

***GREENE COUNTY***  
***CIVIL SERVICE COMMISSION***  
***2019 ANNUAL REPORT***

*Richard Lorenz, Chairman*  
*Spring Kelsey, Commissioner*  
*Mary Ann Kordich, Commissioner*  
*Prepared by Michele Guerin, Civil Service Administrator*

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GREENE COUNTY CIVIL SERVICE COMMISSION  
2019 ANNUAL REPORT

The Greene County Civil Service Commission, continued to uphold the Civil Service Law, Rules and Regulations, of both the New York State Civil Service and Greene County Civil Service Commissions.

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.

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, which are considered Special Districts under Civil Service and are subject 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 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: these are “appointed” positions covered under NYS Civil Service Law §41
5. 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.

AN OVERALL REVIEW OF THE ACTIVITIES AND ISSUES ADDRESSED IN 2019 ARE:

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.

- ❖ In 2019, this department created 18 new job descriptions and revised 16 existing job descriptions vs. 16 new job descriptions and revision of 18 existing job descriptions for 2018.
- ❖ 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 2019 or will be held in 2020 or 2021.

## EXAM HISTORY FOR AND BREAKDOWN 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.

### TOTAL CENTRALIZED AND DECENTRALIZED EXAMS ORDERED:

- ❖ 2019 a total of 58 centralized and decentralized exams were ordered vs. 60 for 2018 which is a decrease of 3.33%, however, it is an increase of 16% from 2017 for which 50 centralized exams were ordered
- ❖ 2019 a total of 53 centralized exams were requested from NYS State Civil Service vs 47 centralized exams requested in 2018 which is an increase of 12.76% and is an increase of 23.25% from 2017 in which 43 centralized exams were requested
- ❖ As of 12/31/19, 49 centralized exams were administered vs. 52 administered in 2018, which is a decrease of 5.76%, however, is an increase of 36.11% from the 36 held in 2017
- ❖ Of the 2019 49 centralized exams held, 35 were open-competitive vs. 31 held in 2018 which is an increase of 12.90% vs. 36 held in 2017 which is a decrease of 2.77%; 14 promotional exams were held in 2019 vs. 21 held in 2018 which is a decrease of 33.33% and increase of 16.66% from the 12 held in 2017
- ❖ 5 decentralized exams were scheduled, conducted and rated by this office in 2019 vs. 6 in 2018 and 2017 which is a decrease of 3.33% for both years; all 5 for 2019 were open-competitive exams
- ❖ 0 Information Technology Training & Experience exam were held in 2019 vs. 1 which was held in 2018 and 2017, this is a decrease of 100%
- ❖ 3 Continuous Recruitment Training & Experience exams were rated in 2019 vs 1 which was rated in 2018 and 2017 which is an increase of 200%
- ❖ As of 12/31/19 there were 27 outstanding exams to be conducted, 21 of which have exam dates scheduled for the 2020 exam testing season

### CANDIDATES EXAM INFORMATION COUNT

- ❖ 455 candidates applied for all exams held which included; centralized, decentralized, IT training & experience and continuous recruitment, vs. 360 that applied in 2018, this is an increase of 26.35% for 2019 and a decrease of 9.72% from 2017 in which 504 candidates applied

1. 415 were for centralized open-competitive and promotional exams
2. 37 were for decentralized open-competitive exams
3. 3 were for continuous recruitment exams

TOTAL: 455

### CENTRALIZED EXAMS INFORMATION COUNT:

- ❖ 415 candidates applied for the centralized exams vs. 288 that applied in 2018 that is an increase of 44.097% and an increase of 12.77% from 2017 in which 368 applied. Both 2019 & 2017 the exams for Police Officer and Deputy Sheriff were held which accounts for the increases
- ❖ Of the 415 that applied in 2019, 30 were disqualified, for a total of 385 approved, 25 failed to appear, 16 failed and 1 withdrew prior to the exam vs. 2018 were 25 were disqualified, an increase of 3.448%, 30 failed or a decrease of 46.66% and 1 withdrew which remained the same

### DECENTRALIZED EXAMS INFORMATION COUNT:

- ❖ 5 decentralized exams were held in 2019 vs. 4 held in 2018 which is an increase of 25% and a decrease of 44.44% from 2017 in which 9 exams were held
- ❖ 37 candidates applied for the decentralized exams vs. 51 in 2018 which is a decrease of 27.45% and a decrease of 72.59% from 2017 in which 135 applied
- ❖ Of the 37 that applied in 2019, 9 were disqualified for a total 28 approved, 9 failed to appear and 3 failed which remained the same for 2018 vs. 11 that failed in 2017 for a decrease of 72.727%
- ❖ 0 candidates were tested for Information Technology positions in 2019 vs. 3 which were tested in 2018 for a decrease of 100% and in 2017 0 were candidates were tested as well
- ❖ 3 continuous recruitment exams were held in 2019 vs. 1 held in 2018 which is an increase of 200% and 0 continuous recruitment exams were held in 2017

### EXAM FEES COLLECTED

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

- ❖ Greene County Civil Service has an exam fee of \$25 for Uniformed exams, which includes all positions failing under Police Agencies and the Sheriff's Office, including COs. All other non-uniform exam fees are \$15 for centralized and decentralized exams.
- ❖ Per NYS Civil Service Law §50.5(b) under certain criteria candidates are allowed to apply for an exam fee waiver for any exam(s) they may apply for.
- ❖ Per NYS Civil Service Law §23(2), State Civil Service is allowed to charge a reasonable fee as a condition of rendering services for and in providing exam materials as well as scoring the exams they provide to all local county civil service agencies. On 2/10/2020, State Civil Service was sent a check in the amount of \$3,880 for their portion of the 2019 exam fees. State Civil Service received \$12.50 for every uniformed exam applicant scored and \$7.50 for every centralized and decentralized exam candidate.
- ❖ A total of \$8,570 was collected in exam fees for 2019, vs. \$5,515 collected in 2018 and \$9,330 was collected for 2017. The exam fees are for all uniformed, non-uniform centralized and decentralized exams held in 2019. The increase in fees for 2019 was due to the holding of the Police Officer and Deputy Sheriff exams for an increase of 55.39%. 133 candidates applied for the 2019 Police Officer and Deputy Sheriff exams vs. 191 that applied when the exam was held in 2017, which is a decrease of 33.366%.

### EXAM FEES COLLECTED

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

- ❖ NYS Civil Service scored a total of 179 uniformed exam candidates for 2019, which included the Police and Deputy Sheriff exams, as well the Corrections Sergeant exam. This resulted in an increase of 358.97% from 2018 (partly a result of the Police and Deputy exams not being held in 2018) vs. 212-uniformed exams held in 2017 for a decrease of 15.56%
- ❖ Of the 179 uniformed candidates scored, there were no exam fee waivers requested for 2019 vs. two that were requested in 2018
- ❖ Of the 205 non-uniformed centralized candidates scored, there were 7 fee waivers requested vs. 9 that were requested in 2018
- ❖ Of the 2 decentralized candidates scored, there was only 1 fee waiver request which was the same as 2018

### MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

In 2019, 57 eligible lists were established vs. 49 established in 2018 for county departments, municipalities, school districts and libraries and the Greene County Soil & Water Conservation District. The establishment of these eligible lists will result in the canvassing process for agencies to fill vacant positions.

#### The following eligible lists were established in 2019

- ❖ 37 open-competitive eligible lists were established in 2019 from the centralized exams, which were rated by NYS Civil Service vs. 30 established in 2018 or an increase of 23.33% vs. 33 in 2017 for an increase of 12.12% lists
- ❖ 7 promotional eligible lists were established vs. 8 established in 2018 and 2019 which is a decrease of 12.5%
- ❖ 7 non-competitive promotion eligible lists were established vs. 5 in 2018 for an of increase of 40% vs. 8 in 2017 for a decrease of 12.5%
- ❖ 6 open-competitive decentralized eligible lists were established, the same number established in 2018
- ❖ 0 non-competitive promotion decentralized exams eligible lists were established which remain the same from 2018 & 2017.
- ❖ 0 open-competitive Information Technology Training and Experience eligible lists were established for 2019 which remain the same from 2018 & 2017
- ❖ 5 existing eligible lists were extended for additional 1 or 2 years vs. 8 that were extended in 2018 for a decrease of 37.5% and a decrease of 61.538% from 2017 when 13 were extended

## 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 2018 New York State Civil Service Annual Report, there were approximately 1,557 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.

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. There were approximately 1,557 total employees for all these jurisdictions. The same procedure as indicated above is adhered to for these agencies.

## 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.

## 2019 PROJECTS

In 2019, there were two public hearings held. The first was during the 3/28/19, monthly Greene County Civil Service Commission meeting. The notice appeared in the Catskill Daily Mail from 3/21-3/23/19 and there were zero attendees from the public. This 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 a resolution revising the entire text for Greene County Civil Service Rule XIV, Probationary Term, Section 2, subsection a) located on page 9 of the rules. In addition to this resolution, 13 additional resolutions were submitted requesting to add or delete titles form the Greene County Civil Service Rules Appendices in either the non-competitive, exempt or the unclassified service.

The second public hearing was held during the 11/21/19, monthly Greene County Civil Service Commission meeting. The notice appeared in the Catskill Daily Mail from 11/16-11/19/19 and there were zero attendees from the public. This public hearing was held to address a correction to the text of the Greene County Civil Service Rule XIV, Probationary Term, Section 2, subsection a) located on page 9 of the rules. In addition to this resolution, eight additional resolutions were submitted requesting to add or delete titles form the Greene County Civil Service Rules Appendices in either the non-competitive, exempt or the unclassified service.

## 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 fees collected from January 1-December 31, 2018. On 2/13/19, the Annual Exam Fee report was completed and submitted with payment \$2,442.50 to State Civil Service. (As a side note, the 2019 Annual Exam Fee report was submitted on 2/10/2020 with a payment of \$3,880.00 to State Civil Service).

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).

The figures below which are used for the annual report are based on the number of classified employees in all jurisdictions effective 12/31/18. There were approximately 1,557 vs. 1564 for 2017 for a decrease of 0.4475%. The 2018 breakdown is as follows:

- 526 permanent competitive class positions in all jurisdictions vs. 545 in 2017 which is a decrease of 3.48%
- 35 provisional employees are pending civil service exams, 28 county employees; 5 school districts, 2 special districts vs. a total of 24 in 2017 for an increase of 45.83%
- the above totals of 526 permanent and 35 provisional equal a total of 561 competitive class employees for 2018
- 624 non-competitive class employees in all jurisdictions vs. 622 for 2018 vs. 615 for 2017 which is an increase of 1.463%
- 100 exempt class employees in all jurisdictions vs. 104 for 2017 which is decrease of 3.846%
- 272 labor class employees vs. 273 for 2017 which is a decrease of .0366%

526 + 35 = 561 total competitive positions  
624 total non-competitive positions  
100 total exempt positions  
272 total labor positions  
**1,557 TOTAL CLASSIFIED POSITIONS**

The Annual 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.

The 2019 Annual Report was completed and submitted on February 19, 2020, the breakdown for this report will be included in the 2020 Greene County Annual Report.

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.

2020 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.

After the New York State Civil Service Commission approves all the requests and/or changes to the resolutions submitted for 2019 and they have filed the resolutions with the New York Secretary of State, they will provide Greene County Civil Service with the approved resolutions. After all approved resolutions are received copies of Greene County Civil Service Rules and Appendices will be forwarded to all departments and agencies under our jurisdiction.

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



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Michele Guerin  
Civil Service Administrator  
Greene County Civil Service Commission