



Department of Civil Service Newsletter

Eligible List Ranking



A **change** will be made to the procedure for ranking candidates on an eligible list, thus changing the appearance of the list. Candidates are currently ranked in groups by score so that all candidates with a particular score receive the same rank. Candidates will now be assigned an individual rank determined first by score and second by a non-discriminatory tie-breaking method within each score range. Ties will be broken using the last four digits of the candidates' social security number. The higher the last four digits, the higher the ranking of the candidate within that score range, i.e. XXX-XX-6789 would have higher ranking over XXX-XX-1234. This change WILL NOT affect how you determine who is reachable for appointment. The "rule of three" still

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

In this example to the right, everyone is immediately reachable for appointment except for Roy. Brooke is the third name on the list with a score of 80. Donald, Taylor and Loretta are considered reachable because they are tied in score with Brooke.

Rank	Name	Score
1	Javier	95
2	Kate	85
3	Brooke	80
4	Donald	80
5	Taylor	80
6	Loretta	80
7	Roy	75

We are looking to implement this change in the upcoming months. If you have any questions, please contact your Personnel Technician.

We Are Almost There...



Changes to the process of reviewing vacancies are forthcoming! We are working with our Information Services Department to develop an electronic method of reporting vacancies that should prove less burdensome. Once implemented,

the paper Review of Vacancy Form (ACS-29) will ONLY be required when there is a change in duties/need for reclassification. Thank you for your continued patience and cooperation.

Inside this issue:

Eligible List Ranking	1
Vacancy Review Process	1
"We're Not Civil Service"	2
RPC Management	2
Website Input	2
Promotion	3
Director's Message	3

Special points of interest:

- Exam announcements are now being sent to everyone with an Albany County email address.
- The last filing date for the Correction Officer exam is 2/22/2013.
- The Administrative Aide exam is scheduled to be held on 4/27/2013.
- The Caseworker exam is scheduled to be held on 4/20/2013.
- The exams for Keyboard Specialist, Senior Keyboard Specialist and Library Clerk are scheduled to be held on 5/18/2013.

“We’re Not Civil Service”



“Yes, you are indeed Civil Service employees.”

We often hear the phrases “... but I’m not Civil Service,” “I’m exempt,” and “I didn’t know I had to take a test.”

There are many misconceptions when it comes to what Civil Service is.

A civil servant is a person in the public sector employed by a government department or agency. All positions in the classified (competitive, non-competitive, labor and exempt) and unclassified service fall under the umbrella of Civil Service. For example, if you are elected or appointed, if you are a laborer or a commissioner, if you are a per-diem nurse, **you are a Civil Service employee.**

Even if your position does not require a competitive exam, **you are a Civil Service employee** if paid by public funds. If you would like for your employees to be educated on the basics of civil service, please let us know and we can provide a brief orientation.

RPC Management

A Report of Personnel Change (RPC) is required for **EVERY** personnel transaction. We are noticing a lack of reporting when it comes to appointments and general changes (address changes, name changes, returns from leave of absence, changes in salary, etc.). Even part-time, temporary and per-diem employees must be recorded in MERIT. Refer to newsletter issue #5 which references the various RPC actions required to maintain the

“We are noticing a lack of reporting...”

public roster pursuant to State Civil Service Law. Archived newsletter issues are available on our website at: www.albanycounty.com/civilservice.

Note for County departments: You must inform the Civil Service Department of ANY appointments/changes in addition to the Human Resources Department. Much of the information is not being reported to Civil Service in a timely manner. Please be sure to report all necessary information through MERIT.

Website: Help Wanted!

We are trying to enhance our website so as to provide our customers with a user-friendly, yet informative and all-inclusive resource. **Your help is needed!** We ask that you take a look at our website at www.albanycounty.com/civilservice and let us know your opinion.

What is lacking? What would you like to see? How can your agency better utilize the Civil Service website? Are there questions you are frequently asked by employees that we could provide answers to on our website? What do your employees think of our website?

Any feedback would be greatly appreciated.



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A Message From the Director:

As you may note, we are always on the lookout for reducing the use of paper forms. With your help, we can keep our mature trees and improve air quality. We held a functional group session for school districts and BOCES. We were gratified not only by the attendance, but by some of the compliments offered for the hard work and responsiveness of the staff. We will plan a town group meeting in the spring. We are exploring posting on our website the eligible lists for public viewing as another way to save paper and for the convenience of our customers. Once we have clear direction on some privacy issues, we will let you know.

Finally, in the spring, we will again reshuffle the staff as part of their training. There will be a gradual transition. I realize this will mean adjustments to different styles, but I believe we will better perform our mission and service your needs with the changes. Think spring!

All the best,

Michael J. Cummings

Promotion in the Competitive Class: Our View vs. Your View

According to the Civil Service definition, a promotion is an appointment in the competitive class **from a promotion eligible list** to a higher level position. Within your organization, any move to a higher level position may be considered a promotion; however, it is not considered a promotion unless the appointee qualifies under promotion qualifications.

A job specification may not currently include promotion qualifications, but they can be

established at your request in an effort to support employee advancement within your organization.

The appropriate time to develop promotion qualifications is at the time of vacancy review.



~Thank you for reading our newsletter~