



MEMORANDUM

**Greene County
Civil Service Commission**

411 Main Street, Suite 340
Catskill, New York 12414

Michele Guerin
Civil Service Administrator

Commissioners
Frank Porto, Chairman
Frederick Donovan
Richard Lorenz

TO: Tammy L. Sciavillo, Acting Clerk
FROM: Michele Guerin, Civil Service Administrator
RE: Annual Report for 2014
DATE: March 17, 2015

In accordance with Rule 45 of the Greene County Legislature, enclosed please find one hard copy of the 2014 Annual Report for Greene County Civil Service Commission.

In addition, as indicated in your memo a copy of this report has been electronically sent to your e-mail address.



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***GREENE COUNTY
CIVIL SERVICE COMMISSION
2014 ANNUAL REPORT***

*Frank Porto, III, Chairman
Richard Lorenz, Commissioner
Spring Kelsey, Commissioner*

GREENE COUNTY CIVIL SERVICE COMMISSION
2014
ANNUAL REPORT

For the year 2014, 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 consisted of three Commissioners; Chairman Frank Porto, III and Commissioners Richard Lorenz and Frederick Donovan, the Civil Service Administrator Michele Guerin, Senior Administrative Assistant Mary Jane Mokszycki and part-time Human Resource & Civil Service Aide Maria D'Errico.

Civil Service works closely with all County Departments, fourteen Towns, five Villages, six School Districts, and four Public Libraries. Civil Service also works with the Catskill Housing Authority and Soil & Water Conservation District; these two agencies are considered Special Districts under Civil Service and are subjected to all Civil Service Rules and Regulations of Civil Service.

Listed below is an overall review of the activities and issues addressed by this department for 2014.

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 which totals approximately 1,601 employees which are in the competitive, non-competitive, labor, exempt and unclassified classifications and are covered under the jurisdiction of Greene County Civil Service.

- ❖ 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 the 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 which includes title changes, salary increases and any other pertinent employment information.
- ❖ On an annual basis, certify the yearly payrolls for 14 Towns, 5 villages, 6 school districts, 3 libraries and the special districts which total approximately 1,025 employees for all jurisdictions. The same procedure as indicated above is adhered to for these agencies.

POSITION CLASSIFICATION

Greene County Civil Service has the responsibility and authority of classifying positions that fall under its jurisdiction for the County, Villages, Towns, School Districts, Public Libraries 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. The job specification provides an overall view of the position and is broken down into four sections, Distinguishing Features of the Class; Typical Work

POSITION CLASSIFICATION

Activities; Full Performance Knowledge, Skills, Abilities and Personal Characteristics and the Minimum Qualifications with each section providing an outline of what is required.

- ❖ This department created 12 new job descriptions and revised 11 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 2014 or 2015.

2014 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 39 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 training and experience and continuous recruitment training & experience vs. 45 exams held in 2013 which is a decrease of 13.3%
- 32 centralized exams were requested from NYS State Civil Service in 2014. In addition, there are still 11 outstanding exams to be conducted which have been pending from 2010-2013 vs. 37 exams held in 2013 this is a decrease of 13.5%
- As of 12/31/14, 25 centralized exams were administered and rated by NYS State Civil Service in 2014 vs. 35 in 2013 this is a decrease of 28.6%
- 4 decentralized exams were scheduled, conducted and rated by this department – remained the same as 2013
- 1 Information Technology Training & Experience exam was scheduled, conducted and rated by this department remained the same as 2013
- 2 Continuous Recruitment Training & Experience exam were rated by this department – remained the same as 2013

2014 EXAM HISTORY

- approximately 244 candidates applied for all exams held which included; centralized, decentralized, continuous recruitment, training & experience and information technology vs. 513 that applied in 2013 which is a total decrease of 54.2%
- 160 candidates applied for the centralized exams, and 138 appeared and were tested
- 70 candidates applied for the decentralized exams, and 58 appeared and were tested
- 3 Information Technology candidates applied and were tested – remained the same as 2013
- 2 continuous recruitment candidates applied and were tested remained the same as 2013
- \$3,465 was collected in exams fees for 2014 vs. \$9,510 submitted in 2013

The reason for the lower candidate/applications counts and dollar amount in 2014 is; in 2013 two major exams were held Police Officer and Deputy Sheriff. Both of these exams yield high exam applications. These exams will again be held in November 2015.

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

This department established and maintained 36 eligible lists which were created from the exams held in 2013 and 2014 for county departments, municipalities, school districts and libraries. The establishment and extensions of these eligible lists will result in the canvassing process for agencies to fill vacant positions. The following eligible lists were established:

- 18 open-competitive eligible lists were established from the centralized exams which were rated by NYS Civil Service
- 6 promotional eligible lists
- 4 non-competitive promotion eligible lists
- 5 open-competitive decentralized eligible lists
- 1 open-competitive Information Technology Training and Experience eligible list
- 2 open-competitive continuous recruitment eligible lists
- 10 existing eligible lists were extended for one (1) additional year

COMMISSION MEETINGS

The Commissioners conducted 12 monthly commission meetings. During these meetings the exam resolutions are approved, eligible lists are established, and 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.

2014 REVISIONS TO GREENE COUNTY CIVIL SERVICE RULES & APPENDICES

On July 17, 2013, the Greene County Civil Service Commission submitted several resolutions to the New York State Civil Service Commission requesting revisions/updates to the Greene County Civil Service Rules and Appendices. These resolutions were approved by the New York State Civil Service Commission during their Commission meetings held on March 18 and June 7, 2014. These changes have now been incorporated in our Rules and Appendices.

March 18, 2014:

- Revising and adding additional wording to Greene County Civil Service Rule XII Certification #3, page 8
- Approval to add the title District Attorney Investigator in the exempt classification in the District Attorney's Office

June 7, 2014:

- Approval to delete 18 titles that were listed under the two separate departments; County Highway and Solid Waste and combine under the department County Highway & Solid Waste Department
- Approval to add the title Administrative Assistant/Secretary to the Board in the exempt classification in the Soil & Water Conservation District

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

On February 24, 2015, the New York State Civil Service 2014 Annual Examination Fee Report was completed and submitted with a check for payment of \$1,417.50. These fees are due to New York State for all exams which are listed under the 2014 exam history section. All exams were either rated by New York State Civil Service or by the Greene County Civil Service Commission. The amount submitted is half of the total amount collected for exam reporting period of January 1 – December 31, 2014.

On February 24, 2015, the required New York State Civil Service 2014 Annual Report was completed and submitted to State Civil Service. The annual report contains the total combined count pertaining to all employees that are classified under the Greene County Civil Service jurisdictions (county departments, villages, towns, school districts, libraries and special districts).

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

In 2014 the total number of classified employees in all jurisdictions was approximately 1,575; the breakdown is as follows:

- 25 provisional employees are pending civil service exam
- 540 competitive class employees
- 684 non-competitive class employees
- 98 exempt class employees
- 228 labor class employees

This report also includes the number of decentralized exams held, total number of candidates tested and rated by this department, number of candidates that passed the exams. This information is also related to the Information & Technology Training and Experience exams and the Continuous Recruitment exams.

PERSONNEL ISSUES

Chairman Frank Porto, III, in conjunction with the Human Resource Director and the one other member of the Reclassification and Reallocation Review Committee reviewed three reclassification and/or reallocation requests. Of those requests all positions were reclassified.

The Greene County Civil Service Commission and staff continued to provide assistance and guidance to the County Departments as well as the various Towns, Villages, School Districts, Libraries and Special Districts with the creation of job descriptions, ordering of promotional and open-competitive exams and classification of positions. None of these agencies experience any major issues or concerns.

I hereby respectfully submit the annual report on behalf of the
Greene County Civil Service Commission



Michele Guerin
Civil Service Administrator
Greene County Civil Service Commission