

Department Name	Civil Service
Account(s)	1430

Department Function
The Department of Civil Service protects the rights of over 65 public sector authorities throughout Albany County and their employees in all civil service matters. Additionally, we provide technical oversight to ensure compliance with New York State Civil Service Law and the Albany County Rules for the Classified Service. The Civil Service Department has responsibility for all activities mandated by NYS Civil Service Law, including position classification, examinations, eligible list management, and payroll certifications.

Current Year Highlights
• Administered over 150 exams to over 3,500 applicants (projected), providing quality candidates to the County, municipalities and the special districts served by the Department of Civil Service. • Replaced dated and redundant position titles with a clearer hierarchy that encourages modernizing office functions and facilitates horizontal and vertical career movement throughout one's public sector employment. • Partnered with Human Resources to improve the quality of candidate recruitment by leveraging online platforms like LinkedIn and Indeed. • Collaborated with New York State to implement the first municipal Training and Experience exam, an alternative to typical multiple choice style testing, for Correction Officers.

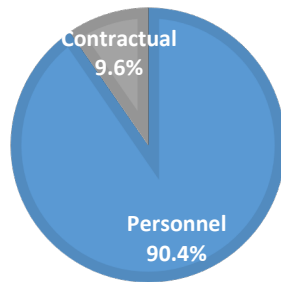
Next Year Projects
• Install kiosks at specific locations throughout the County to encourage the public to apply for Civil Service exams. • Work with New York State Civil Service to expand opportunities for alternative testing, such as Training and Experience exams, to reduce the barriers to entry for government employment. • Develop and implement new programs, policies and initiatives to increase the number of exam applicants as well as diversify the pool of exam applicants. • Continue collaborating with Human Resources, Management and Budget, and the Division of Information Services to develop the Payroll Authorization Tracking System, a widget which will improve the efficiency of government hiring. • Perform a full review of all existing job specifications to ensure they are modern, equitable and fair.

Link to Website	www.albanycounty.com/CivilService
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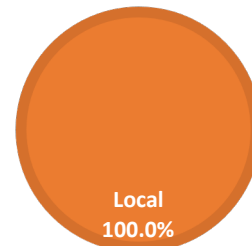
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Financial Charts

FORECASTED COSTS, BY TYPE



FORECASTED REVENUE, BY TYPE



As the chart indicates, the vast majority of the department's annual expenses come from Civil Service personnel and personnel-related expenses, such as fringes. The delivery of Civil Service advisement and oversight is conducted through County staff, with a small volume of contractual dollars utilized by those staff to complete tasks such as examination proctoring and payroll certifications.

Civil Service receives some annual revenue in the form of Test Fees paid by applicants wishing to test and be on the Placement Lists maintained by the Civil Service Department. These revenues help offset some of the Civil Service operational costs.

The 2023 Budget has a forecasted County Share of \$0.64 million for Civil Service.

Programmatic Highlights

Number of Applicants

