

# ***DEPARTMENT OF CIVIL SERVICE***

## ***MISSION***

In accordance with the Civil Service Law, the Department of Civil Service is charged with providing human resource management services to State and local governments.

## ***ORGANIZATION AND STAFFING***

Under the direction of a Commissioner nominated by the Governor, the Department is based in Albany. The Civil Service Commission, consisting of the Commissioner, who serves as its President, and two Commissioners appointed by the Governor, is an appellate body responsible for reviewing the Department's classification and staffing decisions. The Department will have a workforce of 665 positions for 1999-2000.

## ***FISCAL BACKGROUND AND BUDGET HIGHLIGHTS***

The Department is funded in part with tax dollars from the General Fund that support 53 percent of the agency's operations. The remaining 47 percent of its operations are funded with payments from other agencies and governmental entities, most of which are made by employers participating in the New York State Health Insurance Program who pay premiums to offset the Department's cost of administering the program. Similarly, the Department is reimbursed for testing and other services provided to such State agencies as the Banking Department, whose operations are funded by special industry assessments.

The Executive Budget recommends funding of \$54 million for the Department, which includes \$28.4 million in General Fund support and \$25.6 million in payments from other State agencies and public entities. This recommendation continues funding to refine the New York State Electronic Personnel System (NYSTEP) in 1999-2000. The Executive Budget also recommends funding to implement 1998 legislation establishing a long-term health care insurance program for State and participating local employees and retirees. A recommended decrease of \$3.9 million reflects the partial completion of the redesigned Benefits Eligibility and Accounting System which supports the New York State Health Insurance Program.

## ***PROGRAM HIGHLIGHTS***

The Department of Civil Service has expanded its use of technology to provide improved services to State and local agencies. In July 1998, the Department completed its NYSTEP System, which automates the payroll certification and routine personnel management functions. Other important technological improvements include automation of reemployment roster activities through the on-line Reemployment Certification System, completion of the first phase of the Accident Reporting System (ARS) which provides on-line electronic reporting of all on-the-job injuries and illnesses and implementation of the ONECARD Rx Program which automates the filling of drug prescriptions.

The Department was also active in a statewide effort to recruit the computer professionals needed to reprogram the State's high priority computer systems so that they will accommodate the Year 2000 date change. Among other actions, the Department created a more simple selection process and strengthened its recruiting efforts, resulting in over 300 computer professionals being hired in a highly competitive job market.

The Department continues to make substantial progress in meeting many of the Governor's Civil Service Reform agenda's objectives, including a reduction in the number of long-term provisional employees from 3,501 to 967, the administration of statewide

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"battery" promotional examinations that were taken by more than 13,000 State employees in 1997 and a reduction in the number of position titles from 5,900 to approximately 5,000. The Department has also maintained the goal of reporting the results of certain written examinations within an average of 60 days.

The responsibilities of the Department are carried out through six divisions:

- The Division of Information Resource Management provides the Department's basic data, information and systems. During 1999-2000, the Division will continue to refine several automation projects, including the NYSTEP and ARS systems.
- The Staffing Services Division provides State agencies with personnel selection and placement services. The Division coordinates the Department's response to agency personnel operations and develops and administers a variety of tests for State positions, including oral, performance, training and experience and performance assessment tests.
- The Testing Services Division develops, administers and validates all State and local written tests.
- The Division of Classification and Compensation determines appropriate job titles for agency functions and salary levels for existing and new positions.
- The Division of Personnel Services encompasses the Employee Benefits Division and the Employee Health Service program. The Employee Benefits Division administers health, dental, life, vision, disability and accident insurance programs for State employees and participating local governments. Responsibilities include contracting with insurance companies and other vendors to deliver services, financial management of these programs, communicating plan provisions to enrollees, assisting enrollees to resolve disputed claims and maintaining enrollment information and accounting for nearly \$2.1 billion in annual premiums.
- The Municipal Service Division assists 105 local civil service agencies in classifying positions, interpreting laws and rules and, together with the Testing Division, providing selection devices and examinations.

### **ALL FUNDS APPROPRIATIONS**

<u>Category</u>	<u>Available 1998-99</u>	<u>Appropriations Recommended 1999-00</u>	<u>Change</u>	<u>Reappropriations Recommended 1999-00</u>
State Operations . . . . .	\$54,672,500	\$54,032,200	-\$640,300	. . . .
Aid To Localities . . . . .	. . . .	. . . .	. . . .	. . . .
Capital Projects . . . . .	. . . .	. . . .	. . . .	. . . .
Total . . . . .	<u>\$54,672,500</u>	<u>\$54,032,200</u>	<u>-\$640,300</u>	<u>. . . .</u>

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## ALL FUND TYPES LEVELS OF EMPLOYMENT BY PROGRAM ANNUAL SALARIED POSITIONS

Program	Available 1998-99	Personal Service (Regular)	Maintenance Undistributed	1999-00 Recommended Average Fill Level Total Recommended 1999-00	Change
Administration and Information Management					
General Fund	109	94	15	109	. . . .
Internal Service Funds	23	23	. . . .	23	. . . .
Personnel Benefit Services					
General Fund	39	39	. . . .	39	. . . .
Internal Service Funds	172	177	6	183	+ 11
Personnel Management Services					
General Fund	259	252	. . . .	252	-7
Internal Service Funds	21	21	. . . .	21	. . . .
Local Civil Service					
General Fund	17	17	. . . .	17	. . . .
Subtotal, Direct Funded Programs	640	623	21	644	+ 4
Suballocations:					
General Fund	21			21	. . . .
Internal Service Funds	3			. . . .	-3
Total	664			665	+ 1

## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS

Fund Type	Available 1998-99	Recommended 1999-00	Change
General Fund	\$27,449,500	\$28,404,200	+ \$954,700
Special Revenue Funds — Other	496,000	1,000,000	+ 504,000
Internal Service Funds	26,292,000	24,193,000	-2,099,000
Fiduciary Funds	435,000	435,000	. . . .
Total	\$54,672,500	\$54,032,200	-\$640,300

## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS

Program	Available 1998-99	Recommended 1999-00	Change
Administration and Information Management			
General Fund	\$10,030,500	\$10,648,900	+ \$618,400
Internal Service Funds	2,095,000	2,145,000	+ 50,000
Personnel Benefit Services			
General Fund	1,899,300	1,971,400	+ 72,100
Special Revenue Funds — Other	496,000	500,000	+ 4,000
Internal Service Funds	21,696,000	19,563,000	-2,133,000
Fiduciary Funds	435,000	435,000	. . . .
Personnel Management Services			
General Fund	14,616,300	14,866,800	+ 250,500
Special Revenue Funds — Other	. . . .	500,000	+ 500,000
Internal Service Funds	2,501,000	2,485,000	-16,000
Local Civil Service			
General Fund	903,400	917,100	+ 13,700
Total	\$54,672,500	\$54,032,200	-\$640,300

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## STATE OPERATIONS — GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total Personal Service		Personal Service Regular (Annual Salaried)		Temporary Service (Nonannual Salaried)	
	Amount	Change	Amount	Change	Amount	Change
Administration and Information Management . . . . .	\$4,659,300	+ \$319,200	\$4,656,500	+ \$319,200	.....	.....
Personnel Benefit Services . . . . .	1,881,200	+ 72,100	1,851,400	+ 72,100	\$28,300	.....
Personnel Management Services . . . . .	12,907,500	+ 250,500	12,072,300	+ 250,500	819,400	.....
Local Civil Service . . . . .	881,000	+ 13,700	880,300	+ 13,700	.....	.....
Total . . . . .	<u>\$20,329,000</u>	<u>+ \$655,500</u>	<u>\$19,460,500</u>	<u>+ \$655,500</u>	<u>\$847,700</u>	<u>.....</u>

Program	Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change
Administration and Information Management . . . . .	\$2,800	.....
Personnel Benefit Services . . . . .	1,500	.....
Personnel Management Services . . . . .	15,800	.....
Local Civil Service . . . . .	700	.....
Total . . . . .	<u>\$20,800</u>	<u>.....</u>

## STATE OPERATIONS — GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration and Information Management . . . . .	\$5,989,600	+ \$299,200	\$44,500	.....
Personnel Benefit Services . . . . .	90,200	.....	38,300	.....
Personnel Management Services . . . . .	1,959,300	.....	108,200	.....
Local Civil Service . . . . .	36,100	.....	6,400	.....
Total . . . . .	<u>\$8,075,200</u>	<u>+ \$299,200</u>	<u>\$197,400</u>	<u>.....</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration and Information Management . . . . .	\$32,100	.....	\$4,360,700	+ \$299,200
Personnel Benefit Services . . . . .	9,600	.....	27,500	.....
Personnel Management Services . . . . .	116,100	.....	1,719,000	.....
Local Civil Service . . . . .	11,000	.....	18,700	.....
Total . . . . .	<u>\$168,800</u>	<u>.....</u>	<u>\$6,125,900</u>	<u>+ \$299,200</u>

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Administration and Information Management . . . . .	.....	.....	\$1,552,300	.....
Personnel Benefit Services . . . . .	\$14,800	.....	.....	.....
Personnel Management Services . . . . .	16,000	.....	.....	.....
Local Civil Service . . . . .	.....	.....	.....	.....
Total . . . . .	<u>\$30,800</u>	<u>.....</u>	<u>\$1,552,300</u>	<u>.....</u>

**STATE OPERATIONS — OTHER THAN GENERAL FUND  
SUMMARY OF APPROPRIATIONS AND CHANGES  
1999-00 RECOMMENDED**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information				
Management . . . . .	\$2,145,000	+ \$50,000	\$1,178,000	+ \$36,000
Personnel Benefit Services . . . . .	20,498,000	-2,129,000	7,200,000	+ 434,000
Personnel Management Services . . . . .	2,985,000	+ 484,000	. . . . .	. . . . .
Total . . . . .	<u>\$25,628,000</u>	<u>-\$1,595,000</u>	<u>\$8,378,000</u>	<u>+ \$470,000</u>

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Administration and Information				
Management . . . . .	\$967,000	+ \$14,000	. . . . .	. . . . .
Personnel Benefit Services . . . . .	4,442,000	+ 1,322,000	\$8,856,000	-\$3,885,000
Personnel Management Services . . . . .	. . . . .	. . . . .	2,985,000	+ 484,000
Total . . . . .	<u>\$5,409,000</u>	<u>+ \$1,336,000</u>	<u>\$11,841,000</u>	<u>-\$3,401,000</u>