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GREENE COUNTY
CIVIL SERVICE COMMISSION
2015 ANNUAL REPORT

Frank Porto, III, Chairman
Richard Lorenz, Commissioner
Spring Kelsey, Commissioner
Prepared by Michele Guerin, Civil Service Administrator

GREENE COUNTY CIVIL SERVICE COMMISSION
2015
ANNUAL REPORT

For the year 2015, 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 Spring Kelsey. Ms. Kelsey was appointed as a Commissioner on February 17, 2015, replacing and completing the term of Frederick Donovan. In addition the office staff consisted of the Civil Service Administrator Michele Guerin, one Senior Administrative Assistant and one part-time Human Resource & Civil Service Aide.

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 2015.

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 1,550 full-time, part-time and/or temporary/per diem 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 over 500 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 10 new job descriptions and revised 17 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 2015 or 2016.

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 48 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. 39 exams requested in these same categories for 2014 which is an increase of 23.08%
- 40 centralized exams were requested from NYS State Civil Service in 2015. In addition, as of 12/31/15 there are still 16 out-standing exams to be conducted which have been pending from 2013-2015 vs. 37 centralized exams held in 2014. This is an increase of 8.11% and increase of 45.45% in outstanding exams
- As of 12/31/15, 40 centralized exams were administered and rated by NYS State Civil Service in 2015 vs. 25 in 2014 this is an increase of 40%, 24 exams were open-competitive and 16 of these exams were held on a promotional basis
- 6 decentralized exams were scheduled, conducted and rated by this department vs. 4 in 2014. This is an increase of 50%, of these 5 were open-competitive and 1 was a promotion exam
- 2 Information Technology Training & Experience exams were scheduled, conducted and rated by this department vs. 1 exam held in 2014. This is an increase of 100%
- 0 Continuous Recruitment Training & Experience exams were rated by this department – down 2 from 2014

EXAM HISTORY

- approximately 450 candidates applied for all exams held which included; centralized, decentralized, IT training & experience and continuous recruitment, vs. 244 that applied in 2014 which is an increase of 84.43%
- 367 candidates applied for the centralized exams and 313 appeared and were tested which is an increase of 129.38% in candidates applying and 126.81% increase in candidates appearing from 2014; this increase was due to administering the following exams and candidates applying; Corrections Officer 35, Deputy Sheriffs 50 and Police Officers 60
- 71 candidates applied for the decentralized exams and 63 appeared and were tested which is an increase of 1.42% in candidates applying and 8.62% in candidates appearing for the exams from 2014
- 12 Information Technology candidates applied and were tested which is an increase of 300% from 2014
- 0 continuous recruitment candidates applied and were tested for 2015
- \$7,275 was collected in exams fees for 2015 vs. \$3,465 collected in 2014

MAINTENANCE AND ESTABLISHMENT OF ELIGIBLE LISTS

This department established and maintained 41 eligible lists which were created from the exams held in 2014 and 2015 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:

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

COMMISSION MEETINGS

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

2015 PROJECTS

2015 saw the completion of a handbook (copy attached) which was created to provide a brief overview of the various aspects/functions of the Greene County Civil Service Commission. The intent of the handbook is to assist newly appointed and/or elected county department heads and officials, newly elected village and town officials, school districts, special districts and their staff in understanding per the New York State Constitution, through Article V, Section 6 provides that...."all appointments and promotions in the civil service of the state of New York and all civil divisions including the county, towns, villages, etc., are *made according to merit and fitness...*"

SUBMISSION OF NEW YORK STATE CIVIL SERVICE REPORTS

On February 16, 2016, the New York State Civil Service 2015 Annual Examination Fee Report was completed and submitted with a check for payment of \$3,647.50. These fees are due to New York State for all exams which are listed under the 2015 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, 2015.

On February 25, 2016, the required New York State Civil Service 2015 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).

In 2015 the total number of classified employees in all jurisdictions was approximately 1,540; the breakdown is as follows:

- 13 provisional employees are pending civil service exam
- 530 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, and Commissioner Lorenz in conjunction with the Human Resource Director and the one other member of the Reclassification and Reallocation Review Committee reviewed two reclassification and/or reallocation requests. One request was approved and one was denied.

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

GREENE COUNTY CIVIL SERVICE COMMISSION

Chairman Frank Porto
Commissioner Richard Lorenz
Commissioner Spring Kelsey
Civil Service Administrator Michele Guerin

The intent of this booklet is to provide a brief overview of the various aspects of Civil Service.

The purpose of the Greene County Civil Service Commission is to make certain that the following is adhered to:

The New York State Constitution provides; through Article V, Section 6, that "...all appointments and promotions in the civil service of the state of New York and all civil divisions including the county, towns, villages, etc., are *made according to merit and fitness...*"

The purpose of the merit system is to ensure that all public service positions are filled based on merit and fitness through competition and to provide appointing authorities a list of qualified candidates from which selection will be made.

The following are civil divisions (also referred to as jurisdictions) covered by the Greene County Civil Service Commission:

County of Greene

Towns (14)

Villages (5)

School Districts (6)

Libraries (3)

Soil & Water Conservation District

Catskill Housing Authority

Several Special Districts

Classification of Government Service

Positions in government within New York State fall within two categories: the unclassified service and the classified service.

Unclassified service

Unclassified service consists of all elected officials; county, towns and villages, Civil Service Commissioners, Board of Elections and certain positions within school districts. In Greene County, the unclassified service positions comprise only a small percentage of the workforce.

Classified Service

Classified Service makes up the vast majority of positions and is assigned to one of the following classes:

Competitive

The competitive class requires applicants to meet both minimum qualifications and pass an examination. Those candidates with the highest examination scores are the first to be considered for Appointment.

Non-Competitive

In the non-competitive class specific experience and education are required and it is impracticable to hold a competitive examination to fill them; e.g. various part-time positions registered and licensed practical nurses, and mechanic positions. (Included in the noncompetitive class can be a competitive position that is reclassified for a disabled applicant Section 55-A of Civil Service Law.)

Exempt

In the exempt class there is a confidential relationship between the employee and the elected official, department head or policy making level positions; e.g. deputies and secretaries to department heads.

Labor

In the labor class there are no minimum qualifications; e.g. entry level service employees and laborers.

CLASSIFICATION OF POSITIONS

New Position Classification

Under provisions of Section 22 of the Civil Service Law, the authority to classify a position rests with the Greene County Civil Service Commission. A new position may not be created until the Civil Service Commissioners have reviewed the proposed duties and certified an appropriate title to the legislative body which has the authority to create the position. The procedures for the creation and classification of new positions are stated in Civil Service Law. Prior to creation of the position, the appointing authority, or other responsible authority, must

submit Form 222 New Position Duties Statement which is a statement of the duties of the position to the Civil Service Commission for certification of an appropriate title. The position may be created only with the title certified by the Civil Service Commission. The tentative title is not official until it has been approved by the Civil Service Commissioners at their monthly meeting.

Changes in Classification

Section 22 of the Civil Service Law provides that a position may only be reclassified by the Greene County Civil Service Commission. Reclassification is a formal action of the Civil Service Commission, not the appointing authority. An employee or the appointing authority may request that a position be reviewed for possible reclassification. Such a request should be accompanied by a completed Form 222 and submitted to Civil Service. The approval of the Form 222 changing the classification does not grant status to the incumbent. The incumbent must still qualify for the position following normal civil service procedures.

TITLES/APPENDICES

All titles are presumed to be in the competitive class when created and require a test. In order for a title to be placed in any other classification other than competitive, approval has to be granted from the New York State Civil Service Commission. There is a specific procedure that has to be followed in order for this to occur.

Before a new title can be established, a job description/specification must be created by Civil Service, regardless of the classification. In order to create the job description, the appointing authority must complete and submit a New Position Duties Statement Form 222. The description lists the typical work duties to be performed, the knowledge, skills, and abilities required and the minimum qualifications for the position.

Approved titles in the non-competitive, labor, exempt and unclassified service are listed in the Greene County Civil Service Appendices. If a title is not listed there, it is considered a competitive position. The titles in the appendices are titles which have been approved by New York State Civil Service, where it has been proven by the local commission, and deemed by State Civil Service that a test is not practical for the position. Not every title in the appendices is approved for every civil division. A title may be approved for county use, but not by a town, village, or school district. In addition, some titles may only be approved for an individual town or village. Titles must be approved for each civil division. In addition, all titles are considered full time; unless indicted by (PT) for part time. All titles are listed under each civil jurisdiction, county, towns, villages, school districts.

- ❖ Full time positions work over 21 hours per week
- ❖ Part time positions work under 21 hours per week

- ❖ Civil Service does not truly recognize per diem positions; we try to refer to them as temporary positions. If someone is hired as temporary/per diem they are allowed to work only 90 days/720 hours (whichever occurs first) per calendar year.

If a title is approved in the appendices as a part time position, it can only be filled on a part time basis; full time would require a test.

PERSONNEL TRANSACTIONS

Introduction

Under the New York State Civil Service System it can be expected that an employee will be the subject of any number of personnel transactions. From original appointment until separation, termination, or resignation from service, employees may undergo many different changes. Each appointment, promotion, salary increase, transfer, leave of absence, separation, instatement, or reclassification must be executed in accordance with specific procedural requirements outlined in either law or rules.

When these procedural requirements are not followed precisely, questions may arise as to the legality or appropriateness of a transaction. The answer to such questions could have serious consequences for both the employer and the employee involved.

While most transactions begin with the appointing authority, it is the responsibility of the Greene County Civil Service Commission to ensure that every transaction is made properly and appropriately documented. Each and every personnel transaction must be reviewed by the Civil Service Commission staff to verify the propriety of the transaction, and ensure that it is accompanied by the necessary supporting documentation.

General Procedures

Whether it is an appointment, promotion, transfer, change in salary, termination, or any other action involving an employee, appointing authorities are required to notify the Greene County Civil Service Commission. This requirement is covered under Section 97 (1) of the New York State Civil Service Law.

The Greene County Civil Service Commission makes a form available to appointing authorities to be used to notify us of personnel changes. This form is called Form 426--Report of Personnel Change "pink form".

FORM 426 "PINK FORM"

The "pink form" provides space to record the nature of transactions being processed and provides the appointing authority with information as to what specific action and/or supporting documentation is required of them. The form is filed by the appointing authority to the Civil Service Commission along with the necessary supporting documentation upon making **any** personnel change; such new hire, salary and/or title change etc. The information

contained in the form, is the basis of the roster records maintained by the Civil Service Commission concerning the employment history of each employee. Therefore, it is critical that the information supplied to the civil service agency be accurate and complete and submitted as soon as an appointment or a change is made.

The information reported on this form is the basis of the processing of personnel transactions.

There are three groups of personnel changes on the form:

1. Appointments
2. Resignations/Terminations
3. Other changes

Form 426 Report of Personnel Change is divided into three broad areas.

The top section of the form contains space to record information about the employee involved in the new hire and/or change and position in which the employee is or will be serving. Included in this section is the appointing authority department/agency's name, classification of the position, (whether the appointment is competitive, non-competitive, labor or exempt) type of personnel transaction (resignation, termination, retirement, layoff) or if a veteran or exempt volunteer fireman.

The middle section of the form lists the title of the position, employee's name & address, salary of position (either hourly or salary) effective date of appointment and/or transaction change; such as a change in title. In addition there is a blank area for any additional remarks as may be necessary.

The bottom section of the forms requires the appointing authorities' name, signature, title and date.

Every piece of information requested is used to create the employees' roster card record and also serves a specific purpose, such as to identify certain rights which may be obtained or possessed by the employee and/or to determine what type of action may be necessary by the local civil service agency. For example, it is important to know if an employee is a veteran or exempt volunteer fireman because these individuals possess certain rights upon abolition of a position, removal or discipline. The title of the position must be checked against the Greene County Civil Services' classification plan to ensure that a class description/specification exists; if a class specification does not exist, our office must proceed to classify the position and adopt a job related position specification.

It is important that the appointing authority or appointing officer (i.e., the officer or body have the power of appointment to subordinate positions) or legally designated representative, sign the Report of Personnel Change. The Report of Personnel Change is an official document; only the appointing authority can legally authorize a personnel change.

THE APPOINTMENT PROCESS

Permanent Appointments

Permanent appointments are made to vacant classified service positions. A permanent appointment in the competitive class is made from a list of qualified eligible candidates who have passed an appropriate Civil Service examination. Every permanent appointment is subject to a successful completion of a probationary period. A permanent appointment cannot be terminated, interrupted or discontinued except in accordance with the laws, rules, and regulations governing the classified service, or an applicable labor contract.

Provisional Appointments (discussed further under Competitive Positions)

Provisional appointments may be made to a vacant competitive classified position if there is no appropriate civil service eligible list for that title. A qualified applicant may be provisionally appointed and serve in the position until an appropriate eligible list can be established and a permanent appointment made.

Temporary Appointments

Temporary appointments may be made to competitive class positions when a current employee is on a leave of absence from his/her position or when the appointment will not continue for more than six months. Temporary appointments may be made for a period of not more than three months without regard to existing eligible lists, providing the candidate meets the minimum qualifications. Appointments for more than three months, but not more than six months, may be made by selecting any candidate from the appropriate eligible list, without regard to their standing on the list. In an exceptional case, a temporary appointment may be made without examination when the person appointed will render professional, scientific, technical or other expert services on either an occasional basis or on a full time or regular part-time basis in a temporary position created to conduct a special study or project for a period not exceeding 18 months.

Transfer Appointments

Transfer appointments are movements of permanent competitive employees from their positions in one department or jurisdiction to the same or similar positions in the same or lower grade in another department or jurisdiction. The Civil Service Commission determines similarity. No employee may be transferred without his/her consent. Transfers must be approved by the Greene County Civil Service Commission. Requests for transfers must be discussed in further detail the Civil Service.

FILLING OF COMPETITIVE POSITIONS

Before any position can be filled, the appointing authority must check with Civil Service to determine if an eligible list is in effect. If there is one in effect, this list must be utilized to fill the position. A canvass letter will be sent to all eligible candidates inquiring as to their availability for the position. The canvass letter lists the following: name of the position, where the position exists, salary, and whether it is a full time, part time temporary position.

Candidates have five (5) business days to respond and return the letter to civil service. Once the responses are received, a certification of names is sent to the appointing authority for their review to set up interviews. Only the top three ranked candidates are canvassed. At times, there may be more than three names if there are tied scores. The appointing authority does not have to select the #1 candidate. One of the three must be selected.

Should there be no eligible list in effect; an individual can be hired on a provisional basis pending taking the next scheduled exam for their title. The individual will have to pass the exam and be eligible for appointment and must be ranked among the top three (3) candidates on the established eligible list. If the individual is not reachable on the list or fails the exam, per New York State Civil Service Law §65 Provisional Appointments, subsection 3, provisional appointments shall be terminated within two (2) months following the establishment of an appropriate eligible list.

Provisional Appointment – Requires completion of Form 330 Greene County Civil Service Application for Exam or Employment.

Before the appointing authority makes a provisional offer of employment they should review the established minimum qualifications as outlined on the job description to ensure the applicant meets them. Then the appointing authority should forward Form 330 to Civil Service for review again to ensure the applicant meets the qualifications. Only Civil Service's job description/specification should be used, no internal description is allowed. Should Civil Service determine the candidate does not meet the minimum qualifications, you will be asked to obtain further detailed information. The only time we will request additional information is when the exam has been announced. The "burden of proof" lies with the candidate to provide details to ascertain they met the qualifications.

Non-Competitive Appointment – Requires completion of Form SD 5 Greene County Civil Service Application for Non-Competitive Appointment.

Before the appointing authority makes a provisional offer of employment they should review the established minimum qualifications as outlined on the job description to ensure the applicant meets them. Each time an employee may receive another appointment to a position listed as non-competitive in the appendices the SD 5 Form must be completed for each title.

Labor and Exempt class positions do not require completion of either of these forms.

PROBATIONARY TERM

When a candidate has been selected for permanent appointment from an open-competitive eligible list and every original appointment to a position in the non-competitive, labor or an exempt class, all employees are subjected to serve a probationary term. Greene County's current Civil Service rule requires the probationary period to be not less than 8 weeks nor more than more than 52 weeks; and is 8-78 weeks for Police Officers & Deputy Sheriffs. If during this time an employee should need to be terminated from employment, it can be done

without having to conduct a disciplinary hearing (Section 75). If termination should be required before the minimum 8 weeks, then a disciplinary hearing is necessary. During this time, it is also recommend that at least one (1) evaluation of work performance be conducted.

Intradepartmental promotions or a transfer from one department to another (within the same appointing authority) shall be for a probationary term of twelve (12) weeks.

With regards for transfers from positions under different appointing authorities in different civil divisions you will need to contact Civil Service to discuss further.

LAYOFFS

Competitive Class Employees

All employees in the competitive class are afforded rights and protection under Civil Service Law when a layoff will occur.

Non-Competitive Class Employees

Employees in this class have no rights or protection under Civil Service Law. Veterans and Exempt Volunteer Fireman are afforded certain rights.

Labor Class & Exempt Employees – Are afforded no rights or protection.

PAYROLLS

Per New York State Civil Service Law Section 100, requires that the local Civil Service Commission certify first complete fiscal annual payroll for all agencies under their jurisdictions. Thus, all civil divisions are required to submit an annual payroll to this office for certification. This information is done through a Form 426 Report of Personnel Change in conjunction with the yearly payroll. The payroll must be signed by the appropriate authority and include the total dollar amount of the payroll. If this information is not included the payrolls will be returned. A notification letter and appropriate forms will be sent about a month before payrolls are due.

The payroll must contain the following:

- ❖ Name of Employee
- ❖ SS#
- ❖ Retirement # if available
- ❖ Employee's title (or any employment change & reason for the change)
- ❖ Employment status—full-time, part-time, leave of absence, resignation, termination etc.
- ❖ Salary reported to the Commission.....annual or hourly rate (it is best to try to record and submit the salary the same way each year)

Also, civil service has no control over salaries, seniority, union issues etc.

DISCIPLINE

All competitive class employees are covered by either Section 75 Rights, or some form of it in their union contracts. Simply put...no competitive class employee cannot be terminated without their due process rights.

Employees in the non-competitive class whether full-time or part-time Section 75 rights have after five (5) years of continuous service. If a non-competitive class employee is employed less than five (5) years, Section 75 does not apply to them, unless they are an honorably discharged war veteran (as defined in Civil Service Law section 85) or an exempt volunteer firefighter (as defined in the General Municipal Law).

Employees in the labor or exempt class do not have Section 75 rights, unless they are an honorably discharged war veteran or exempt firefighter.

New York State Manual of Procedure in Disciplinary Actions, regarding Section 75 is available in the Greene County Civil Service Commission Office.

Glossary of Municipal Civil Service Terms

Appointing Authority: An officer, commission or body having the power to select applicants for employment.

Certification: A select list of those candidates on an eligible list who have indicated an interest in a particular position in a particular location.

Certification of Payroll: Section 100 of the Civil Service Law requires the Essex County Personnel Office to certify that all persons in the classified service receiving compensation for personal service are employed in accordance with the law and rules; individuals may not be paid without such certification.

Class or Class of Positions: One or more positions sufficiently similar in respect to duties and responsibilities that the same title may be used to designate each position in the class, which are allocated to the same salary or grade, with the same qualifications required and the same examination used to select eligible employees.

Class Specification: A written description of a title or class of positions which includes information on the duties and responsibilities of incumbents, minimum qualifications for appointment and other distinguishing features.

Classified Service: All offices and positions in the civil service, exclusive of the military service, not included in the unclassified service, divided into four jurisdictional classes; competitive, non-competitive, labor and exempt.

Classify: To group positions according to their duties and responsibilities and assign a class title.

Competitive Class: The jurisdictional class comprised of positions for which it is practicable to determine the merit and fitness of applicants by examinations which rank them against each other. All jobs in the classified service are competitive unless designated or approved otherwise by the State Civil Service Commission.

Department of Civil Service: New York State's primary personnel management agency, responsible for the development and maintenance of statewide agency personnel systems; the classification and allocation of State positions; and the recruitment and selection of candidates for State employment. The head of the Department is the President of the Civil Service Commission.

Eligible List: A list from which candidates for a competitive class position, ranked in order of their respective final examination ratings, may be appointed.

Examination: A formal selection process which includes minimum qualifications, assessment measures, employment interviews and probationary periods; used to evaluate the

qualifications and suitability of candidates for public employment. An examination for a competitive class position ranks candidates against one another. An examination for a non-competitive class position is based on the assessment of a candidate's education and experience as compared to the established minimum qualifications.

Examination Announcement: A document issued to inform potential applicants of an upcoming examination; the announcement contains but is not limited to the following information: the number and title of the examination, the date of the examination, filing information (including the last date applications will be accepted), minimum qualifications, type and scope of test(s), salary or salary grade, and a duties description; it may also contain vacancy information.

Exempt Class: One of the four jurisdictional classes in the classified service; those offices and positions in the civil service of State or civil service divisions thereof, defined by Section 41 of the Civil Service Law and listed in the Greene County Civil Service Rules Appendices.

Exempt Volunteer Firefighter: A bona fide member of a volunteer fire department who served in said department for five years and is so certified to be an exempt volunteer firefighter in accordance with Section 200 of the General Municipal Law. Exempt volunteer firefighters may have additional but limited rights in the event of abolition of their position and protection against arbitrary dismissal.

Job Description: A detailed written summary of the duties and responsibilities of an individual job.

Jurisdictional Classification: Designation by the Greene County Civil Service Commission of a position in the classified service in either noncompetitive, labor or exempt class; a position not so designated by the Civil Service Commission is in the competitive class. A position in the exempt, non-competitive or labor classes must be specifically named in the rules, subject to the approval of the State Civil Service Commission.

Labor Class: The jurisdictional class comprised of unskilled or manual labor positions for which there are no minimum qualifications established; applicants may be required to demonstrate their ability to do the job, or to qualify in such tests of their fitness for employment as may be determined practicable.

Merit and Fitness: A phrase summarizing the requirement in the State Constitution that appointments and promotions shall be made according to merit and fitness to be ascertained, as far as practicable, by competitive examination; Civil Service is, hence, called a "merit system."

Minimum Qualifications: Education and/or experience requirements denoting the minimum standards that all candidates are required to possess for examination or appointment.

Non-Competitive Class (NC): One of the four jurisdictional classes of the classified service. The Greene County Civil Service Commission may designate a position non-competitive (with approval of the New York State Civil Service Commission) upon determining that a competitive examination is impracticable for filling the job. However, noncompetitive class positions must be filled through examination or by appointment of candidates who meet the established minimum qualifications for the position. Such an examination may be similar to a competitive examination except that successful candidates are not ranked by score. Positions designated 55-a are deemed to be in the non-competitive class.

Non-Competitive Promotion (NCP): An examination administered when the number of employees qualified for and interested in promotion does not exceed the number of vacancies by more than two; the employee(s) may be nominated by the appointing authority, and if successful on an appropriate examination, receive permanent appointment.

Open-Competitive Examination: Are examinations open to all individuals who possess the announced minimum qualifications.

Permanent Appointment: An appointment made to a position in accordance with applicable laws, rules and regulations; a permanent appointment may provide rights and privileges, such as due process prior to dismissal; eligibility for promotion examinations, transfers, and future reinstatement and certain protections in the event of abolition of positions.

Permanent Service: Generally, the date of the incumbent's original appointment on a permanent basis in the classified service; used for purposes of computing retention rights in the event of layoff. (For disabled veterans the date is 60 months earlier than the actual date; for non-disabled veterans the date is 30 months earlier than the actual date.)

Policy Influencing (Non-Competitive Class): Positions in the non-competitive class whose duties are of a confidential nature or require the performance of functions influencing policy; positions are designated as policy influencing by the Personnel Officer; employees in positions so designated are denied tenure by stature and are not afforded the protections provided to other non-competitive class employees (Section 42(2-a) of the Civil Service Law). **THESE POSITIONS ARE INDICATED BY AN ASTERISK * IN THE APPENDICES**

Position: An assigned group of duties and responsibilities which can be performed by one person; commonly known as a "job," a position may be occupied or vacant; see municipal rules for definition.

Preferred List: An eligible list established as a result of a reduction in force, or where otherwise provided by law, which consists of the names of displaced employees ranked by seniority; a preferred list must be used before any other means of filling a position (except certain special military lists); the top acceptor on a preferred list must be appointed or the position left vacant ("Rule of One"). See Sections 80 and 81 of the Civil Service Law and Greene County's Local Civil Service Rules for procedures and legal issues.

Probationary Term: The period of time, commencing upon a permanent appointment, during which an employee's performance on the job is assessed; the final step in the selection process.

Promotion: Generally, in the competitive class, an appointment from a promotion eligible list to a higher level position; in the non-competitive class, the in the non-competitive class, the appointment of an employee to a higher-grade position without competitive examination.

Promotion Examination: An examination for a higher level position open only to permanent employees who are currently serving in or who have served in qualifying titles for periods of time specified in the minimum qualifications.

Provisional Appointment: A non-permanent appointment to a competitive class position which may be made when there is no appropriate or mandatory eligible list. See Section 65 of the Civil Service Law and refer to the municipal civil service rules for limitations or provisional appointments.

"Rule of Three": Refers to the statutory provision that appointment must be made from among the three highest eligibles on an open-competitive or promotion eligible list that are willing to accept the position. (See also Section 61, Civil Service Law).

Unclassified Service: All offices and positions in the civil service of the State and its civil divisions which are not in the classified service; unclassified service positions include, for example, all elective offices, officers and employees of the State/municipal Legislature, members of the teaching and supervisory staff of a school district and certain positions in the State University of New York.

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