



# Albany County Department of Civil Service Newsletter

## Issue #11

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### TOPICS COVERED IN THIS ISSUE:

- \* Probationary Term
- \* Transfers
- \* Canvass Letter Salary
- \* Updates to Rules and Appendices
- \* Director of Facilities Positions
- \* Director's Message



If you are not receiving email notifications regarding exam announcements and you would like to, or if you would like to have someone in your agency added to the distribution list as a back up, please call **447-7770**.

## PROBATIONARY PERIOD

### IMPORTANT INFORMATION...

Except as otherwise provided in the Albany County Civil Service Rules, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than fifty-two weeks. Exceptions are listed below:



Appointment to a Trainee position: 12 – 52 weeks  
Appointment from a promotion list: 8 – 26 weeks  
Transfer: 8 – 26 weeks



Restoration to a permanent position: When a permanent employee is promoted or transferred to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary or contingent permanent basis, during such probationary term. At any time during such probationary term the employee shall have the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at the end of his/her probationary term.



A **TRANSFER** means the change, *without further examination*, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a comparable position in a different title under the jurisdiction of the same appointing authority.

An RPC action that is often entered in error is a transfer. For example, if an employee is moved from a part-time line in one title to a full-time line of the same title and there is no change in jurisdictional classification, the action should be a salary change, not a transfer. If an employee moves from a competitive part-time position to a competitive full-time position, and there is a resulting change in salary, this too should be entered as a salary change.

For further information regarding transfers, please refer to the Civil Service Rules for Albany County, Rule XVII or Newsletter Issue #4, which can be found on our website at [www.albanycounty.com/civilservice](http://www.albanycounty.com/civilservice).

### Canvass Letter Salary

*When appointing to a position, the salary at which the candidate is appointed **MUST** reflect the salary noted on the canvass letter. This can be problematic when permanently appointing longstanding provisional employees or current employees of your division/agency. We suggest the following wording be added to the canvass letters to address such cases, in addition to the canvass salary: **"The salary for current employees of ' \_\_\_\_\_ ' will be determined based on current salary and years of service."***



### ACCS RULES AND APPENDICES

We are planning to hold a public hearing in December to propose amendments to our rules and appendices. Please also note that there have been many recent changes to the Albany County Rules Appendices. The Appendices lists those positions approved for classification outside of the competitive class.

For the most recent listing, please visit the following link: <http://www.albanycounty.com/departments/civilservice/default.asp?id=1964>.



# ATTENTION SCHOOLS

Please see the following excerpt from a New York State memo to all municipal Civil Service agencies regarding the **Director of Facilities I, II and III positions**:

“On August 17, 2011, Governor Andrew M. Cuomo signed into law Bill A30/S3811 which amends Civil Service Law, “in relation to establishing the qualifications of director of facilities of school districts by the department of civil service.”

This legislation, Chapter 403 of the Laws of 2011, becomes effective immediately and requires the New York State Department of Civil Service to establish minimum qualifications and class specifications for positions of Director of Facilities I, II, and III when found in a school district and to hold one statewide examination for all such positions. The legislation also prohibits the imposition of residency requirements on applicants for these examinations and the use of preference in certification by appointing authorities when requesting certifications from the eligible lists

In order to comply with this legislation, the New York State Department of Civil Service will need to review the positions identified in the legislation, conduct a study to classify the positions of Director of Facilities I, II, and III, and establish minimum qualifications. Once the classification process is completed, all positions classified as Director of Facilities I, II, and III will have uniform class specifications and minimum qualifications. These class specifications will be provided to all municipal civil service agencies for their use.

This legislation may be viewed at the New York State Assembly’s web site:  
[http://www.assembly.state.ny.us/leg/.](http://www.assembly.state.ny.us/leg/)”



*Once finalized, the new specifications will be forwarded to you.*



Many employees’ records are missing important pieces of information. To maintain the accuracy of the roster records, it is important to remember that RPCs must be submitted for **every employee transaction** (e.g. ALL appointments, name and/or address change, leaves of absence, etc.).





### **BE ON THE LOOKOUT...**

There have been many requests to change the current process for reviewing a vacancy. We are considering all requests and are working on an electronic method of reporting vacancies that should prove less burdensome. Please bear with us as we develop the new process. Information will be forthcoming.

## Message from the Director of Civil Service



We are preparing for our largest exam sitting ever - 500 qualified applicants for the Deputy Sheriff exam, amidst what is likely a downturn in public employment. This volume is a reminder of why care should be taken to ensure compliance with Civil Service Laws and Albany County Civil Service Rules. Our work will be scrutinized closely and missteps in this competitive atmosphere could be costly in terms of time and money.

At a recent meeting with library management staff, we discussed the process introduced to ensure a position was properly classified. The requirement that a form be completed whenever a position was vacated, which affirmed that the duties of the position were unchanged, was onerous in certain instances. The new process alluded to herein will use less paper and be less time consuming.

I once again offer to meet with you to discuss issues or problems. We are more than happy to visit your offices or you are always welcome here. The more dialogue we engage in with our partners and customers, the more likely we will be responsive to your needs and you will know how best to proceed in problem-solving. Our staff has been affected by cutbacks, but they have functioned now as a team for four years and that experience is paying off in many ways. As always, I am grateful for your cooperation in serving the public in this unique way.

All the best,  
Michael J. Cummings