

GREENE COUNTY CIVIL SERVICE COMMISSION
2012
ANNUAL REPORT

For the year 2012, Greene County Civil Service continued to uphold the rules and regulations of the New York State Civil Service and Greene County Civil Service Commissions.

The Greene County Civil Service Commission consists of three Commissioners, Frank Porto, III, Chairman, Richard Lorenz and Frederick Donovan, the Civil Service Administrator Michele Guerin, Administrative Assistant Mary Jane Mokszycki and part-time Human Resource & Civil Service Aide Maria D'Errico.

Civil Service works with all County Departments, fourteen Towns, five Villages, six School Districts, and three Public Libraries. Civil Service also works with Catskill Housing Authority and the Soil & Water Conservation District, which are considered special districts in various aspects of Civil Service. Listed below is an overall review of the activities and issues addressed by this department for 2012.

CERTIFICATION OF PAYROLLS

Greene County Civil Service has the responsibility of certifying payrolls to ensure that appointments and employments under its jurisdiction are in accordance with Civil Service Laws and Rules.

- ❖ On a bi-weekly basis the County employee payroll is certified by reviewing approximately 576 County employees' names, position titles and salaries to verify information listed on wage reports matches Civil Service records. Certifying the payrolls entails that roster records are created for newly hired employees and existing employees' records are updated.
- ❖ On an annual basis, certify the yearly payrolls for 14 Towns, 5 villages, 6 school districts, 3 libraries and several special districts.

POSITION CLASSIFICATION

Greene County Civil has the responsibility and authority of classifying positions that fall under its jurisdiction for the County, Villages, Towns, School Districts and Special Districts. Classification of positions consists of creating a job specification (description), assigning it to a class, e.g., competitive, non-competitive, exempt or labor.

- ❖ This department created 13 new job descriptions and revised 9 existing job descriptions.
- ❖ The creation of new and the revision of existing job descriptions resulted in this department ordering exams due to these changes. The exams for these titles were or will be held in 2012 or 2013.

2012 EXAM HISTORY

Greene County Civil Service conducts exams for the county, municipalities, school districts, libraries and special districts. The types of exams are: centralized exams, (which are scheduled and rated by New York State Civil Service) and decentralized exams, (which are scheduled and rated by the civil service administrator). Decentralized exams include Information Technology Training & Experience and Continuous Recruitment Training & Experience.

- a total of 45 exams (break down listed below) were requested by various county departments, municipalities, school districts, libraries or special districts, these exams consisted of centralized, decentralized, information technology and continuous recruitment training & experience.
- 36 centralized exams were requested for 2012, which as of 12/31/12, 24 were held and the remaining 12 exams should be held in 2013.
- 5 decentralized exams were scheduled, conducted and rated by this department.
- 4 information technology training & experience exams were scheduled, conducted and rated by this department.
- 2 continuous recruitment training & experience exams were rated by this department.
- approximately 285 candidates applied for the all exams.
- approximately 128 candidates were tested for the centralized exams.
 - approximately 144 candidates were tested for the decentralized exams.
 - 3 information technology candidates applied and were tested.
 - 2 continuous recruitment candidates applied and were tested.
 - \$3,756.00 was collected in exams fees for 2012

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

- ❖ This department established and maintained 37 eligible lists which were created from the exams held in 2011 and 2012 for county departments, municipalities, school districts and libraries. In addition, 13 existing eligible lists were extended. The establishment and extensions of these eligible lists will result in the canvassing process for agencies to fill vacant positions.

COMMISSION MEETINGS

- ❖ The Commissioners conducted 12 monthly commission meetings. During these meetings the exam resolutions are approved, eligible lists are established, upcoming exam applications are reviewed and approved, appointments made from eligible lists are approved, applications and appointments to positions in the non-competitive class and labor classes are reviewed and/or approved, and various personnel issues regarding the county, municipalities, school districts, libraries and special districts are discussed, reviewed and addressed.

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

- ❖ On February 14, 2012, the New York State Civil Service 2011 annual examination fee report was completed and submitted with a check for payment of \$2,005.00. This amount is half of the total examination fees collected during the year. The fees are due to New York State for the centralized exams that were scheduled and rated by them. In addition, this amount also includes decentralized exams, which were scheduled and rated by this department for the reporting period of January 1 – December 31, 2011.
- ❖ On February 18, 2012, the required New York State Civil Service 2011 annual report was completed and submitted to State Civil Service. The annual report contains information regarding all employees as of December 31, 2010 for all jurisdictions that are classified under Greene County Civil Service, (county departments, municipalities, school districts, libraries and special districts). The report includes information such as; the total number of employees that are provisional, (pending civil service exam), number of decentralized exams held including the information technology and training and experience exams, information pertaining to office staff and their duties and responsibilities within the department, and total number of permanent employees for the jurisdictions under civil service, for competitive, non-competitive, exempt and labor class positions. For 2011 Greene County had approximately a total of 1,561 employees classified under Greene County's Civil Service jurisdiction.

PERSONNEL ISSUES

The various Towns, Villages, School Districts, Libraries and Special Districts did not have any major personnel issues during 2012 that required Civil Services advice or input.

I hereby respectfully submit the annual report.



Michele Guerin
Civil Service Administrator
Greene County Civil Service Commission

