



Editor: Hannah Rothenberg Hannah.rothenberg@albanycounty.com
Assistant Editors: Sheila Rodrigues srodrigues@albanycounty.com
Rachel Myers Rachel.myers@albanycounty.com

TOPICS COVERED IN THIS ISSUE:

- > **HOT TOPIC:** Temporary Appointment Process
- > Provisional Appointments
- > MERIT updates
- > Continuous Recruitment
- > MERIT training
- > Civil Service website
- > Director's Message



!!! HOT TOPIC !!!

Temporary Appointment Process

All temporary appointments must be authorized by Civil Service prior to hire.

Temporary appointments can only be made to **Competitive** positions.

1. Temporary appointments lasting 0 to 3 months can be made without regard to an existing eligible list. Candidates are required to meet the minimum qualifications of the position. If there is any doubt, please review with Civil Service prior to appointment. The qualifications of the candidate must be reviewed by Civil Service prior to hire. Temporary appointments lasting up to 3 months may only be made when the need for such service is important and urgent and should be so justified with circumstances.
2. Temporary appointments lasting 3 to 6 months must be made from those willing to accept a temporary appointment from the appropriate eligible list.
3. Temporary appointments lasting 6 to 12 months must be made utilizing the "Rule of Three."
4. No temporary appointment can extend beyond 12 months. A temporary appointment cannot mature into a full-time permanent appointment.
5. Candidates who have accepted a temporary appointment from a list must be reachable on the appropriate eligible list in order to receive a full-time permanent appointment.

Note: Successive temporary appointments shall not be made to the same position after the expiration of the authorized period of the original temporary appointment to such position.





PROVISIONAL APPOINTMENT **REMINDER:**

Prior to offering a *Provisional Appointment*, a copy of the candidate's Civil Service application MUST be sent to our office for review of the minimum qualifications!

Please note that a probationary period is not the same as a Provisional appointment. The probationary period is served after the employee has been appointed to a Permanent position.



MERIT Updates

On March 6th, an important updates was made to the MERIT system.

- Now, when processing an RPC (Report of Personnel Change), you can type in just the SSN, click enter and that person's current info (name, address and birthdate) will pop up. Then, to change an address, for example, just type in the new one and click on update.
- You probably noticed that the user friendly printer icon is gone - but only before you submit the RPC. After that, go back to the RPC page and that icon should be there so you can print that page.

Friendly Reminder . . .

Many employee's records have not been updated in several years. To correct this problem, remember that RPCs must be submitted for **every employee transaction** (e.g. ALL salary changes, name and/or address change, etc.)

SPRING

Continuous Recruitment Exams

Exam Titles: EMT; Paramedic; Keyboard Specialist; Senior Keyboard Specialist; Library Clerk; Librarian I; Occupational Therapist; Occupational Therapy Assistant; Physical Therapist

- *These are exams that are given on a regular basis, generally once or twice a year.*
- *These exam announcements should be prominently posted until notified otherwise by Civil Service.*
- *There is also a Cover Sheet available for these exams.*
- *If you do not have the announcements or the Cover Sheet, please contact Civil Service at 447-7770.*





MERIT

Frustrated?

Questions?

Need a refresher course?

Contact this office at 447-7774 or email us at csinfo@albanycounty.com to obtain answers to your questions, or to set up an appointment for an on-site refresher course or training session.

~ ~ Civil Service Website ~ ~

If you are not familiar with our website, it is at www.albanycounty.com/civilservice. Click on the various links on all pages to see what information and forms are available.

If you have ANY suggestions for other information or topics that might be covered here, please contact one of the editors.



A message from our Director:

We are in the midst of finalizing two reports for the State. One is the Annual Report to the NYS Civil Service Commission and the other is our response to the NYS audit. Thanks to a fair amount of cooperation and hard work on your part, both reports will document several improvements in Civil Service Department in Albany County. Thank you for working with us to update the MERIT system, document decision-making and enforce civil service law and rules.

I wish to appeal to all our customers and clients to give us feedback – good and bad – on changes that have been made or to propose problems that you would like to see addressed.

An important element in our efforts to serve you better is the expansion of technician training and the mixing of their jurisdictional assignments. This rotation of assignments will be introduced and phased in during the month of April. Please be patient with them as they learn the nuances of your employee roster and organization.

Look for new enhancements in our website coming in June.

Regards,
Michael J. Cummings

Next issue's HOT TOPIC.....SEASONAL APPOINTMENTS!

