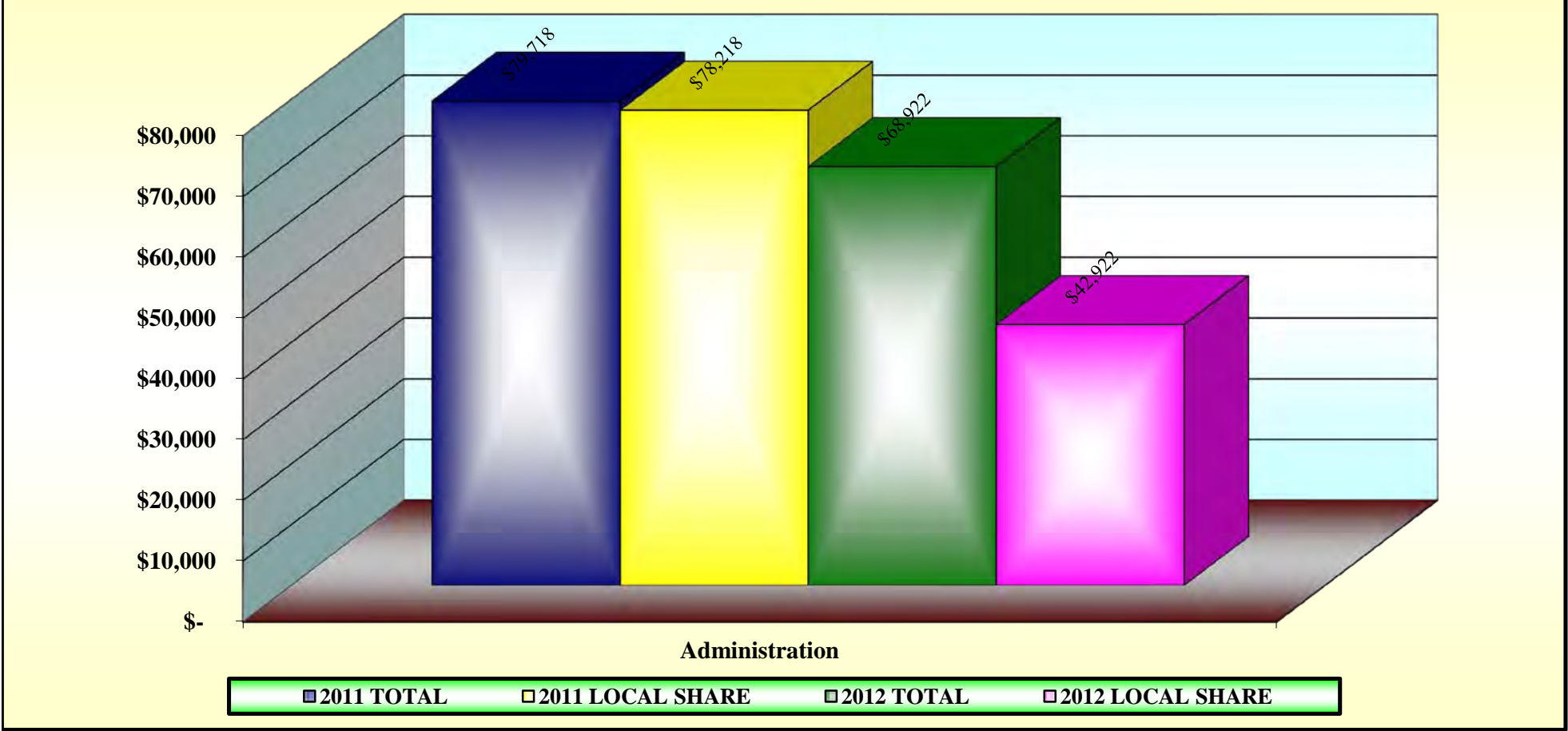


CIVIL SERVICE Summary Comparison of 2011-2012 Costs

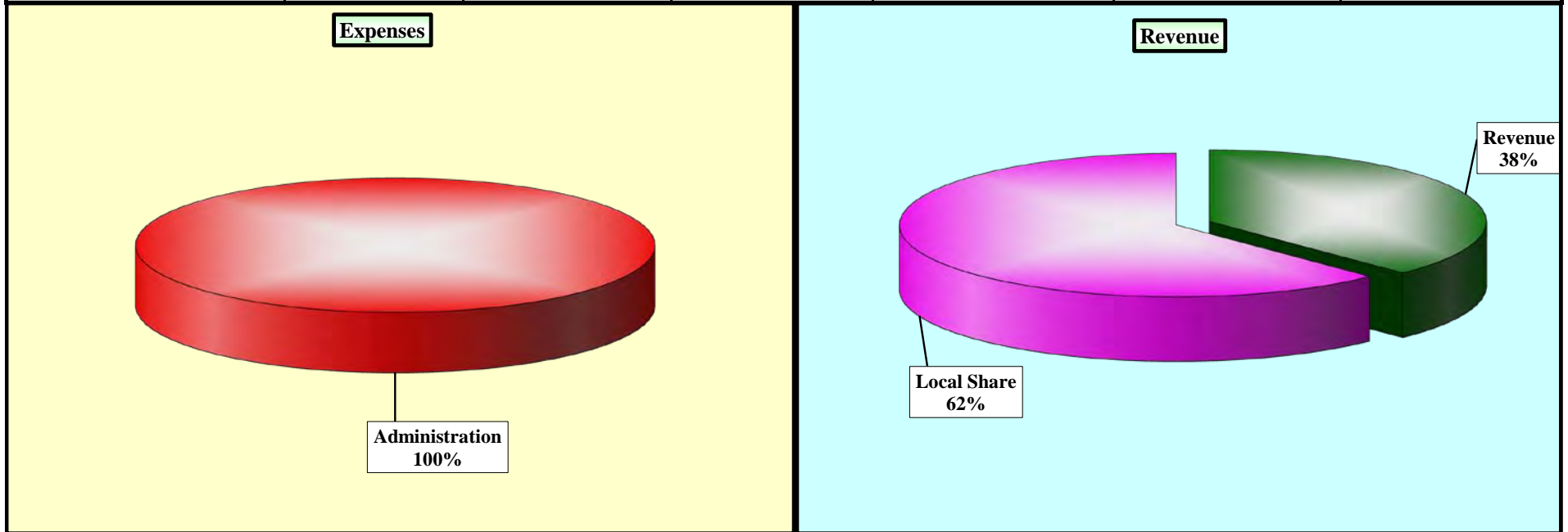
Program	2011 Personnel (100)	2011 Equipment (200)	2011 Operations (400)	2011 TOTAL	2011 LOCAL SHARE	2012 Personnel (100)	2012 Equipment (200)	2012 Operations (400)	2012 TOTAL	2012 LOCAL SHARE	% Change LOCAL SHARE
Administration	\$ 73,718	\$ -	\$ 6,000	\$ 79,718	\$ 78,218	\$ 62,922		\$ 6,000	\$ 68,922	\$ 42,922	
TOTAL	\$ 73,718	\$ -	\$ 6,000	\$ 79,718	\$ 78,218	\$ 62,922	\$ -	\$ 6,000	\$ 68,922	\$ 42,922	-45.1%



CIVIL SERVICE

Mission Statement: Public employees are hired under a merit system known as civil service. The Schuyler County Civil Service Department provides services to members of the public seeking employment and to municipalities in filling non-elective positions in public service. Under the direction of the Personnel Officer, the department also administers the provisions of the New York State Civil Service Law and Schuyler County Civil Service Rules. Civil Service responsibilities include payroll certification, examination administration, job classification, and advice and assistance concerning Civil Service Law for all County departments and other jurisdictions in Schuyler County (school districts, towns, villages and special districts).

Program	Personnel & Fringes	Equipment	Operational Expenses	Total Expenses	Revenue	Local Share
Administration	\$ 62,922	\$ -	\$ 6,000	\$ 68,922	\$ 26,000	\$ 42,922
Program TOTALS	\$ 62,922	\$ -	\$ 6,000	\$ 68,922	\$ 26,000	\$ 42,922



CIVIL SERVICE

Performance Measures

Program	Performance Measures	2011 Outcomes	2012 Projected Outcomes
<p>Administration Goal: Assist the community by providing information on examinations and position vacancies and other Civil Service issues.</p>	<p>Convey information to the public who visit the office. Provide information on webpage for convenience to community and cost effectiveness.</p>	<p>Exam announcements have been posted within the required guidelines of a minimum of 25 days in accordance with NYS Civil Service rule. The website continues to be updated in a timely manner, within 1-2 days of exam announcement and job opening postings. Additional advertising options have been utilized in 2011 advertising including the Finger Lakes Times, Odessa File, and CLMHD.</p>	<p>N/A</p>
<p>Goal: Assist municipalities to ensure that hiring and terminations conform to Law and Rules.</p>	<p>Certify payroll for all municipalities Schuyler County at least one time in fiscal year. Correct problems promptly.</p>	<p>Payroll certification for all municipalities has been completed as required. Additionally, training has been provided to the new Supervisor of the Town of Orange this year and she has been working closely with the Civil Service office to also provide certs from years that had not been previously submitted.</p>	<p>N/A</p>
<p>Goal: Ensure sufficient eligible lists for hiring competitive positions by lists and administering examinations.</p>	<p>Provisional rate (untested competitive positions) as shown on annual report to NYS Civil Service is equal to or less than state average.</p>	<p>The provisional rate, as reported on the '10 Annual report was 5.9%. This is significantly higher than the state rate of 2.5%. It should be noted that of the 13 provisional employees that made up this rate, 8 of them had already taken their exam several months prior, however results had not yet been received from NYS thus they still had to be counted as a provisional. Had these 8 employees not been included, the provisional rate at the time of the report would have been 2% which would be slightly lower than the state average.</p>	<p>Maintain a provisional rate that is equal to or lower than the state average. Continue to request exams in a timely manner, anticipating needs before mandated lists run their course. Continue expanding the advertising of exams to reach a larger audience. Continue encouraging hiring authorities to utilize non mandated lists for hiring purposes when possible to avoid hiring someone with a provisional status.</p>

CIVIL SERVICE

Performance Measures

Program	Performance Measures	2011 Outcomes	2012 Projected Outcomes
<p>Goal: Ensure that regular update and maintenance of job specifications occurs.</p> <p>Goal: Ensure that the process for handling applications, pink slips, etc. is being completed in the most cost effective and time saving manner.</p>	<p>Conduct annual review, and if necessary, updates of all job specifications in the competitive, noncompetitive, and labor classes.</p> <p>Review the current steps in place for processing pink slips, applications, etc. Determine if there is a more cost effective and time saving approach to be utilized.</p>	<p>As of this date, all the job specs for county positions have been reviewed and updated as needed. Reviews of job specs for school district positions are still outstanding at this time.</p> <p>New goal.</p>	<p>Review and revise all job specs for positions in the school district that were not updated in 2011. Add these and all updated job specs that were revised in 2011 to the Civil Service website so that they are available for the general public.</p> <p>Streamline the process for handling applications, pink slips, etc. Utilize electronic notifications when applicable in place of hard copy to save on staff time in processing as well as paper usage.</p>