



Albany County Department of Civil Service Newsletter

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Co-Editors: Hannah Rothenberg
Rachel Dillon

hannah.rothenberg@albanycounty.com
rachel.dillon@albanycounty.com

TOPICS COVERED IN THIS ISSUE:

- * HOT TOPIC: The Canvassing Process
- * Experience Rating Scale
- * CC-I, CC-II and CC-III Forms
- * Transfers
- * Civil Service Website Updates!
- * Director's Message



≈≈≈ HOT TOPIC ≈≈≈ The Canvassing Process

Civil Service Rule and Law requires that candidates appearing on a certified list must be canvassed to determine their interest and availability for appointment during the 30-60 days period for which the certified list is valid.

Certified list life:

Lists are certified for a period of 30 days. You may request a one-time extension of an additional 30 days, for a maximum life of 60 days. Any permanent appointment made from the certified list MUST fall within the established dates.



Components of a canvass letter:

1. Date
2. Candidate's name and address
3. Title of position
4. Agency and location where vacancy exists
5. Salary or salary range (must match appointment salary)
6. Type of employment, i.e. full-time/part-time, 10-month position
7. Reply by date
8. Instructions to eligibles – these should include a description of the effect that acceptance, declination or failure to reply will have on the individual's status on the list, i.e., their continuing and future eligibility for appointment.

Returned certified lists must include:

- Declination notations (for example: declined- location)
- Appointment notations (RPC #, salary, effective date of appointment which falls within the dates of the list)
- Copies of returned canvass letters
- Copies of sent letters for all those who did not respond
- Authorized signature of appointing authority

No-Response to canvass:

Candidates who were canvassed during a previous certification period who did not respond to a canvass inquiry during that time remain as eligible candidates on future certified lists. Only when a candidate fails to respond to successive canvass letters (either from a single agency or from a combination of agencies) can that person's name be permanently removed from the list. The candidate can request to be reinstated to the list at any time.

*****A sample certified list demonstrating the canvassing process available upon request*****

Important Changes:

- ◇ Certified lists are now sent electronically.
- ◇ Your assigned Personnel Technician may change effective July 1st. A memo will be sent towards the end of June.



EXPERIENCE RATING SCALE



In application review, all work experience will be rated as follows:

- 1-10 hours worked per week = ¼ time
- 11-20 hours worked per week = ½ time
- 21-30 hours worked per week = ¾ time
- 31-40 hours worked per week = full time

ATTENTION COUNTY EMPLOYEES!

Applications for examination **should not** be sent through inter-office mail. It is the applicant's responsibility to ensure that the application is received or postmarked by the last filing date. Civil Service is not responsible for applications that are lost in transit or delayed.



Frequently Asked Questions

A new Frequently Asked Questions (FAQs) link has recently been added to the Albany County Civil Service website. It is full of information relating to the examination process. We welcome your suggested questions.

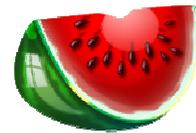
Be sure to check it out!

T R A N S F E R S

Transfers **only** apply to permanent, competitive class positions. Once an employee has passed the assigned probationary period, he/she may be eligible to transfer to a different location without further examination. All transfers into and within Albany County's jurisdiction **MUST** be approved by Albany County Civil Service **prior** to the transfer taking place.

Transfers into an Albany County Civil Service position require review of the following: a copy of the employee's roster card (which must indicate completion of probation), a copy of the announcement for the exam that produced the certified list from which he/she was appointed and a completed transfer request form (signed by both the prospective employee and the authorized signature of the appointing authority).

For additional information, see Rule XVII in the Civil Service Rules for Albany County, which can be found on our website at www.albanycounty.com/civilservice.



CC-1 & CC-2 Forms **When to use:**

CC-1 New Position Description: This form is used by appointing authorities to describe proposed **new** positions.

CC-2 Application for Change in Title: This form is used by appointing authorities for the purpose of a reclassification (change in title) of an **existing** position.

As New York State Civil Service processes the requested jurisdictional reclassifications, we may be contacting you for additional information.

M • E • R • I • T **IMPORTANT REMINDER:**

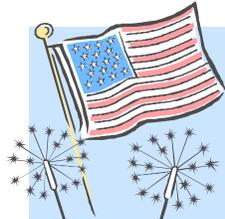
Please check the status of your previously submitted RPCs on a regular basis. If an RPC is marked as pending, open it and check the comments field as your Personnel Technician will have entered a note regarding any incorrect or required information.





LIBRARIES

Be on the lookout for a letter from Civil Service requesting your payroll for certification!



SURVEY

Please complete the attached survey and return to your assigned Personnel Technician. Thank you for your cooperation.

A Message from Our Director:



You will find attached to this newsletter a short survey which asks for your input on all aspects of Civil Service. Your response will help us choose future training topics, adjust assignments and modify our procedures where necessary.

In conjunction with the County Executive's Office, we are configuring our resources to help achieve our goal of insuring that appointing authorities have lists of candidates every time they have vacancies. In that regard, we are instituting an exam forecasting system which will track vital data at important decision making points as Civil Service creates and manages lists of qualified candidates. If successful, we will reduce delay in appointments and make more effective use of eligibility lists.

Once again, my thanks to all of you who have helped with the payroll certification process. We are in the process of completing our second certification, 2008 being the first, and the thorny problems are gradually diminishing. I believe future problems will be reduced and, more importantly, avoided as this process becomes a part of standard procedure.

I will continue my efforts to meet with each jurisdiction or agency head. We want you to be assured of our cooperation as you manage in these difficult budgetary circumstances. If I can be of any assistance, please do not hesitate to contact me.

Regards,
Michael J. Cummings