



**Department of
Civil Service**

Municipal Civil Service

Understanding the Process

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Today's Objectives

- Overview the Civil Service System
- Clarify the Roles of ...
 - Appointing Authorities
 - Municipal Civil Service Agencies
 - New York State Civil Service
- Discuss Classifying Local Gov't Positions
- Review the Examination & Appointment Process

Structure of Civil Service

New York State Civil Service

- Ensures Proper Administration at Municipal Level
- Provides Technical Advice and Assistance to Municipal Civil Service Agencies

Municipal Civil Service

- Wide Range of Authority and Responsibilities
- Administers Civil Service for Local Government Positions

New York State Civil Service

New York State Civil Service Commission

- 3 Members Appointed by the Governor
 - » President - *currently vacant*
 - » Commissioner - Caroline Ahl
 - » Commissioner - Jeanique Greene
- Acts on Local Rules Resolutions
- Ensures Proper Administration
 - Merit System Administration and Technical Assistance Reviews

New York State Department of Civil Service

- Acting Commissioner Lola W. Brabham
- Position Classification Services
- Examination Services
- Technical Advice and Assistance

Municipal Service Division

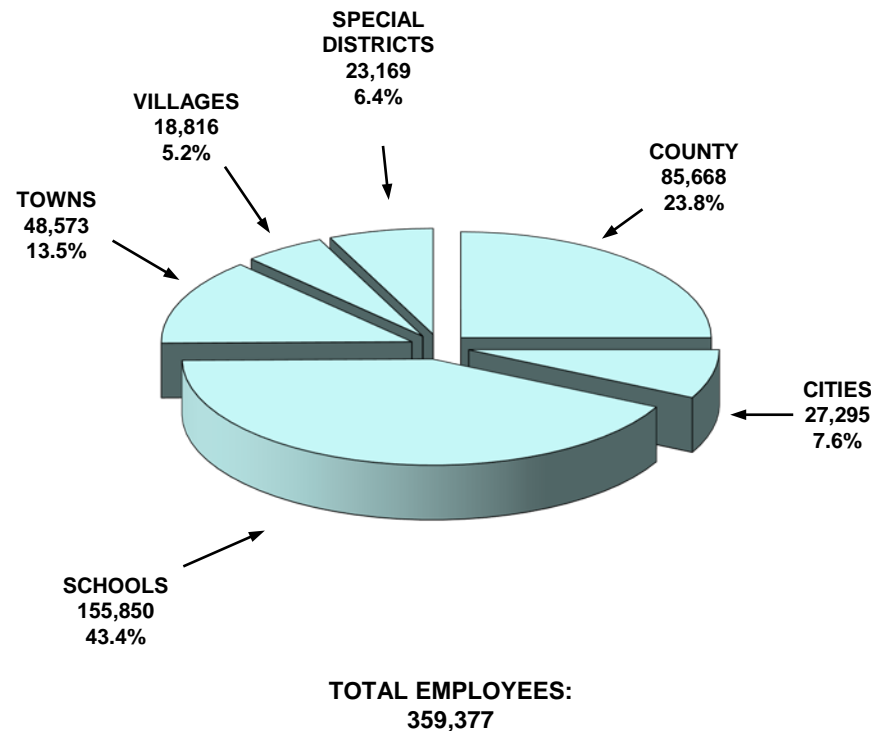
- Technical Assistance & Training for 94 Civil Service Agencies
- Local Rules Resolution Processing
- Section 211 Waiver Processing

Municipal Civil Service Administration

94 Municipal Civil Service Agencies

- 56 Counties
- 35 Cities
- 2 Towns
- 1 Regional

Nearly 400,000 local government employees in the classified service



Objectives of Civil Service

 **Selection Based on Merit**

 **Fair & Open Competition**

 **Career System**

Legal Hierarchy

State Constitution -- Article V, Section 6

Very Broad – Mandates The Merit And Fitness System

Civil Service Law

Less Broad – Frames The System As It Applies To Everyone
Establishes Local Rulemaking Authority

Local Civil Service Rules

More Detailed – Apply Only To The Jurisdiction
Adopted By Local Commission Or Personnel Officer
Have The Force And Effect Of Law

What Local Rules Cover

- Position Classification
- Jurisdictional Classification
- Recruitment
- Appointments
- Promotions
- Probationary Term
- Transfers
- Layoff
- Reinstatement

What is Position Classification?

- Grouping together, under common and descriptive titles, of positions that are substantially similar in essential character and scope of duties and responsibilities and in qualification requirements.
- Includes ...
 - Title
 - Description of Duties
 - Required Knowledge, Skills & Abilities
 - Minimum Qualifications

Roles in Position Classification

**Appointing
Authority**



**Structures
Position**

Civil Service



Certifies Title

**Legislative
Body**



**Creates/Funds
Position**

Key Points About Position Classification

1. Classified **BEFORE** Creation
2. Created **ONLY** With Title Certified by Civil Service
3. Local Civil Service Has **SOLE** Authority to Classify Jobs

Key Points About Position Classification

Qualifications – Where Do they Come From?

Official Minimum Qualifications

Statutory or regulatory requirement for appointment

Appointing Authority desired selection criteria

Recruitment

Appointing Authority

- SWOT analysis
- Create New Opportunities

Civil Service Agency

- Exam Planning & Announcing
- Review & Approve Appointments

Together

- Anticipate Vacancies
- Remove any Unnecessary Obstacles
- Create Paths to Promotion
- Keep Job Specification Up-to-date
- Review Resulting Eligible List
- Market Positions & Examinations

Examinations

- Open Competitive
 - Generally Used To Fill Entry Level Positions
 - Open To Anyone Who Meets Qualifications

- Promotion
 - Open To Employees In Lower Level Titles
 - Direct Line
 - Collateral Lines

Where Do Examinations Come From?

- New York State Department Of Civil Service
 - Produces Examinations And Provides Examination Materials
 - State Master Examination Schedule
 - Decentralized Examinations
- Local Civil Service
 - Orders, Announces And Administers Examinations

Examinations

Appointing Authority Responsibilities

- Provide information about the positions for use in the class specification and exam development.
- Review and approve proposed subjects of examination. Raise concerns about proposed scope to civil service agency and explain reasons for requested changes to the scope.
- Decide to hire or not to hire, or to retain or to terminate during probation.

Examination Statistics - 2018

- 4,948 Competitive Examinations
 - 70,602 Candidates
- 486 Decentralized Examinations
 - 18,988 Candidates
- 104 Locally Prepared & Rated Examinations
 - 11,015 Candidates

Public Safety Dispatcher Exam Series

Series Description: Entry, second and most third level titles involved in the supervision and/or performance of public safety dispatching. Entry-level positions include 911 performance qualifying test (Pass/Fail) and most entry- to second-level positions include a listening test.

Public Safety Dispatcher Exam Series

Typical Titles: 911 Dispatcher Trainee, Emergency Services Dispatcher, Police Dispatcher, Telecommunicator, Senior Public Safety Dispatcher, Dispatch Coordinator, 911 Operations Coordinator.

Public Safety Dispatcher Exam Series

Typical Qualifications Range: Graduation from high school or possession of a high school equivalency diploma to College degree and years of experience in the operation of two-way radios in police, fire or ambulance services.

Public Safety Dispatcher Exam Series

- **Held Annually** - Single Series Date, Typically in January
 - Written Exam
 - Listening Test
 - 911 Performance Test

Public Safety Dispatcher Exam Series

- **Trends**

- Average Annual Holdings - 40 exams per year
- Average Number of Local Candidates - 1,000
Local Candidates
- Average Pass Rate – 80%

Public Safety Dispatcher Exam Series

Subject Matter Experts (SMES) Sought

- Early 2020
- Albany, N.Y.
- Email Municipal Service Division with Interest
assistance.request@cs.ny.gov

After the Exam - Eligible Lists

- Duration
 - Not Less Than One Nor More Than Four Years
 - Determined By Local Civil Service
- Use
 - Promotion List Used Before Open Competitive List

Canvassing

- Not required by Civil Service Law or Rules
- Conducted to assess candidates' interest in a position
- May be conducted by the Civil Service Agency or the Appointing Authority (determination of the Civil Service Agency)
- Rules prescribe effect of non-response to canvass on candidates' eligibility for appointment

“Rule of Three” (CSL §61)

- Selection From Among The Three Highest Candidates Willing To Accept Appointment
- Includes
 - Candidate Ranked Number One
 - Candidate Ranked Number Two
 - Candidate Ranked Number Three
 - Everyone Whose Final Rating Equals The Score of the Candidate Ranked Number Three

Certifications

An extraction from the eligible list of candidates eligible and interested in appointment.

Local Civil Service Rule

- 30* days in duration
- Once the certification is expired, no appointments except from new certification
- No obligation to appoint; can leave vacant

Selection, Training, & Planning

- **Selection**
 - Interviews
 - Background Checks
- **Training**
 - Probationary Period
 - Monitor Training Requirements
- **Vacancy Planning**
 - Promotions
 - Future recruitment

Probationary Term

- **Local CS rule dictates ...**
 - Specifies length of probationary term
 - Evaluation required during probationary term
 - Employment may be terminated following completion of the minimum term and before the completion of the maximum term
 - After completion of the maximum term, employee is retained

Provisional Appointments

- **When there is no preferred or mandatory list**
- **Local Civil Service Rules Provide for Successive Provisional Appointments**

BUT a provisional employee who

- refuses examination *OR*
- fails two examinations for permanent employment

cannot be given another provisional appointment in the same position.*

**varies among municipal agency rules*

Temporary Appointments (§64 CSL)

- Authorized Only When:
 - Employee Is On Leave Of Absence; Or
 - Position Is Not Expected To Exceed 6 Months
- Use Of Eligible List:
 - Duration Less Than 3 Months – Without Regard To List
 - Duration Between 3-6 Months – From Among Eligibles On List
 - Duration Beyond 6 Months – From Among Top Three Eligibles On List
- Successive Temporary Appointments Prohibited
- Contingent Permanent Appointment

Transfers in Law

- **§ 70.1 of Civil Service Law**
 - No employee shall be transferred to a position for which there is ...an examination involving essential tests or qualifications different from or higher than those required for the position held by such employee.
 - Civil Service Agencies can adopt rules governing transfers.
 - Transfers are voluntary.

Transfers in Rules

- **Transfer of Eligibility for Permanent Appointment (Model Rules-Local Agency Rules may vary)**
 - No preferred list
 - No mandatory departmental promotion list
 - Examinations' scopes and qualifications for the position are identical (or recommend by State Civil Service)
 - Appointment is for the good of the service

Reinstatements

- **Local Civil Service Rule:**

“A permanent employee who has resigned from his position may be reinstated without examination within one year from the date of such resignation in the position from which he resigned, if then vacant, or in any vacant position to which he was eligible for transfer or reassignment.”*

* *Some agencies have different language.*

- **Final Points:**
 - Work with Municipal Civil Service Agency
 - Volunteer to be a SME

Any Questions?