

# Albany County Department of Civil Service Newsletter

Issue #01 December 2007

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This is our <u>first</u> newsletter, which we plan to distribute periodically, as needed.

There will be information for the Merit users and exam announcement contacts within our jurisdiction, as well as some info for the general public.

We will share new information and instructional reminders about various Civil Service policies and procedures
- and also (hopefully) add a little zing to your day!



#### **TOPICS COVERED IN THIS ISSUE:**

\* Certified Lists

\* Reports of Personnel Change (RPCs)

**\* Civil Service Website** 

\* Provisional Hiring

#### <><< HOT TOPIC >>>>

# **Appointment Process**

Below are instructions to the complicated process of appointing off the certified lists.

# When canvassing candidates to fill a position, the following is required:

- Note on canvass letter: letter date, name of candidate and offered <u>salary</u>.
- The "Instructions to Eligibles" and "Effect of Acceptance or Declination" must be included with the canvass letter. Please get in touch with your Civil Service contact person for an electronic copy.

## When returning certified lists to civil service, the following is required:

- The original list with the appointing officer's signature and title.
- All documentation showing Declinations and No Responses.
  - o If a candidate does not respond to the canvass letter(s), include a copy of the letter(s) sent.
  - The reason for the declination must be noted on the line next to the candidate's name, e.g. salary, location, temporarily unavailable, or no longer interested. Include a copy of the signed returned letter.
- Appointment dates MUST fall within the dates of the certified list.
- Appointment information must be noted on the line next to the candidate's name. This includes the RPC number, first actual day of work, <u>salary</u> and probationary period.
- Note any changes to a candidate's personal information, e.g. address or phone number, on the certified list.

For more information, please get in touch with your Civil Service contact person. In order to further improve this process, we will be sending a model canvass letter and returned certified list within the next two (2) weeks to use as an example.



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#### ~~~ Civil Service Website ~~~

If you are not familiar with our website, it is located at <a href="www.albanycounty.com/civilservice">www.albanycounty.com/civilservice</a>.

Click on the various links on both sides of the page and see what information is available.

Please encourage your staff to use our website.

Our next exam announcements will be posted and added to our website on or about December 31, 2007.



# IMPORTANT REMINDER:

Please check any previously submitted RPCs regularly. If pending, scroll down to the Comments box to see if Civil Service (CS) has entered a note regarding missing or incorrect information.



# <u>IMPORTANT</u>

BEFORE hiring a provisional employee
 after exhausting any existing list(s) it is extremely important to submit their
 application (ACC14-R1) to our office for approval.

There are instances in which a person has held a provisional position for several years without having the qualifications for that title. This person would not be approved to take the exam for their position, and their employment would be terminated.

Another situation involves non-competitive positions which are occasionally being filled with people lacking the qualifications for their position. Therefore, a completed application (ACC14-R1) must also be submitted to this office for approval prior to appointment.

## Attention: MERIT Users

When submitting an RPC for either a non-competitive or labor position, an Application for Examination or Employment (ACC14-R1) must be completed and sent to our office. Please put the RPC number at the top of the form.



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## **Civil Service Employees:**

Michael Cummings, Director

David Walker, Deputy Personnel Officer

Sheila Rodrigues, Data Entry/MERIT

Joanne Gulum, Administrative Aide

Hannah Rothenberg, Personnel Technician Trainee

Sasha Hulis, Personnel Technician Trainee

Rachel Myers, Personnel Technician Trainee



# Greetings!

A key element of success in servicing the public is communication. We at the Albany County Department of Civil Service must improve and expand our communication if our partnership with appointing authorities is to achieve an accountable MERIT system.

With this newsletter, we hope to better inform you of important developments in Civil Service and to remind you of significant dates, policies or procedures. If you find this information useful, please let us know. If there are other topics you wish us to discuss in future newsletters, please tell us.

I will be scheduling meetings with agency heads and constituent jurisdictions in an effort to further personalize this communication effort. I look forward to working with you.

Mike Cummings, Director Albany County Department of Civil Service

Suggestions for other information or topics that might be covered here,

please contact one of the co-editors:

Hannah Rothenberg at <u>Hannah.Rothenberg@albanycounty.com</u> Sheila Rodrigues at <u>srodrigues@albanycounty.com</u>



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