



Albany County Department of Civil Service Newsletter

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Co-Editors: Hannah Rothenberg
Rachel Dillon

hannah.rothenberg@albanycounty.com
rachel.dillon@albanycounty.com



TOPICS COVERED IN THIS ISSUE:

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Website Enhancements



CIVIL SERVICE IS MOVING!!!

Please be advised that the Albany County Department of Civil Service will be changing its location. We will remain at 112 State Street, but our office will be moving to the ninth floor. This move is scheduled to take place in April of 2011. All Civil Service forms will be updated following the move to reflect our new address. These forms will be distributed to you accordingly.



NEW POLICY: Waived County Employee Exam Filing Fee

Effective immediately, employees of Albany County will be allowed to have the exam filing fee waived for **only two (2) exams per year**. This policy is being implemented due to budget cuts throughout the County.

If you have any questions regarding this change, please e-mail csinfo@albanycounty.com. We apologize for any inconvenience this may cause.





R. P. C. QUIRKS

The MERIT system is a comprehensive system which is fairly unique in Civil Service, especially for its remote jurisdictional entry of data. However, it is not without quirks. **MERIT does not allow for two or more RPC actions with the same effective date** to be recorded in an employee's roster record. It also does not record a change in address unless a separate RPC is submitted for "Change of address/name." For example, let us pretend that an employee takes a leave of absence on 1/1/11, the same day as the annual salary increase. Furthermore, the employee informs you that, as of 1/1/11, he/she has a new address. The leave of absence should be entered first with the effective date of 1/1/11. Even if you update the address and the salary in the leave of absence RPC, separate RPCs must be entered for MERIT to change the employee's address on the roster record and to note the salary increase. The way to do so would be to enter a second RPC for "Change of address/name" effective 1/2/11 and a third RPC for a salary change effective 1/3/11. For further clarification, contact your Personnel Technician.



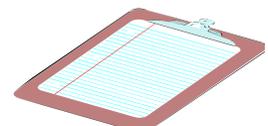
Site Visits

Over the next few months, Civil Service may be contacting your agency to schedule a meeting.



Have a vacancy?

Please be advised that Civil Service now requires a completed Review of Vacancy Form (ACS-29) before **ALL** positions are filled. This new procedure was instituted as a result of a recent New York State audit.



Seasonal Employees



On December 15, 2010, the New York State Civil Service Commission approved the [non-competitive classification for the Lifeguard](#) position. It is important to know that there has been a recent change to the job specification. The position now requires that a candidate be at least 15 years of age, instead of the previously required 16 years.

We are approaching the time of year when many of you will be appointing seasonal personnel. In addition to the change on the Lifeguard specification, [a change has been made to the Recreation Assistant job specification](#). The minimum qualification has gone from "Completion of the ninth grade" to "Must be at least 14 years of age."

As you are aware, we are in the process of revising our job specifications to more accurately reflect the position as it exists today. [Many of our job specifications are ancient and do not represent current terminology, required skills, and in some cases, current license requirements.](#) If you have not already responded to the request for job specification review, our office assumes that you accept the current job specification. That being said, you may request, at any time, to amend the specification to better reflect the position in your agency.



ALBANYCOUNTY.COM/CIVILSERVICE

We recently made changes to our website that we hope will improve its effectiveness and provide users with more useful information. The following updates can now be found on our website:

- Transcript Policy
- Contact information for the New York State Department of Civil Service and the City of Albany Municipal Civil Service Commission
- Archived newsletters

Coming soon..."Meet the Staff," parking information for exams and a tentative exam schedule.

We hope that these enhancements will allow for a more user-friendly experience for our customers. If you have any suggestions or recommendations, feel free to send us an email.

A Message from Our Director:



Like many of our customers, we had to do more with fewer resources. In order to maximize our efficient use of existing resources, we have enhanced both our website presence and our interactive phone protocols. Giving you and the public timely access to more information will ultimately help us cope with budget cuts without diminishing services. Please feel free at any time to suggest ways either the phone or web service can be improved.

Thanks to all of our partner jurisdictions who conducted a review of their current job specifications. This periodic step ensures that the classification and job descriptions are accurate and reflective of the appointing authority's needs now and in the future. This update in no way inhibits your ability to make necessary adjustments should the circumstances warrant.

We may be changing our location, but not our desire to assist you in the best possible way by facilitating your organization and management needs. Your cooperation in the payroll certification process has enabled us to resolve many Civil Service issues which could complicate your options in this period of budget reduction. This diligence has enabled some people to secure permanent status and permitted others to address Civil Service issues of longstanding. While budget cutbacks can and will be uncomfortable, the due diligence observance of Civil Service Rule and Law levels the playing field for all.

All the best,
Michael J Cummings