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GREENE COUNTY
CIVIL SERVICE COMMISSION
2018 ANNUAL REPORT

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**GREENE COUNTY CIVIL SERVICE COMMISSION
2018
ANNUAL REPORT**

The Greene County Civil Service Commission's 2018 mission was to continue to uphold the rules and regulations of the New York State Civil Service and Greene County Civil Service Commission's Rules as outlined under the New York State Constitution under Article V, Section 6 that "...all appointments and promotions in civil service of the state of New York and all civil divisions including the county, towns, villages etc., are made according to merit and fitness..."

The vision of the Greene County Civil Service Commission is to continue to uphold the civil service merit system as outlined above.

The Greene County Civil Service Commission consists of three Commissioners, Chairman Richard Lorenz and Commissioners Spring Kelsey and Mary Ann Kordich. In addition, the office staff consists of the Civil Service Administrator Michele Guerin and one Senior Human Resource & Civil Service Aide. Furthermore, 2018 also saw the retirement of Frank Porto, III. Mr. Porto had been a Greene County Civil Service Commissioner for over 40 years, of which 18 years he held the position of Chairman.

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. 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
3. Labor: title is self-explanatory—no minimum qualifications to be met
4. Exempt: are "appointed" positions covered under NYS Civil Service Law §41
5. Unclassified: are elected officials and/or political appointments and these positions are not subjected to civil service testing, however, still fall under NYS Civil Service Law § 35.

An overall review of the activities and issues addressed in 2018 are as follows:

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), and assigning it to one of the four classifications listed above. Job descriptions are not maintained for positions in the unclassified service. 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.

POSITION CLASSIFICATION

- ❖ In 2018, 16 new job descriptions were created and 18 existing job descriptions were revised vs. job descriptions and revision of 11 existing job descriptions in 2017, vs. 17 new job descriptions and 14 revised for 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 2018, or will be held in 2019 or 2020.

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.

EXAM BREAKDOWN

- ❖ a total of 60 exams in all categories listed above were ordered for 2018 vs. 50 exams ordered for 2017 which is a 20% increase from 2017 as opposed to the 5.66% decrease 2017 saw from 2016
- ❖ 47 centralized exams were requested from NYS State Civil Service in 2018 vs. 43 centralized exams requested in 2017 which is an increase of 9.30% or 2018 as opposed to 8.51% decrease 2017 saw from 2016
- ❖ As of 12/31/18 there are still 20 outstanding exams which have been pending from 2016 & 2017, 10 of these exam will be held between January-June 2019, leaving 11 awaiting exam dates
- ❖ As of 12/31/18 52 centralized exams were administered vs. 36 administered in 2017, which is a 44.44% increase for 2018 as opposed to 14.28% decrease 2017 saw from 2016
- ❖ Of the above 52 centralized exams held in 2018, 31 were open-competitive and 21 were promotional which is a decrease of 3.13 % and 4.76 respectively from 2017
- ❖ 6 decentralized exams were scheduled, conducted and rated by this department in 2018, which remained the same as were held in 2017 vs. 2016 in which 5 held or a 20% decrease from 2017
- ❖ Of the above 6 decentralized exams held in 2018, all were open-competitive vs. 2017 in which were 5 open-competitive and one promotion exam were held
- ❖ 1 Information Technology Training & Experience exam was scheduled, conducted and rated by this department in 2018 which remained the same as 2017
- ❖ 1 Continuous Recruitment Training & Experience exam was rated by this department in 2018 which remained the same as 2017

EXAM BREAKDOWN

- ❖ Approximately 360 candidates applied for all exams held which included; centralized, decentralized, IT training & experience and continuous recruitment, vs. 507 that applied in 2017, this is a decrease of 28.99% for 2018. The reason for the decrease in 2018 is due to the Deputy Sheriffs and Police Officers exams not being held. These exams will be held in 2019
- ❖ 288 candidates applied for the centralized exams and 247 appeared in 2018 vs. 368 that applied and 298 that appeared in 2017, this is a decrease of 21.73% and 17.11% respectively for 2018, as opposed to the 16.45% and 20.64% increase that was for 2017 from 2016
- ❖ Of the 288 centralized candidates that applied in 2018, 263 were approved and 25 candidates were disqualified, 1 withdrew prior to the exam date, 30 failed to appear, and 14 were cross-filers and appeared at another test site
- ❖ 51 candidates applied for the decentralized exams and 41 appeared in 2018, which is decrease of 62.22% and 61.68% respectively for 2018 as opposed to the increases of 114.28% and 98.15% respectively that 2017 saw from 2016
- ❖ 3 Information Technology candidates were tested vs. 1 which was tested in 2017 which is an increase of 200% for 2018 as opposed to the 88.88% decrease 2017 saw from 2016
- ❖ 1 continuous recruitment exam was held in 2018 vs. 0 held in 2017 this, which is a 100% increase for 2018

EXAM FEES COLLECTED

Under New York State Civil Service Law Sections 23(2) and 50.5(b)

- ❖ Per NYS Civil Service Law §23(2) State Civil Service is allowed to charge a reasonable fee as a condition of rendering services for in providing exam materials and scoring/rating of exams
- ❖ Per NYS Civil Service Law §50.5(b), under certain circumstances candidates are allowed to apply for an exam fee waiver. For 2018 of the 39 uniformed candidates, there were 2 exam fee waivers, of the 245 non-uniformed there 9 fee waivers and for decentralized exams, there was one fee waiver. NYS Civil Service does charge nor collect any exam fees for waivers
- ❖ Greene County Civil Service exam fees are: \$25 Uniformed exams and \$15 for all non-uniformed centralized and decentralized exams
- ❖ A total of \$5,515 was collected in exams fees for 2018 vs. \$9,330 collected in 2017 which is a difference of \$3,815 or a decrease of 40.89% for 2018. The decrease in exam fees was due to the fact that Deputy Sheriff and Police Officers exams were not held in 2018. These exams will be held in 2019
- ❖ New York State Civil Service received 50% of the exam application fee. Of the \$5,515 New York State Civil Service's, share of the exam fees for preparing, rating and scoring the exams for 2018 was \$2,447.50
- ❖ NYS Civil Service rated 4 uniformed exams, which were for Corrections Officer, Deputy Sheriff Investigator, Deputy Sheriff Sergeant and Police Sergeant resulting in a total of 39 candidates being rated and scored. Of the 39 scored, there were 2 fee waivers, resulting in 37 exam fees collected at \$25 or \$925 and NYS Civil Service received \$12.50 per candidate or \$462.50 for their portion

EXAM FEES COLLECTED

Under New York State Civil Service Law Sections 23(2) and 50.5(b)

- ❖ NYS Civil Service rated 50 non-uniformed exams resulting in a total of 245 candidates being rated and scored. Of the 245 scored, there were 9 fee waivers, resulting in 236 exam fees collected at \$15 or \$ 3540 and NYS Civil Services received \$7.50 per candidate or \$1,770 for their portion
- ❖ The Greene County Civil Service Commission conducted 6 decentralized exams, which resulted in 44 candidates being rated and scored. Of the 44 scored, there was only 1 fee waiver, resulting in 43 exam fees collected at \$15 or \$645 and NYS Civil Service received \$5 per candidate or \$215 for their portion

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

Of all the exams conducted in 2018, 51 eligible lists were established and maintained from the exams held in 2018 and 2017 for county departments, municipalities, school districts and libraries and the Greene County Soil & Water Conservation District. This is down from 58 eligible lists and the Greene County Soil & Water Conservation District. This is down from 58 eligible lists established in 2017 or a decrease of 12.07% vs. the 40 eligible lists established in 2016. In addition, 8 existing eligible lists were extended for an additional one or two years. 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 2018:

- ❖ 30 open-competitive eligible lists were established in 2018 from the centralized exams, which were rated by NYS Civil Service vs. 33 established in 2017 or a decrease of 9.09% as opposed to the 16 eligible lists established in 2016
- ❖ 8 promotional eligible lists were established which is the same number of lists established for 2017 and 2016
- ❖ 5 non-competitive promotion eligible lists were established vs. 8 in 2017, this is a decrease of 37.5% as opposed to the 5 lists established in 2016
- ❖ 6 open-competitive decentralized eligible lists were established vs. 8 in 2017 or a decrease of 25% as opposed to the 5 established in 2016
- ❖ 0 non-competitive promotion decentralized exam eligible lists were established vs. 1 established in 2017 or a decrease of 100%
- ❖ 1 open-competitive Information Technology Training and Experience eligible list was established vs. 0 in 2017 which is an increase of 100% as opposed to the 2 lists established in 2016
- ❖ 0 non-competitive promotion eligible list for Information Technology exam was established vs. 1 established in 2017 which is a decrease of 100% as opposed to the 2 lists established in 2016
- ❖ 1 open-competitive continuous recruitment eligible list was established vs. 0 in 2017 or an increase of 100%, as opposed to the 2 lists established in 2016
- ❖ 8 existing eligible lists were extended for an additional one (1) or two (2) years vs. 13 in 2017 or a decrease of 38.46% as opposed to the 8 that were extended in 2016

CANDIDATES RESULTS FOR EXAMS HELD IN 2018

1. centralized exams: 202 passed vs 212 in 2017 a 4.72% decrease
2. centralized exams: 29 failed vs. 28 in 2017 an increase of 3.57%
3. decentralized exams: 38 passed vs. 94 in 2017 a 70.21% decrease
4. decentralized exams: 3 failed vs 11 in 2017 a 72.73% decrease
5. IT T&E exam: 3 passed vs 1 in 2017 an 200% increase
6. continuous recruitment: 1 passed vs none held in 2017

CERTIFICATION OF PAYROLLS

Per New York State Civil Service Law Section 100(1), Greene County Civil Service has the responsibility of certifying payrolls for the County, 14 Towns, 5 Villages, 6 School Districts, 5 Public Libraries, the Catskill Housing Authority and the Greene County Soil & Water Conservation District in order to ensure that appointments and employments under our jurisdiction are in accordance with Civil Service Laws and Rules. The County's payroll is certified on a bi-weekly basis. All other payrolls are certified on an annual basis at the beginning of the first full payroll for the upcoming fiscal year. Review of the payrolls entails the following:

- ❖ Verification that the current employees as well as new employees are appointed to the correct and approved positions and titles
- ❖ Employed in the correct classifications as listed above
- ❖ Employment status is correct such as: full-time, part-time and temporary and/or per diem employees
- ❖ Update and record any salary changes

COMMISSION MEETINGS

The Commissioners conducted 12 regular monthly commission meetings. 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 are discussed, reviewed and addressed. This also includes the adoption of new job descriptions as well as the approval of revisions to existing job descriptions.

2018 PROJECTS

During the 7/26/18, monthly Greene County Civil Service Commission meeting a public hearing was held. The notice appeared in the Catskill Daily Mail from 7/19-7/21/18 and there were zero attendees from the public. The public hearing was held to address changes and/or revisions to the text of the Greene County Civil Service Rules that have the full force and effect of law as well as to have titles added and/or deleted in the Greene County Civil Service Appendices.

The text changed was a revision to Greene County Civil Service Rule VII, Recruitment of Personnel, Residence Requirements for Municipal Positions, subsections 1 a & b located on page 4 of the rules. The revisions to subsections 1 a & b were to change the current residency requirement of six (6) months to one (1) month. The revision was made in order to provide for a greater pool of candidates for exams and/or positions and was approved by the State Civil Service Commission in December 2018.

2018 PROJECTS

The revisions to the text read as follows:

- a) An applicant must at the time of examination and for at least one month immediately prior thereto be a resident of the municipality in which appointment is to be made or any reasonable combination of municipalities both in and outside of New York State contiguous to the municipality in which appointment is to be made. Residence requirements may be suspended or reduced by the Commission in cases where recruitment difficulty makes such requirements disadvantageous to the public interest.
- b) When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

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.

The Greene County Civil Service exam application, Form 330 (which is also used by the Greene County Human Resource Department for their employment application) was revised to include a section for candidate's e-mail address. This revision has proven very beneficial to the Civil Service Department in assisting us with a quicker contact/response time with the candidates when additional information is required.

The Greene County Civil Service Non-Competitive SD 5 Form for non-competitive positions was completely revised and retyped.

In order to streamline the promotional exam application process, this office created a one-page promotional exam application. In order to participate in a promotion exam, the individual must be a current permanent employee within the department requiring the exam. Rather than having the candidate complete the normal four-page application, the new promotion application requires only the pertinent employment information needed for that department.

In 2016, one staff member started the project of creating an electronic roster record system. The Commission is happy to report the staff member completed this project in 2018 and all roster employee records for all jurisdictions are now in an electronic form.

RESULTS OF 2017 PROJECTS

On 12/28/17, the Greene County Civil Service Commission held a public hearing regarding text changes and/or revisions to the Greene County Civil Service Rules as well as revisions/deletions of titles listed in the Appendices. The 15 resolutions were submitted to the NYS Civil Service Commission for the review and approval. By November 2018, all resolutions were reviewed and approved by the State Civil Service Commission. Copies of the revised Rules and Appendices available in the Greene County Civil Service Office.

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

EXAM FEE REPORT

As outlined under the heading Exam Fees, 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 fees collected from January 1-December 31, 2018. On 2/4/19 the report was completed and submitted with payment \$2,442.50 to State Civil Service.

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Per NYS Civil Service Law § 26(1), all municipal civil service agencies are required to complete and submit an annual report. On February 6, 2019, the 2018 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).

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The figures below are based on our roster records and the number of employees in the competitive, non-competitive, and exempt and labor classifications effective 12/31/18. There were approximately 1,557 employees listed in all the classifications on the report; the breakdown is as follows:

- ❖ 526 permanent competitive class employees vs. 545 in 2017 which is a decrease of 3.49%
- ❖ 35 provisional employees are pending civil service exams from 2018, 2017 & 2016; 28 are county employees; 5 are from school districts, and 2 are from special districts vs. an overall total of 25 for 2017a 40% increase
- ❖ the above two equals a total of 561 competitive class positions in all jurisdictions, which includes provisional and temporary employees vs. 570 in 2017, which is a decrease of 1.58%
- ❖ 624 non-competitive class employees in all jurisdictions vs. 615 for 2017 which is an increase of 1.46%
- ❖ 100 exempt class employees in all jurisdictions vs. 104 in 2017 which is a decrease of 3.49%
- ❖ 272 labor class employees remained same as 2017

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

PERSONNEL ISSUES

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 Richard Lorenz, 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.

2019 GOALS

A public hearing will be held during the March 28, 2019 Greene County Civil Service Commission meeting revising the text and rules appendices with the resolutions to be submitted to the NYS Civil Service Commission in April. Once the resolutions are approved, updated copies of the Greene County Civil Service Rules and the Rules Appendices will be forwarded to all departments and agencies under our jurisdiction.

