



# Albany County Department of Civil Service Newsletter

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## TOPICS COVERED IN THIS ISSUE:

- **HOT TOPIC:** The Rule of Three
- Payroll Certification Schedule
- New Exam Fee
- Classification of Civil Service Titles
- Canvass Audit
- MERIT Training
- Director's Message



The application **filing fee** for Albany County Civil Service exams has increased to **\$20** (\$30 for uniformed positions).



## !!! HOT TOPIC !!!

### The Rule of Three

- **How do you determine who is reachable for appointment?**

Count down **3 names** from the top of the list. Everyone **above** or **tied** in score with this **third** candidate is **reachable**.

- **Does that mean I can appoint anyone in the top three scores?**

No!!! Only people above or tied in score with the **third candidate from the top of the list**.

The Rule of Three determines who is reachable for appointment on a certified list.

#### Example 1

1 Paula	<b>100</b>	In this example, you must choose from among Paula, Karen, Tim or Phil. Tim is the third name on the list with a score of 90. Phil is reachable because he tied in score with Tim.
1 Karen	<b>100</b>	
3 Tim	<b>90</b>	
3 Phil	<b>90</b>	
5 Jamal	85	
6 Sam	80	
6 Quan	80	

#### Example 2

1 Pedro	<b>95</b>	In this example, Zach is the only un-reachable candidate. Jaylen is the third name on the list with a score of 80. Mary, Simon and Maya are reachable because they are tied in score with Jaylen.
2 Will	<b>90</b>	
3 Jaylen	<b>80</b>	
3 Mary	<b>80</b>	
3 Simon	<b>80</b>	
3 Maya	<b>80</b>	
7 Zach	75	



# Heads Up!!!

Due to concerns regarding the accuracy of the certified list canvassing process, Civil Service will be conducting sample audits to verify that proper procedures are being followed. Civil Service will choose a random sample from among various certified lists.



## Payroll Certification

Pursuant to NYS Civil Service Law, Albany County Civil Service will be requesting payrolls for certification according to the following schedule:

January: County Departments\*  
March: Towns  
May: Villages  
June: Libraries  
Airport Authority  
Power Authority  
October: School Districts

\*Ongoing

## Friendly Reminder . . .

Many employee records have not been updated in several years.

Remember that a Report of Personnel Change (RPC) **MUST** be submitted for **EVERY** employee transaction (e.g. All salary changes, name and/or address change, etc.)

## MERIT

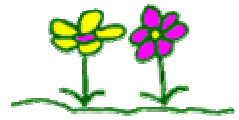
New Employee?

Questions?

Need a refresher course?

To set up an appointment for an on-site training session or refresher course, contact this office at 447-7770 and ask for Hannah or Sasha, or email us at [csinfo@albanycounty.com](mailto:csinfo@albanycounty.com).





## Classification of Civil Service Titles

All Civil Service positions, when created, are classified as competitive. Appointing authorities may request a position be reclassified to a class other than competitive upon approval by the NYS Civil Service Commission. For those titles that have been deemed other than competitive, see the Civil Service Rules Appendices on our website. Listed there are all exempt, non-competitive, labor and unclassified titles. For questions regarding position classification, contact your Personnel Technician.



In October 2008, Civil Service amended the Application for Examination and Employment (ACS-21). The application can be found in the Civil Service office or on the website. Please discard any old versions of the application.

If you are not receiving email notifications regarding exam announcements, please call 447-7770 and ask to speak with Sasha Hulis.

### **Civil Service Staff Changes**

Civil Service would like to welcome three new staff members.

- Tina Buonaiuto,  
*Data Entry Operator*
- Alice Platt,  
*Administrative Assistant I*
- Rachel Dillon,  
*Personnel Technician Trainee*



~REMINDER~

All non-competitive appointments and provisional appointments to the competitive class require the submission of applications to the Department of Civil Service. Selected candidates must meet the minimum qualifications set forth by the job specification and the candidate's qualifications **must** be reviewed by Civil Service **prior to hire**.

-COMING SOON-

Please be sure to visit the Albany County Civil Service website later this spring for a new link to Special Procedures and Services for Veterans.



**A Message from Our Director:**

Thanks to all of you, the 2008 payroll certification process is now complete. It was not without its problems and thorny issues, but addressing them now will save embarrassment and/or violations of the law. The 2009 certification should proceed a lot faster.

We value your input on any problems or issues you may have with Civil Service. Our staff have benefited from your expressed concerns, which in turn, have helped us improve our service. The looming budget problems at all levels of government compel us to reexamine how we can efficiently and effectively do more with less. It is also an opportunity to conserve natural resources like trees by adapting technology to our many routine tasks. In all these things, we look forward to working with you as a partner.

Regards,  
Michael J. Cummings

