

Department Name	Civil Service
Account(s)	A1430

Department Function
<p>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.</p>

Current Year Highlights
<ul style="list-style-type: none"> -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 included consolidation for some and increasing specificity for others to bring them up to date and improve the testing and eligible list management processes. -In collaboration with the City of Albany and NYS Centers for Careers in Government, we partnered on a monthly workshop aimed at increasing awareness of careers in the public sector and educating the public. -Continued to develop and implement new programs, policies and initiatives to diversify the pool of applicants and reduce the barriers for entry to public sector employment. -To date, over 400 HELPS titles have been submitted and approved by the New York State Civil Service Commission. -Significantly decreased the number of provisional appointments through the use of the NY HELPS Program.

Next Year Projects
<ul style="list-style-type: none"> -Host the 2nd annual Albany County Career Expo. -Attend 45+ job fairs/recruitment events (a substantial increase over past years) and continue to increase our presence in the community. -Focus recruitment efforts on the underserved populations of Albany County. -Create an advertising and marketing campaign in an effort to make Albany County Government jobs more visible to the public. -Broaden public awareness via job fairs, civil service workshops and targeted advertising and marketing campaigns to aid in filling critical roles in Albany County Government.

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