, which is a 75% decrease for 2017 vs. 2 exams held in 2015 which was an increase of 100% for 2016. This was a promotional exam.
- 0 Continuous Recruitment Training & Experience exams were rated by this department in 2017 vs. 4 exams in 2016 which is a 100% decrease for 2017 vs. 0 in 2015 which was an increase of a 100% for 2016.
- approximately 504 candidates applied for all exams held which included; centralized, decentralized, IT training & experience and continuous recruitment, vs. 381 that applied in 2016, this is an increase of 32.28% for 2017 vs. 450 that applied in 2015 which was a decrease of 15.33% for 2016. The reason for the increases in 2017 and 2015 were due to holding the Deputy Sheriffs and Police Officers exams.
- 368 candidates applied for the centralized exams and 298 appeared in 2017 vs. 316 that applied and 247 that appeared in 2016, this is an increase of 16.45% and 20.64% respectively for 2017 vs. the 2015 decrease of 21.85%. Of the 368 that applied in 2017, 338 were approved in addition, 29 candidates were disqualified, 1 withdrew prior to the exam date and 34 failed to appear.
- 135 candidates applied for the decentralized exams and 107 in 2017 appeared vs. 63 that applied in 2016 and 54 that appeared this is an increase of 114.28% and 98.15% respectively for 2017 vs. the 2015 decrease of 11.27%. Of the 135 that applied 7 candidates were disqualified and 28 failed to appear.
- 1 Information Technology candidate was tested vs. 9 which were tested in 2016 which is a decrease of 88.88% for 2017 vs. the 2015 decrease of 25%.
- 0 continuous recruitment exams were held in 2017 vs. 2 held in 2016 this, which is a 100% decrease for 2017, which was the same percentage for 2015.

EXAM FEES

- Greene County Civil Service exam fees are: \$25 Uniformed exams and \$15 for all non-uniformed centralized and decentralized exams.
- A total of \$9,330 was collected in exams fees for 2017 vs. \$4,245 collected in 2016 which is a difference of \$5,085 or an increase of 119.78% for 2017 vs. \$3,030 collected in exam fees for 2015. The increase in exam fees was due to the holding of the Deputy Sheriff and Police Officers exams. For these two exam 191 candidates applied with an exam fee of \$25 per Exam. The 2017-dollar amount includes exam fees for candidates that were either disqualified or withdrew.
- NYS Civil Service rated 212-uniformed exams and 135 non-uniformed exams.
- The Greene County Civil Service Commission rated 107 decentralized exams.
- Per NYS Civil Service law §50.5(b), under certain circumstances candidates are allowed to apply for an exam fee waiver. For 2017 of the 212 uniformed candidates there were 4 exam fee waivers, 135 non-uniformed 6 fee waivers and for decentralized exams there were 9 fee waivers.

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

This department conducted 51 exams in 2017, established and maintained 58 eligible lists, which were created from the exams held in 2016 and 2017 for county departments, municipalities, school districts and libraries and the Greene County Soil & Water Conservation District. This is up from 47 exams conducted and 40 lists established in 2016 or an increase of 8.51% and 45% respectively vs. 43 exams conducted and 41 lists established in 2015. 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 for 2017:

- 33 open-competitive eligible lists were established in 2017 from the centralized exams, which were rated by NYS Civil Service vs. 16 established in 2016 or an increase of 106.25% and in 2015 26 lists were established.
- 8 promotional eligible lists were established which was the same amount that was established in 2016 and in 2015, 5 were established.
- 8 non-competitive promotion eligible lists were established vs. 5 in 2016 which is an increase of 60%.
- 8 open-competitive decentralized eligible lists were established vs. 5 in 2016 which is an increase of 60% and in 2015 4 were established
- 1 non-competitive promotion decentralized exam eligible list was established vs. 0 established in 2016.
- 0 open-competitive Information Technology Training and Experience eligible list was established vs. 2 in 2016 or a decrease of 50% and in 2015 1 eligible list was established.

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

- 1 non-competitive promotion eligible list for Information Technology exam was established vs. 2 established in 2016 which is a decrease of 50% and in 2015 0 were established.
- 0 open-competitive continuous recruitment eligible lists were established vs. 2 established in 2016 which is a decrease of 100% 0 and in 2015 0 were established.
- 13 existing eligible lists were extended for one (1) additional year vs. 8 that were extended in 2016
- As of 12/31/17 the status of the following exams: centralized exams 212 passed & 28 failed vs. 12/3/16 151 candidates passed & 46 failed, decentralized exams 94 passed & 11 failed the written test and 7 failed the performance portion & 0 withdrew vs. 2016 30 candidates passed, 13 failed and 4 withdrew; only 1 IT exam held with 1 candidate vs. 2016 7 candidates' passed & 0 failed; and 0 continuous recruitment vs. 2016 with 2 candidates passing

COMMISSION MEETINGS

The Commissioners conducted 12 regular monthly commission meetings and one special commission meeting. The following transpires during the meetings: exam resolutions are approved, eligible lists are established and/or extended, upcoming exam applications are reviewed and approved, appointments made from eligible lists are approved, applications and appointments to positions in the non-competitive, labor and exempt classes are 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.

2017 PROJECTS

During the 12/28/17, monthly Greene County Civil Service Commission meeting a public hearing was held. The notice appeared in the Catskill Daily Mail from 12/20-12/22/17 and there were zero attendees from the public. The public hearing was held to address changes to the text of the Greene County Civil Service Rules that have the full force and effect of law. The changes included revising the entire text print, format and layout of the rules and adding gender-neutral language. Additional changes to the text included, adding and/or revising the wording of certain rules and deleting sections of the rules that are outdated and no longer pertinent.

In addition to the changes to the text, the Greene County Civil Service Rules Appendices was also addressed. The rules appendices are specific titles approved by the New York State Civil Service Commission and consists of titles/positions in the exempt, non-competitive, labor or unclassified service. There were specific titles being requested to be added or deleted from the appendices for various county departments, towns, villages, school districts, and the special districts of Soil & Water Conservation District and the Catskill Housing Authority.

2017 PROJECTS

The Greene County Civil Service Commission submitted 15 Resolutions regarding the Rules text changes and Rules Appendices to the New York State Civil Service Commission for their review and approval. The results should be received sometime in 2018.

2017 saw the completion of the 2016 project of the creation of an electronic roster record system. All county employees' roster records cards are now in an electronic version.

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

Per NYS Civil Service Law §23(2), the Greene County Civil Service Commission is required to complete and submit to State Civil Service an annual exam fee report for services provided by them for rating centralized exams and providing exam material and the rating chart for decentralized exams. The report is for their portion of half of the total dollar amount of the exam fess collected from January 1-December 31, 2017. On 2/17/18 the report was completed and submitted with payment \$4,050.50 to State Civil Service

The 2016 report was submitted on 2/16/17 with a payment of \$2,590.00

Per NYS Civil Service Law § 26(1), all municipal civil service agencies are required to complete and submit and annual report. On February 20, 2018, the 2017 Annual Report was 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 12/31/17. There were approximately 1,562; the breakdown is as follows:

- a total of 570 competitive class positions in all jurisdictions which includes provisional and temporary employees vs. 588 in 2016 w which is a decrease of 3.86%
- 25 provisional employees are pending civil service exam 19 county employees; 3 school districts, 2 special districts & 1 town vs. 41 for 2016, which is a 39.02% decrease
- 615 non-competitive class employees in all jurisdictions vs. 622 for 2016 which is a decrease of 1.12%
- 104 exempt class employees in all jurisdictions remained same as 2016
- 273 labor class employees remained same as 2016

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.

On February 24, 2017, the 2016 Annual Report was completed and submitted.

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

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 of several reclassification and/or reallocation requests for county employees.


2018 GOALS

In conjunction with the Greene County Human Resource Department, one staff member from each department will jointly visit each school district in Greene County to provide information about job opportunities and civil service exams available for Greene County Departments, municipalities and school districts. Students will be provided with information and guidance regarding how to apply for jobs and civil service exams.

This department will start the process of creating the electronic version and entering the roster card information for all municipalities', school districts, libraries' and special districts'.

When the results are received from NYS Civil Service Commission regarding the resolutions submitted for the Greene County Civil Service Rules and Rules Appendices, copies of the updated and revised versions will be sent to all departments and agencies under our jurisdiction.

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