

# CIVIL SERVICE - 1430

## MISSION

The mission of the Department of Civil Service is to protect the rights of employers and employees in all civil service matters, and provide technical oversight to Albany County government and the civil divisions under the jurisdiction of the department to ensure compliance with New York State Civil Service Law and the Rules for the Classified Service of Albany County.

## ABOUT OUR DEPARTMENT

The Department of Civil Service is mandated by New York State Civil Service Law to manage the employment and appointment of candidates in the classified service, including those employees serving in the towns, villages, school districts, public libraries, special districts, and special authorities within Albany County. The Department continuously provides technical oversight and management of Albany County government and its civil divisions to ensure compliance with New York State Civil Service Law, mandating that all appointments and promotions be made according to merit and fitness, and the Rules for the Classified Services of Albany County.

## HISTORICAL DATA

Prior to 1996, County Civil Service existed as the Albany County Civil Service Commission and functioned with three appointed commissioners, and professional and secretarial staff. However, in 1996-97, a personnel officer form of civil service administration was established and the commission was eliminated. Initially, it became a part of the new department of Human Resources as the division of Civil Service, but was later changed to the Albany County Department of Civil Service under the direction of a director and/or personnel officer, to comply with New York State Law. The department provides technical oversight and management of 75 civil divisions and more than 10,000 employees in the County of Albany.

In 2004, New York State Department of Civil Service Municipal Services Division conducted an Administrative Review (Audit) of Albany County's administration of the merit system. The most significant area of concern was the large number of provisional appointments in all governmental units in Albany County. Albany County's provisional percentage decreased from 18 percent in 2005 to 13 percent in 2007.

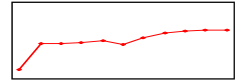
## OUTCOME

Albany County's Department of Civil Service will reduce the number of provisional appointments through the mandated competitive and non-competitive examination process thereby protecting the rights of employees in matters of appointments, promotions, discipline, and discharge; and certify the payrolls of all civil divisions in accordance with applicable Civil Service Laws and Rules.

## STRATEGIC INITIATIVES 2009

- Increase technical assistance to all jurisdictions
- Enhance the utilization and the ability to update MERIT, the public roster
- Implement a pilot project to audit the use of active Civil Service lists

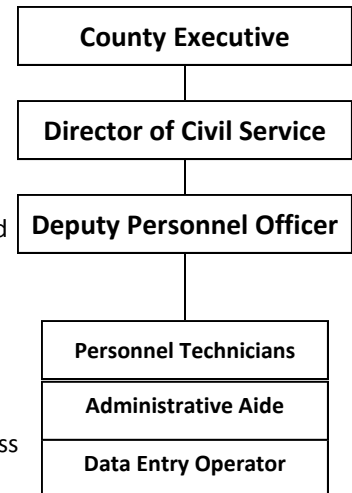
### APPROPRIATION HISTORY



1998:	\$0
1999:	\$254,256
2000:	\$253,892
2001:	\$262,105
2002:	\$280,628
2003:	\$241,477
2004:	\$315,226
2005:	\$355,589
2006:	\$373,196
2007:	\$384,504
2008:	\$390,505

### CONTACT INFORMATION

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## DEPARTMENT HIGHLIGHTS

- Total appropriations for the department increased by \$11,238 or 2.9% and revenues by \$23,105 or 115%. Approximately \$14,000 of the increased revenue is based on a \$5 increase in exam fees and limiting exam fee waivers to all Albany County employees to one per year.

Year	Total # of Classified Positions	Total # of Competitive	Competitive Permanent	Provisional	Temporary	Non-Comp.	Non - Comp	Exempt	Labor Class
		Positions				Sec 42	Sec 55 A		
2002	9,434	2,712	2,295	417	0	3,500	11	441	2,770
2003	9,286	2,737	2,249	464	24	3,304	1	383	2,861
2004	8,104	2,952	2,344	579	29	2,681	4	302	2,165
2005	7,999	3,063	2,502	552	9	2,535	14	248	2,139
2006	8,317	3,162	2,684	456	16	2,572	13	271	2,299
2007	8,215	3,190	2,767	404	16	2,504	13	265	2,243

Account	Description	2007 Expended	2008 Adjusted	2009 Proposed	2008-09 Change	2008-09 Percent Change	
<b>Appropriations</b>							
<b>Civil Service-(1430)</b>							
	Personnel Services	\$ 187,820	\$ 265,590	\$ 263,653	\$(1,937)	(0.7%)	
	Equipment	\$ 1,532	\$ 0	\$ 0	\$ 0	0.0%	
	Contractual Expenses	\$ 42,233	\$ 40,218	\$ 43,920	\$ 3,702	9.2%	
	Fringe Benefits	\$ 65,673	\$ 84,697	\$ 94,170	\$ 9,473	11.2%	
	<b>Civil Service</b>	<b>\$ 297,258</b>	<b>\$ 390,505</b>	<b>\$ 401,743</b>	<b>\$ 11,238</b>	<b>2.9%</b>	
	<b>Appropriations</b>	<b>\$ 297,258</b>	<b>\$ 390,505</b>	<b>\$ 401,743</b>	<b>\$ 11,238</b>	<b>2.9%</b>	
<b>Revenue</b>							
	Civil Service	\$(33,677)	\$(20,000)	\$(43,105)	\$(23,105)	115.5%	
	<b>Revenue</b>	<b>\$(33,677)</b>	<b>\$(20,000)</b>	<b>\$(43,105)</b>	<b>\$(23,105)</b>	<b>115.5%</b>	
	<b>County Share</b>	<b>\$ 263,581</b>	<b>\$ 370,505</b>	<b>\$ 358,638</b>	<b>\$(11,867)</b>	<b>(3.2%)</b>	
			<b>2008 Adjusted</b>	<b>2009 Requested</b>	<b>2009 Proposed</b>	<b>2008-09 Changes</b>	<b>2008-09 Percent Change</b>
	<b>CIVIL SERVICE</b>		7	7	7	0	0.0%