Department Name	Civil Service
Account(s)	1430

Department Function
The Department of Civil Service protects the rights of over 65 employing jurisdictions and their employees in all civil service matters. Additionally, the Department provides technical oversight to Albany County government and its civil divisions to ensure compliance with New York State Civil Service Law and the Albany County Rules for the Classified Service. Civil Service administration has responsibility for all activities mandated by NYS Civil Service Law and other rules, regulations and laws, including position classification, examinations, eligible list management and payroll certifications for the appointing authorities served.

Current Year Highlights
• Launch of the "Current Job Opportunities" section of the Civil Service Portal. This includes functionality for individuals to submit online applications for vacant County positions. • Participation in the New York State Hiring for Emergency Limited Placement Statewide (HELPS) program which allows the hiring of individuals into approved titles without the need to take a Civil Service exam. • Conducted a comprehensive geographic and demographic study to reveal populations of Albany County that are underrepresented in its application pool. Also conducted a survey of the County's employees to gain information on the job factors that motivated employees to seek positions with the County. • Worked with Human Resources and Affirmative Action on communication of information related to issues of shared concern, including recruitment. • Streamlined, improved and documented internal procedures/documents/training materials in light of increased reliance on all-digital processes and tools.

Next Year Projects
• Rollout of a strategic recruiting plan aimed at enhancing equity in Albany County's application pool while also increasing the number of applicants for County Government job openings and Civil Service exams. • Title modernization and redesign which shall include consolidation for some and increasing specificity for others to bring them up to date and improve the testing and eligible list management processes. • Collaborate with the New York State Department of Civil Service to expand opportunities for alternative testing, such as Training and Experience exams, to reduce the barriers to entry for government employment. • Continue to develop and implement new programs, policies and initiatives to diversify the pool of applicants. • Significantly decrease the number of provisional appointments through the use of the NY HELPS Program.

Link to Website	https://albany-portal.mycivilservice.com/

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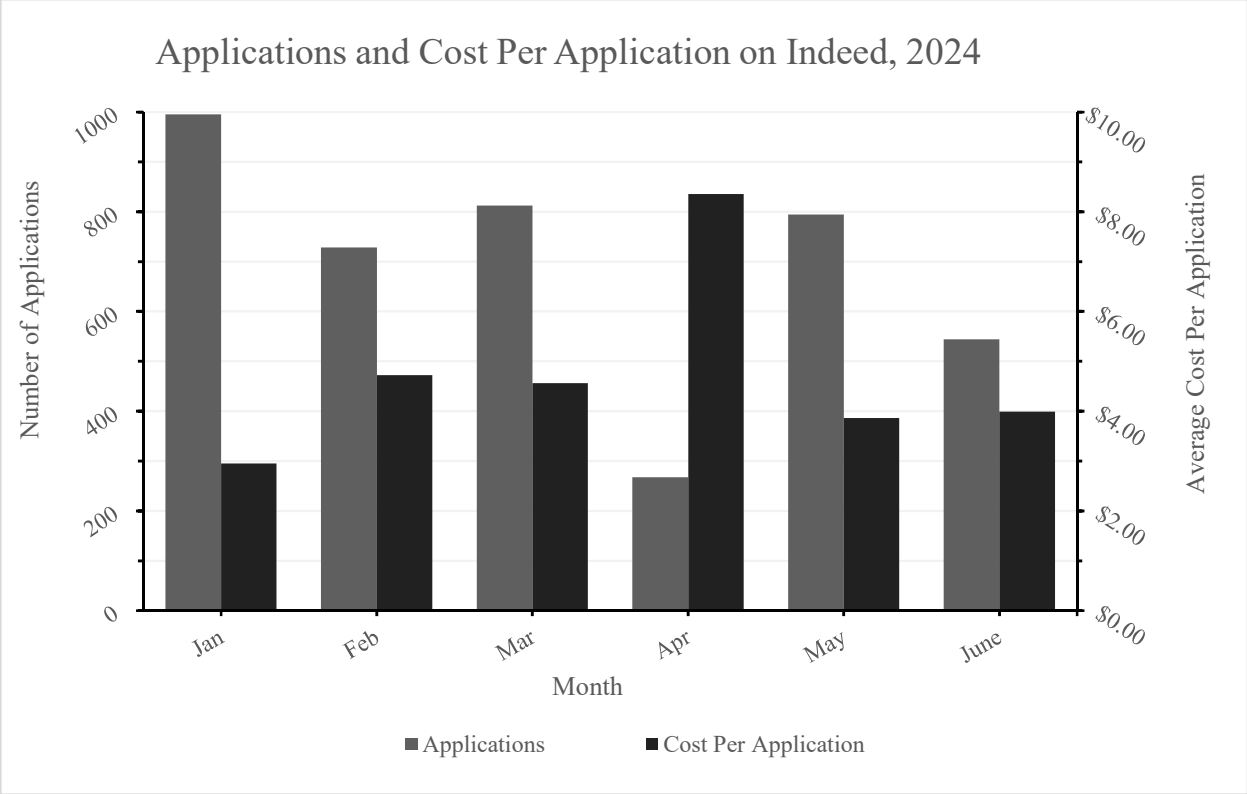
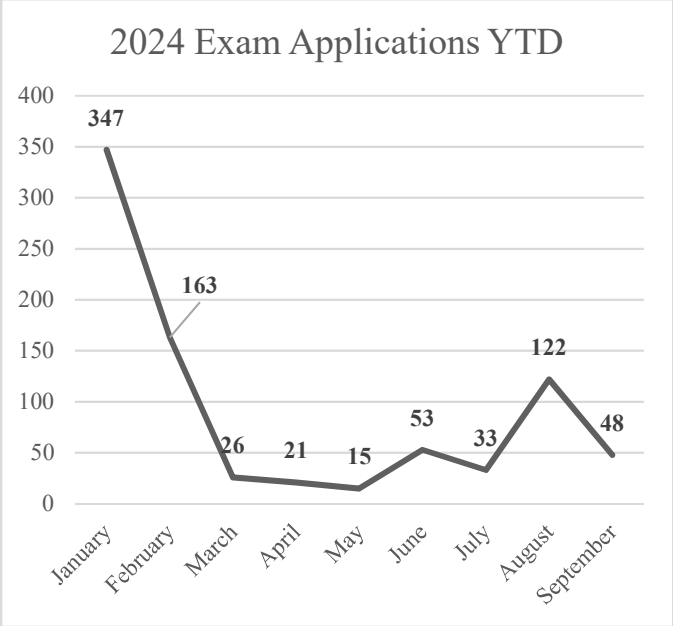
Programmatic Highlights





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