



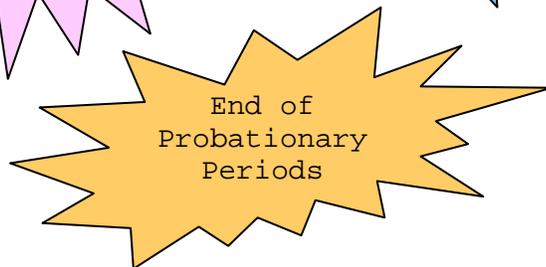
Albany County Department of Civil Service Newsletter Issue #13 August 2012

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TOPICS COVERED:



Spread the word:

We will be holding the **Police Officer** exam for towns and villages on November 17, 2012.

The announcement is due to be posted on September 4th.



Pursuant to Albany County Civil Service Rule XIV(1d), an appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation or upon earlier notice following completion of the minimum period of probation that his/her probationary term is successfully completed. If a Report of Personnel Change (RPC) was not provided to Civil Service indicating completion of probationary period, we must assume that the maximum period was applied. If you are not already doing so, please submit an **END OF PROBATIONARY PERIOD** RPC if an employee passes his/her probationary period before the maximum time allowed.

F A C T:

As of July 2012, there are 118 active competitive class employees in Albany County government that have served in the armed forces.



BUMP AND RETREAT

Two commonly misused civil service terms related to layoffs are bump and retreat.

"**Bumping**" means to displace another employee in a position in a lower level direct line title in the layoff unit. Only competitive class employees can bump to competitive class positions. Bumping across jurisdictional class lines, e.g., competitive to non-competitive, is not provided for in civil service law or rules.

Civil Service determines whether any employee has bumping rights by asking the following questions:

Are there direct line lower level positions? Direct line means having the same generic root, and does not include related or collateral line titles allowed to compete in promotion examinations. Are these positions occupied? For bumping to occur, the lower level position must be occupied.

NOTE: The employee need not have ever held a lower level position in the title series to be eligible for bumping rights. For example, if an employee was appointed to a position of Senior Clerk from an open-competitive eligible list, he/she could bump to a Clerk position notwithstanding the fact he/she never served as a Clerk.

"**Retreat**" means to displace the employee serving in a position in the layoff unit in the last lower level title held on a permanent basis. Retreat can occur only when no lower level positions exist in a direct line of promotion in the layoff unit, or when the lower level positions exist but are unoccupied. Employees who have a right to bump but are unable to do so because they lack sufficient retention standing are not eligible to retreat.

NOTE: The employee need not have ever held the retreat title in the layoff unit; however, the title must exist in the layoff unit in order for retreat to occur. For example, if an employee gained permanent status as a Clerk in Department A, but now works as a Secretary in Department B, he/she could retreat to Clerk in Dept. B.

After deciding whether an employee in a competitive title has rights to bump or retreat, seniority is the principal factor in determining if said employee has sufficient retention standing (seniority) to displace another employee within the layoff unit. An employee CANNOT displace someone with greater retention standing. Refer to newsletter issue #7 for additional information regarding seniority.

It is IMPORTANT to keep in mind that Section 80 of Civil Service Law mandates the procedures and policies that apply to permanent employees in the competitive jurisdictional class affected by layoff. Civil Service Law does not define the guidelines for administering reductions in force for positions outside of the competitive class. That being said, reference should be made to the appropriate collective bargaining agreement if layoffs should occur.

Salary Restrictions after Appointment

**DID
YOU
KNOW...**

Rule XII (7) stipulates that "whenever one or more eligibles shall have declined any appointment offered because of salary and an eligible whose relative standing is lower on the list and who was reachable on the certification only because of the declination, shall have been appointed to the position, **the salary of such appointee shall not be increased, except by a service or a class-wide increase, within a period of six months after his/her appointment beyond that offered to the persons so declining.**"



Are you anticipating a vacancy?

Is one of your longtime employees retiring in the near future?

Civil Service is prepared to provide assistance in addressing the changing staffing needs of your agency. Together, we can modify existing job specifications or aid in the creation of new position descriptions, anticipate exam needs to avoid provisional appointments and **develop new and innovative approaches to recruiting qualified candidates.**

It will require close cooperation and regular communication between the appointing authorities and civil service to accomplish these tasks.



Our frequently viewed website is a great place to post your vacancy notices. Doing so should help in the recruitment of a larger pool of qualified candidates. This also provides current civil service employees in Albany County an opportunity to apply for positions that they might otherwise be unaware of.





There was a delay in scheduling the roundtable discussion for the school districts; however, we anticipate holding a session this fall. An email will be forthcoming.

BE ON THE LOOKOUT...

We will be requesting copies of the payroll for certification as follows:

Libraries-----September

Schools-----October



A Message from Our Director:

One of the ways in which we can maximize our efficiency and enhance our service to you, the customer, is to engage in regular dialogue about your personnel needs. You hear the phrase quite often nowadays, "succession planning." It is an essential step in good personnel management. Civil Service can play a key role in navigating the perilous shoals of succession planning. We achieve our best in terms of service to our customers if whenever a vacancy occurs for whatever reason (retirement, termination, death, illness or resignation) you have an established list of qualified applicants to choose from. If that is not the optimum solution given all the factors, we can assist with technical advice and options that may prove equally helpful and timely. All of this requires ongoing discussions with our clients so that we may be ready and able to serve when the time comes.

Although we have been impacted by cutbacks like so many others, we will resume meeting with our customers in the fall. We will also try functional groups where all of our villages, towns, libraries and school districts will meet to discuss common problems and solutions.

Your support of Civil Service, and what can sometimes be viewed as outdated requirements, is always gratifying. We have been blessed with true professionals in all we do. Please do not hesitate to contact me should you have any questions or recommendations you wish to discuss.

Regards,

Michael J. Cummings

