

Albany County Department of Civil Service Newsletter Issue #10 July 2011

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TOPICS COVERED IN THIS ISSUE:

Must Read- Employee Movement ∴ ALCOnet ∴ MERIT Capabilities

New Forms ∴ Updates to Appendices ∴ Part-Time Employment ∴

CS 101 Training ∴ CSL Section 61.3 ∴ Director's Message



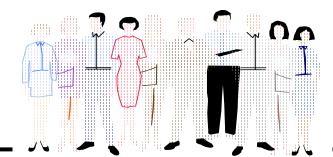
Pursuant to Rule XVI (2a), "When a permanent employee is given a provisional, temporary or contingent permanent appointment to a competitive class position in the same department or agency, the position thus vacated by him/her shall only be filled on a temporary or contingent permanent basis until the position is unencumbered by the permanent incumbent."

Example:

Jane Doe, a permanent Account Clerk in Department A, takes a provisional appointment to Fiscal Officer, also located in Department A. The Department needs to fill the vacated Account Clerk position, but must keep in mind that Jane Doe has a hold on the Account Clerk position until she receives a permanent appointment to Fiscal Officer AND passes probation in that title. This rule affords the permanent employee the opportunity to seek job advancement while protecting his/her permanent status.

Department A then has to decide whether to fill the Account Clerk vacancy on a temporary or contingent permanent basis. Many factors need to be considered, such as: When is the Fiscal Officer exam scheduled to be held? Is there an active eligible list for Account Clerk? What are the rules governing temporary and contingent permanent appointments and how are the probationary periods determined?

We **highly recommend** that you contact your Personnel Technician if this type of situation arises. Be advised, we have added "Contingent Permanent Appointment" to the list of RPC actions in MERIT to accommodate such appointments.



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New Forms

We recently moved to 112 State Street, <u>Room 900</u>
All forms have been updated to reflect our new address. Please be aware, there have been additional changes to the following forms:

- Review of Vacancy Form (ACS-29) The appointing authority, or one of his/her designees, are now required to sign this form.
- Application for Examination or Employment (ACS-21) – The last revision to the Civil Service application was in May of 2011. Please recycle any old versions of the application and direct all employees to download the most recent version from our website.

We have also adopted a new form for provisional appointees, Affirmation of Provisional Appointment Status (ACS-31). We hope this will help to eliminate confusion regarding the laws and requirements of provisional appointments. This form will be distributed to you shortly by your Personnel Technician.

Did you know MERIT can...

- show all active employees in your department/agency and their official Civil Service title
- show active examination lists
- change the page size so you can see more entries on the page
- sort by category by clicking on the highlighted column headings
- direct you to the Civil Service website
- * If you are in need of a MERIT refresher course, please contact your Personnel Technician.



Definition of Part-Time Employment

Below is the official Civil Service definition of part-time employment, as found in the Albany County Civil Service Rules, Rule I:

"Part-Time Employment" means any employment or combination of one or more employments in a civil division in which an individual works fifty percent or less of the time prescribed as the standard work week by the governing body or other appropriate authority of the civil division or where the employee earns not more than one-half (1/2) of the rate assigned to the position if the position has been allocated to a graded salary schedule.

Some titles are non-competitive due directly in part to their part-time status. Please refer to Appendix B for all non-competitive part-time titles.

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The next Civil Service 101 training session has been scheduled for Wednesday, August 17, 2011 at 10:00am. Come check out our new training lab and (hopefully!) gain a better understanding of Civil Service policies and procedures. To sign up, please contact Rachel Dillon or Hannah Rothenberg. If you have specific questions you would like answered, please let us know.

At this time, we also provide Reduction-in-Force/Layoff information sessions and MERIT System training, at your request. We are working on developing new training sessions relevant to Civil Service matters. If you have any suggestions, please let us know.

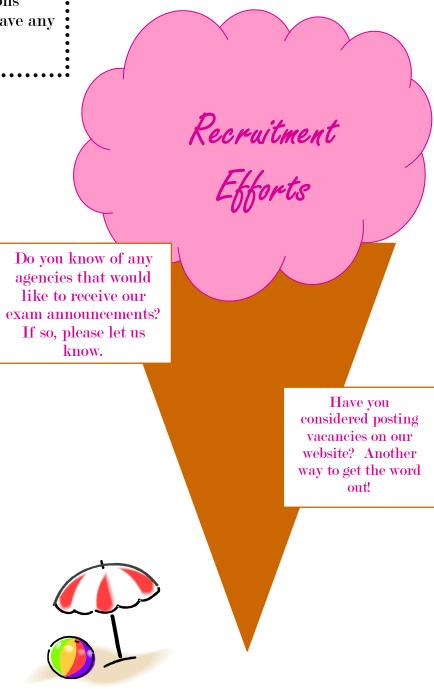


A L C O net

If you frequent the ALCOnet website, you may notice some changes on the Civil Service page

(http://alconet/admin_fin/human_resources.htm). Albany County government employees have access to the following Civil Service forms through ALCOnet:

- Transfer Request (ACS-07)
- Reinstatement Request (ACS-08)
- Change of Address (ACS-11)
- Review of Vacancy (ACS-29)
- New Position Description (ACS-30)
- Affirmation of Provisional Appointment Status (ACS-31)



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There have been many recent changes to the <u>Albany County Rules Appendices</u>. The Appendices lists those positions approved for classification outside of the competitive class. For the most recent listing, please visit the following link: http://www.albanycounty.com/departments/civilservice/default.asp?id-1964.







Section 61.3 of New York State Civil Service Law requires that appointing authorities send written notification to all candidates on a certified list considered for appointment but not selected. A memo outlining the procedure is to follow.



The effect of the actions of the State Legislature may require jurisdictions to again consider reductions in the workforce. As you will note in the "must read" section of the newsletter, extra care must be taken when considering the competitive status of employees targeted for layoffs. Please do not hesitate to call if there are any questions.



The summer months here involve updating the MERIT database to be as current and accurate as possible. If successful, it will make our tasks and yours much easier and will likely prevent erroneous transactions. We try to be mindful that the livelihood of an employee may depend on the quality of our work. Summer is also the time for our "roadwork" and training sessions. Please take advantage of the training sessions planned or call to schedule an on-site session for your convenience.

In June, a joint meeting was held of all the Civil Service Directors in Albany County. It was agreed that such meetings will take place regularly so that we can ensure timely and quality service to the public that makes efficient use of our resources. You will hear more about these meetings in future newsletters.

Have a wonderful summer.

Michael J. Cummings

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