

# GREENE COUNTY CIVIL SERVICE COMMISSION

## 2020 ANNUAL REPORT

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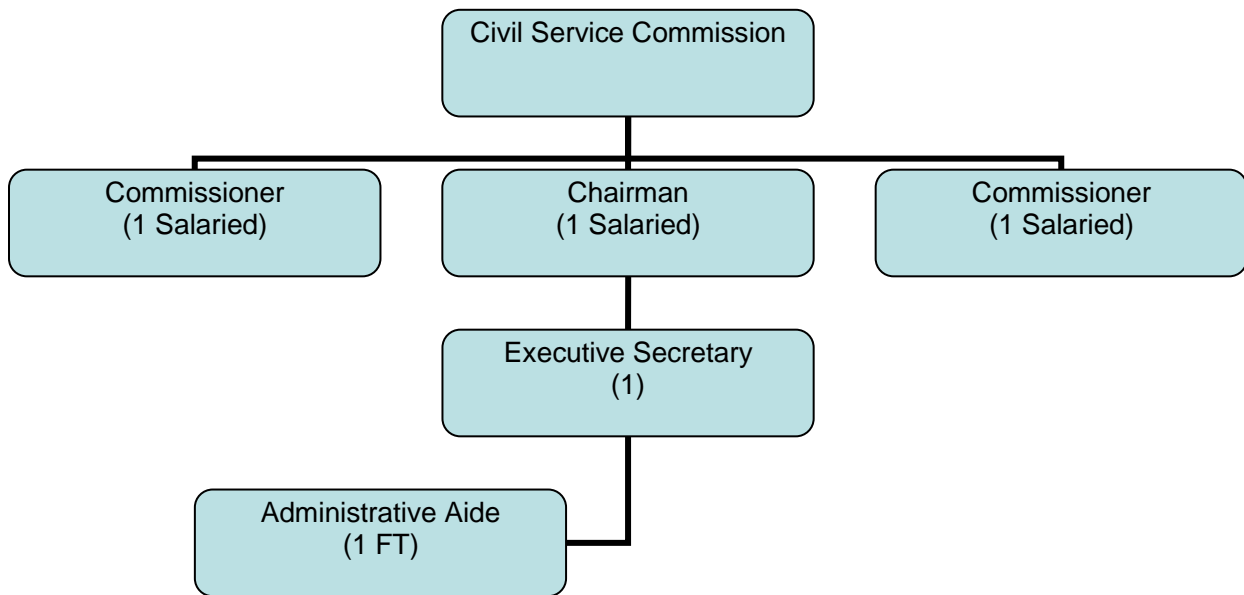
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**CIVIL SERVICE MISSION STATEMENT:** To uphold the standards of The New York State Constitution as provided through Article V, Section 6, that "...all appointments and promotions in the civil service of the state of New York and all civil divisions including the county, towns, villages, etc., are *made according to merit and fitness...*"

**CIVIL SERVICE VISION:** To ensure the merit system is adhered to, guarantee that all public service positions are filled based on merit and fitness through the exam process and to provide appointing authorities a list of qualified candidates from which selection will be made.

**CIVIL SERVICE COMMISSION ORGANIZATIONAL CHART**



**INTRODUCTION AND OVERVIEW OF 2020**

The Greene County Civil Service Commission ensures compliance with all Civil Service Laws, Rules and Regulations for the following appointing authorities: all Greene County departments, fourteen towns, five villages, six school districts, five public libraries and two special districts. Taking on this role for 2020 saw many challenges that the Commission and its staff worked diligently to overcome.

In March of 2020, the global COVID-19 pandemic caused a change in the way business was conducted for all appointing authorities within Greene County. The Commission and its staff shifted to a hybrid work schedule with the office staffed in-person on a minimal basis and the public was restricted from the office. Staff worked remotely from their homes and Commission meetings were conducted via conference call. Civil Service exams were postponed and exam results from NYS Civil Service were delayed by as much as six months. By the end of May 2020, the Civil Service staff returned to the office full-time and by the end of June 2020, Civil Service exams resumed.

Staffing of the Civil Service Office was another challenge faced in 2020. July of 2020 saw the full time retirement of the Civil Service Administrator after more than 40 years of service with Greene County. We thank her for her many dedicated years of service and wish her well in her retirement. An Interim Civil Service Administrator was appointed as proposals for the future of the department were being considered.

Also in July, the Senior Human Resource and Civil Service Aide resigned to take a position within one of Greene County's school districts. While the future of the department was still under consideration, an Administrative Aide was hired in August 2020 to assist with clerical support.

September 2020 changed the face of the Civil Service Department, literally. The Greene County Legislature voted to consolidate the Civil Service Department and the Human Resources Department upon the retirement of the Human Resources Director. The Civil Service Commission would stand as its own entity but the departments would combine under the direction of one leader. The Legislature named the Interim Civil Service Administrator as the new Human Resources Director. Included in the newly revised job description for the Human Resources Director was the role of Executive Secretary to the Civil Service Commission. For budgetary reasons, the departments remained separate on paper through December 31, 2020, but the daily operations and staff combined effective September 7, 2020.

Throughout the year, with all of the adjustments to the operations of the office, staff continued with the responsibilities of position classification and processing personnel transactions for employees covered by Civil Service for all appointing authorities. Additionally, Civil Service staff administered exams, processed exam results, established and maintained eligible lists, processed required canvassing and certification of names for appointing authorities hiring from an eligible list, and certified payrolls for appointing authorities.

### **Commission Meetings**

The Greene County Civil Service Commission is scheduled to meet on the fourth Thursday of every month at 10:00 a.m. The Commissioners conducted nine regular monthly commission meetings, two monthly meetings were held via conference call due to the restrictions necessary in response to the COVID-19 pandemic, and one monthly meeting was canceled due to severe weather conditions. As outlined in the following report, many actions take place during the Commission meetings such as: adoption of new job descriptions; approval of revisions to existing job descriptions; eligible lists are establishment and/or extension of eligible lists; appointments from eligible lists are approved; and applications and appointments to positions in the non-competitive, labor and exempt classifications are reviewed and acted upon. Exam applications are reviewed when a disqualified candidate provides additional information regarding the required education or experience that would qualify her/him for participation in an examination. Additionally, various personnel issues regarding Greene County Departments, municipalities, school districts, libraries and special districts are discussed, reviewed and addressed.

## POSITION CLASSIFICATION

The Greene County Civil Service Commission has the power and duty to:

1. Classify and reclassify all positions in the civil service of all civil divisions under its jurisdiction.
2. Prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
3. Prepare and maintain a classification specification for each class in the competitive, non-competitive and labor jurisdictional classes of the civil divisions under its jurisdiction.
4. Investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties responsibilities and qualifications requirements of all positions under its jurisdiction and to make revisions in the classification of positions.

These duties apply to all positions that fall under its jurisdiction for Greene County departments, villages, towns, school districts, public libraries and special districts. Classification of positions consists of creating a job specification/description and assigning it to a jurisdictional classification (defined below). 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, Personal Characteristics, and the Minimum Qualifications with each section providing an outline of what is required.

The five jurisdictional classifications of Civil Service are:

1. **Competitive:** requires a formal examination in the form of a written, performance or training and experience evaluation. All positions are classified as competitive unless the NYS Civil Service Commission has approved them for an alternate classification.
2. **Non-Competitive:** formal written exam is not required. Pursuant to NYS Civil Service Law §42, candidates are subject to review to ensure that they meet the minimum qualifications of the position/job specification.
3. **Labor:** no examination or minimum qualifications required for positions in this classification.
4. **Exempt:** appointed positions as defined in NYS Civil Service Law §41
5. **Unclassified:** not subject to examination. This classification includes elected positions; all officers and employees of any other legislative body whose principal functions and duties are directly related to the performance of the legislative functions of such body; the head or heads of any department of the government who are vested with authority, direction and control over a department, and who have power and authority to appoint and remove officers and employees therein; all members, officers and employees of boards of elections, all persons employed by any title whatsoever as members of the teaching and supervisory staff of a school district, board of cooperative educational services or county vocational education and extension board as noted in NYS Civil Service Law § 35.

Creation of positions or the revision of positions varies from year to year pursuant to the needs of the appointing authorities and the changing duties of certain positions. The following chart reflects this Commission's actions on position classification over the last three years.

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Positions Created</b>	9	18	16
<b>Positions Revised</b>	31	16	18

### **CIVIL SERVICE EXAMINATIONS**

Greene County Civil Service administers two categories of examinations for titles utilized by County departments, municipalities, school districts, public libraries and special districts: centralized or decentralized. Centralized exams are scheduled and rated by New York State Civil Service. Decentralized exams are scheduled and rated by the Greene County Civil Service Commission and include Information Technology Training & Experience and Continuous Recruitment Training & Experience exams. Training & Experience exams consist of demonstrating the minimum qualifications on an exam application and receiving a rating based upon an evaluation of your training and experience against the duties of the position being tested.

The creation and revision of job descriptions, as well as vacancies reported by appointing authorities, resulted in a number of requests for examinations in 2020. The exam requests for these titles were processed in a much different way during this year due to the mandated closures of NYS agencies because of COVID-19. Although some exams were held in 2020, many were postponed and have not been assigned a new date by NYS Civil Service at this time. Additionally, scheduling of exams for the future has been impacted by the reduced capacity and limited availability of testing facilities.

#### **Exam Information**

##### **Centralized Exam Requests Submitted to NYS Civil Service**

<b>2020*</b>	<b>2019</b>	<b>2018</b>
37	53	47

##### **Centralized Exams Administered by Greene County**

<b>Exam Type</b>	<b>2020* Scheduled for Administration</b>	<b>2020* Actually Administered</b>	<b>2019</b>	<b>2018</b>
Open-Competitive	20	12	35	31
Promotion	7	4	14	21
ATAP (Library Series)	1	1	3	3

Decentralized Exams Scheduled, Administered and Rated by Greene County

<b>Exam Type</b>	<b>2020*</b>	<b>2019</b>	<b>2018</b>
Open-Competitive	3	5	4
Continuous Recruitment: Caseworker/Caseworker Trainee**	4 (2 postponed due to COVID-19)	N/A	N/A
Information Technology Training & Experience	0	0	1
Continuous Recruitment Training & Experience	2	3	1

**\*Requests for and administration of exams were impacted greatly by the COVID-19 pandemic, i.e. mandated shut-downs of governmental entities, social distancing guidelines resulting in reduced capacity and availability of testing facilities, etc.**

**\*\*2020 is the first year the Caseworker/Caseworker Trainee exam was held as a continuous recruitment exam. The exam is scheduled for the second Tuesday of every other month beginning with February. This allows for an active eligible list at all times and has provided more candidates for the appointing authority when a vacancy occurs.**

As of December 31, 2020, 34 open-competitive exams and 9 promotion exams of the exams requested from NYS Civil Service had yet to be administered. Of those, seven open-competitive exams and five promotion exams have been assigned exam dates in 2021 by NYS Civil Service. As stated previously, NYS Civil Service has reduced the number of exams scheduled for the 2020-2021 exam season due to a continued reduction in their staff working on-site and reduced capacity and availability of testing facilities at the local civil service level.

**Candidate Information**

Candidates who applied for exams with Greene County Civil Service for the last three years are categorized as follows:

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Total Candidates (all exams)</b>	<b>209</b>	<b>455</b>	<b>360</b>
<b>Total: Centralized (Open-Competitive &amp; Promotion)</b>	<b>149</b>	<b>415</b>	<b>305</b>
Centralized – Passed	56	343	213
Centralized – Failed	5	16	33
Centralized – Disqualified/Withdrew	8	31	27
Centralized – Failed to Appear	13	25	32
Candidates awaiting exam results*	27	N/A	N/A
Candidates with exams postponed	40	N/A	N/A
<b>Total: Decentralized</b>	<b>40</b>	<b>37</b>	<b>51</b>
Decentralized – Passed	27	23	38
Decentralized – Failed	6	3	3
Decentralized – Disqualified/Withdrew	1	2	5

Decentralized – Failed to Appear	6	9	5
<b>Total: Continuous Recruitment</b>	<b>20</b>	<b>3</b>	<b>1</b>
Continuous Recruitment - Passed	15	3	1
Continuous Recruitment – Failed	2	0	0
Continuous Recruitment – Disqualified/Withdrew	1	0	0
Continuous Recruitment – Failed to Appear	2	0	0
<b>Information Technology Training &amp; Experience</b>	<b>0</b>	<b>0</b>	<b>3</b>

**\*Usually exam results are released from NYS Civil Service to the local civil service agency between 90 and 120 days from the exam date. Due to the COVID-19 pandemic, exam results are being released to local agencies on average in excess of 180 days from exam date.**

### **Exam Fees**

Pursuant to New York State Civil Service Law Sections 23.2 and 50.5(b), Greene County assesses an exam filing fee for all Centralized, Decentralized, Continuous Recruitment and Training & Experience exams as follows:

- NYS Civil Service Law §23.2 states that NYS Civil Service can 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 civil service agencies.
- A \$25.00 exam fee is assessed for uniformed exams. Uniformed exams are administered for all uniformed positions within municipal police agencies and the Sheriff’s Office, including Corrections titles.
- A \$15.00 exam fee is assessed for all non-uniform centralized, decentralized, continuous recruitment and training and experience exams.
- Pursuant to NYS Civil Service Law §50.5(b) under certain criteria candidates are eligible to apply for an exam fee waiver.

Per NYS Civil Service Law §23(2), the Greene County Civil Service Commission is required to complete and submit to NYS 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. Historically, the Commission must submit a payment to NYS Civil Service within the first quarter of the year for the state’s portion of the exam fees assessed in the previous year. As has been referenced several times in this report, the COVID-19 pandemic has delayed the process of the 2020 examination fee billing by NYS Civil Service. At the time of submission of this report, the Commission is awaiting certification of the 2020 Exam Fee Billing Report that was submitted to NYS Civil Service on February 22, 2021. Once the Exam Fee Billing Report is certified, Greene County will submit \$12.50 for each uniformed exam applicant, \$7.50 for each non-uniformed centralized exam applicant, and \$5.00 for each decentralized exam applicant.



The exam fees collected by the Greene County Civil Service Commission are categorized as:

	<b>2020</b>	<b>2019*</b>	<b>2018</b>
<b>Total Exam Fees Collected</b>	<b>\$2,600.00</b>	<b>\$8,570.00</b>	<b>\$5,515.00</b>
Uniformed Exam Fees Collected	\$950.00	\$4,500.00	\$925.00
Uniformed Exam Fee Waivers	1	4	2
Non-uniform Exam Fees Collected	\$1,650.00	\$4,070.00	\$4,590.00
Non-uniform Exam Fee Waivers	5	8	10

**\*The large increase in fees collected for 2019 is due to the holdings of the Deputy Sheriff and Police Officer exams. These high candidate exams are traditionally held every two years in Greene County.**

### **ELIGIBLE LISTS**

Every candidate who attains a passing mark on a Greene County Civil Service examination is eligible for appointment to the position for which s/he was examined and his/her name shall be entered on the eligible list in order of his/her final rating. If two or more candidates receive the same final rating on the examination, the Commission has prescribed that the last four digits of the candidate's social security number break tied scores for the purpose of rank on the eligible list.

The date the eligible list is established is the date fixed by Commission resolution, and is entered each list. The duration of all eligible lists is fixed by Commission resolution prior to the establishment of such lists, but shall not be less than one nor more than four years. The date of establishment of a list and its duration is given to all successful candidates at the time when notice of standing on the eligible list is given to each candidate. When the duration of an eligible list is less than four years, by resolution the Commission may, prior to the list's expiration date, extend the list up to the maximum limitation of four years. All eligible candidates remaining on such list are notified in writing of the extension of the eligible list.

Eligible lists are open to public inspection at the office of the Commission. The names of the candidates who failed to receive a passing grade on the examination are not disclosed on the eligible lists.

Establishment and extension of the Greene County Civil Service eligible lists are broken down as follows:

	<b>2020*</b>	<b>2019</b>	<b>2018</b>
<b>Total Eligible Lists Established</b>	<b>36</b>	<b>57</b>	<b>49</b>
- Open-Competitive	25	43	36
- Promotion	4	7	8
- Non-Competitive Promotion	7	7	5
Eligible Lists Extended	7	5	8

**\*As is consistent throughout this report, the numbers for 2020 are significantly lower pursuant to the number of exams that were postponed due to the COVID-19 pandemic.**

### **Canvassing and Certification of Names**

When a vacancy for a competitive title occurs in an appointing authority, the Commission determines the eligible list appropriate for the vacancy to be filled (in most cases the title for the vacancy and title of the eligible list will be the same). A certification of names is sent to the appointing authority containing a sufficient number of eligible candidates from which selection for appointment may be made. When the name of any eligible candidate is included in a certification for appointment, the names of all other eligible candidates on the list having the same score will be included in such certification.

A certification of names issued by the Commission to an appointing authority is valid for 30 days from the date of its issuance. Certifications issued for the titles of Probation Officer, Probation Officer Trainee, Caseworker, Caseworker Trainee, Corrections Officer, Deputy Sheriff or Police Officer are valid for a period of 60 days from the date of their issuance. After the expiration date of such period, no appointment can be made except from a new certification. The Commission, for good cause shown, may extend a certification for an additional 30 days upon request of an appointing authority.

When the canvassing process is completed in order to establish a certification of names, if a candidate fails to indicate his/her willingness to accept such appointment within five business days of the date of the canvass letter, s/he is considered ineligible for selection for appointment. When a candidate fails to respond to two successive canvass letters, his/her name is restricted from consideration from the eligible list. The candidate may request that his/her name be restored to active status on such list prior to the expiration of the list.

The name of a candidate who declines appointment is eliminated from further consideration from the eligible list unless declination is for one or more of the following reasons:

1. Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
2. Location of employment;
3. Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing.

Appointments or promotions to Competitive positions must be made from those candidates willing to accept such appointment and whose exam score is equal to or higher than the score of the third highest ranking candidate on the list indicating willingness to accept such appointment. Whenever a vacancy exists in a position in the competitive class and an open-competitive exam results in two or fewer candidates on the eligible list, the list is considered non-mandatory. The appointing authority may choose from one of the candidates, but they are not required to do so and may appoint a candidate provisionally pending the next exam for the title.

The Commission administers the canvassing process and/or provides certification of names for all Greene County departments, municipalities, school districts, libraries and special districts who have vacancies for a title in the Competitive Classification. In 2020, the Commission conducted the canvassing process for 36 vacancies within the appointing authorities served and issued 38 certification of names. The additional number of certification of names is a result of those appointing authorities that conduct the canvassing process themselves.

**CERTIFICATION OF PAYROLLS**

Pursuant to NYS Civil Service Law §95, §97(1), §97(2), §100 and §101, the Commission has the responsibility of certifying payrolls for all appointing authorities under its jurisdiction to ensure that appointments and employment are in compliance with Civil Service Laws and Rules, identify discrepancies, and provide for resolution of discrepancies. The Commission requires the certifications of payroll for the appointing authorities according to the following schedule:

<b>CIVIL DIVISION</b>	<b>PAYROLL TO BE CERTIFIED:</b>
County	First Full Payroll in January
Towns (14)	First Full Payroll in January
Villages (5)	First Full Payroll in June
School Districts (6)	First Full Payroll in October
Public Libraries and Special Districts (7)	First Full Payroll in January

The certification of payroll consists of reviewing employees’ names, position titles and salaries to verify information listed on the wage report matches Civil Service records. Additionally, certifying the payroll involves creation of roster records for newly hired employees and updating existing employees’ records including title changes, salary increases and any other relevant employment information.

The Commission investigates any discrepancies between the payroll and the official roster or any other instances where the Commission finds the employment of a person may be in violation of the law and rules. When the Commission finds satisfactory evidence that the employment of a person is in violation of law and rules, or the Commission finds satisfactory evidence of intent to evade the provisions of law or rules, the Commission will refuse certification.

During 2020, the Commission was able to assist two municipalities having overdue payroll submissions with updating their payroll records and submitting the overdue payrolls. The Senior Human Resource & Civil Service Aide traveled to the municipalities to work with their payroll liaisons in order to provide information and assistance when needed.

## **NEW YORK STATE CIVIL SERVICE ANNUAL REPORT**

NYS Civil Service Law § 26(1) requires all municipal civil service agencies to complete and submit an Annual Report. These local reports are the basis of NYS Department of Civil Service's "Municipal Civil Service in New York State Summary of Annual Reports." On February 10, 2021, Greene County's 2020 Annual Report was submitted to NYS Civil Service.

The local report consists of the local Civil Service Commission's staffing information, finances, meeting information, exam administration information, projects, and goals. Additionally, the bulk of the annual report contains the total number of full-time, part-time and provisional employees classified under the Greene County Civil Service Commission's jurisdiction in all Greene County departments, villages, towns, school districts, libraries and special districts. The figures contained in the table below were outlined in the annual report and were based on the employees' status as of December 31, 2020.

	Greene County Departments	Public Libraries & Special Districts (7)	School Districts (6)	Towns (14)	Villages (5)
<b>Total Employees</b>	<b>504</b>	<b>58</b>	<b>547</b>	<b>322</b>	<b>144</b>
Permanent Competitive	317	29	98	25	34
Provisional	28	3	7	0	0
Non-Competitive	124	24	284	200	76
Exempt	19	1	15	42	8
Labor	16	1	143	55	26

As you can see from the table above, the Greene County Civil Service Commission has jurisdiction over **1,575** employees.

### **2020 PROJECTS**

The COVID-19 pandemic delayed many of the projects planned for 2020. Outreach to local school districts through events such as "Career Day" was halted as school districts shut down. The NYS Civil Service Commission vastly reduced the number of resolution submissions reviewed. As a result, some of the resolutions submitted in 2019 still had not been acted upon by December 31, 2020. This resulted in a delay in updating the Civil Service Rules and Appendices for Greene County and distribution of the updated documents to the appointing authorities. We are hopeful that the outreach to local schools and the distribution of the updated Rules and Appendices will occur in the first half of 2021.

The COVID-19 pandemic, and the resulting telecommuting for the staff of the Civil Service Commission, demonstrated the importance of digitalized records. Digitization of the roster records for all employees under the Commission's jurisdiction was concluded in 2020. This long-time project has streamlined processes that involve roster records (transfer of status, reinstatement, verification of employment dates for the retirement system, etc.) as well as providing staff access to the records while working remotely.

2020 also saw the creation of electronic eligible lists to aid staff in access to the lists, whether working onsite or remotely, and allows multiple employees to access the lists at any given time.

Consolidation of the Civil Service and Human Resources Departments occurred in September 2020. This transition of staff and the physical offices of both departments went smoothly with everyone working together in our new endeavor.

A review of all job specifications began in October 2020 and will continue in 2021 and possibly 2022. The review consists of updating department names, licensures, special requirements, minimum qualifications and entire job specifications when necessary. This work is being done in anticipation of having all current job specifications available on the Human Resources website.

### **2021 GOALS & PROJECTS**

The upcoming goals and projects for 2021 will be included in the 2020 Annual Report for the Human Resources Department, as moving forward, we will operate under that department title, although the Commission will remain its own entity.