

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

Based in Albany, the Department of Civil Service operates under the direction of a Commissioner who is appointed by the Governor. The Civil Service Commission consists of the Commissioner, who serves as its President, and two Commissioners appointed by the Governor. The Commission acts as an appellate body responsible for reviewing determinations of the Department and the Director of Classification and Compensation.

The responsibilities of the Department are carried out through eight program areas:

- The Staffing Services Division provides State agencies with personnel recruitment 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, training and experience and performance assessments;
- The Testing Services Division develops, administers and validates State and local written tests;
- The Division of Classification and Compensation determines appropriate job titles for agency functions and salary levels for new and existing positions;
- The Employee Benefits Division administers health, dental, life, vision, disability and accident benefit 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 subscribers, assisting enrollees in resolving disputed claims, maintaining enrollment information for over 1.2 million covered individuals and financial accounting for approximately \$6.8 billion in annual premiums through the New York Benefits Eligibility and Accounting System;
- The Employee Health Service, working from nursing stations throughout the State, is responsible for conducting and administering medical examinations and evaluations, workplace nursing activities, and occupational health screenings and immunizations for NYS employees;
- The Office of Commission Operations and Municipal Assistance assists 97 local civil service agencies in classifying positions, interpreting laws and rules and, together with the Testing Division, providing selection devices and examinations, and supports Civil Service Commission activities;
- The Division of Information Resource Management provides the Department's basic data, information and systems and has primary responsibility for implementation of the Department's technology projects; and
- The Division of Administration provides leadership, management direction and support for the operating divisions of the Department, and is composed of units responsible for human resources, finance, legal, internal audit, diversity management, and public information.

CIVIL SERVICE

BUDGET HIGHLIGHTS

The Executive Budget recommends **\$61.6 million All Funds** (\$18.6 million General Fund; \$40.7 million Internal Service Fund; \$2.3 million Other Funds) for the Department of Civil Service. This is a decrease of **\$2.8 million** from the 2009-10 budget. This decrease primarily reflects attrition, greater use of technology to reduce costs, elimination of non-essential travel and other administrative savings initiatives.

The Executive Budget recommends a staffing level of an estimated 498 for the Department of Civil Service, a decrease of five from the 2009-10 budget.

PROGRAM HIGHLIGHTS

In 2010-11, the Department will continue targeted investments in technology to improve services to State agencies, employees and retirees, building on recent technology successes such as the Eligible List Management System (ELMS) and MyNYSHIP. Work continues on the Integrated Testing System (ITS), a web-based system that will enhance the quality and timeliness of test development, administration and scoring. The Department is in the design phase of the project and working with the contractor to develop a system that will meet the Department's business needs.

As part of the health insurance premium setting process each year, the Department, assisted by its actuarial consultant, reviews carrier premiums demands and negotiates reductions in premiums to more accurately reflect expected claim costs and allowable administrative expenses in the coming plan year. The Department has achieved significant plan savings through this process in the past and will diligently continue to identify future plan savings and operational improvements. Working closely with the Division of the Budget, the Department achieved a 2010 Empire Plan premium increase of only 3.3 percent, well below industry standards.

Given the size of the New York State Health Insurance Program (NYSHIP), the Department recognized the risk that additional costs were being incurred for ineligible dependents enrolled in the program. As a result, the Department awarded a contract to conduct an eligibility audit of NYSHIP's dependent population, which included a provision guaranteeing a return on investment of 3-to-1. More than 18,000 dependents were removed from coverage during the special Amnesty period. Based on the actual use of benefits by these ineligible persons over the past twelve months, the Department estimates that this alone will result in more than \$12.5 million in annual savings to the plan. The audit phase of the project, which entails the review of documentation submitted for dependents of State and participating local government enrollees, will conclude in mid-January 2010 and is expected to result in the termination of over 60,000 ineligible dependents. Primarily based on the projected reduction in program claim costs of the terminated dependents, the Department expects to realize additional savings in excess of \$30 million.

The cost of providing health insurance benefits continues to grow despite the State's best efforts to contain such costs. Although self-evaluation and responsiveness to enrollees and participating public employers have fostered continuous improvements of the program, the Department determined it would be beneficial to have an external evaluation of the Department's administration of NYSHIP and its benefit structure. This

review could identify program and cost efficiencies that could result in both short-term and long-term NYSHIP savings. The Department has selected an independent outside firm to conduct this audit.

**ALL FUNDS
APPROPRIATIONS
(dollars)**

Category	Available 2009-10	Appropriations Recommended 2010-11	Change	Reappropriations Recommended 2010-11
State Operations	64,312,000	61,554,000	(2,758,000)	0
Aid To Localities	0	0	0	0
Capital Projects	0	0	0	0
Total	64,312,000	61,554,000	(2,758,000)	0

**ALL FUND TYPES
PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM
FILLED ANNUAL SALARIED POSITIONS**

Full-Time Equivalent Positions (FTE)

Program	2009-10 Estimated FTEs 03/31/10	2010-11 Estimated FTEs 03/31/11	FTE Change
Administration and Information			
Management			
General Fund	55	55	0
Internal Service Funds	21	21	0
Commission Operations and Municipal			
Assistance			
General Fund	12	12	0
Labor Management Programs			
General Fund	16	16	0
Personnel Benefit Services			
General Fund	27	27	0
Internal Service Funds	152	152	0
Personnel Management Services			
General Fund	166	161	(5)
Special Revenue Funds - Other	5	5	0
Internal Service Funds	49	49	0
Total	503	498	(5)

**STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)**

Fund Type	Available 2009-10	Recommended 2010-11	Change
General Fund	22,211,000	18,593,000	(3,618,000)
Special Revenue Funds - Other	2,246,000	2,257,000	11,000
Internal Service Funds	39,855,000	40,704,000	849,000
Total	64,312,000	61,554,000	(2,758,000)

CIVIL SERVICE

**STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)**

<u>Program</u>	<u>Available 2009-10</u>	<u>Recommended 2010-11</u>	<u>Change</u>
Administration and Information			
Management			
General Fund	5,906,000	4,073,000	(1,833,000)
Internal Service Funds	3,556,000	3,549,000	(7,000)
Commission Operations and Municipal			
Assistance			
General Fund	753,000	887,000	134,000
Personnel Benefit Services			
General Fund	2,087,000	1,850,000	(237,000)
Special Revenue Funds - Other	300,000	300,000	0
Internal Service Funds	28,894,000	29,799,000	905,000
Personnel Management Services			
General Fund	13,465,000	11,783,000	(1,682,000)
Special Revenue Funds - Other	1,946,000	1,957,000	11,000
Internal Service Funds	7,405,000	7,356,000	(49,000)
Total	<u>64,312,000</u>	<u>61,554,000</u>	<u>(2,758,000)</u>

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2010-11 RECOMMENDED
(dollars)**

<u>Program</u>	<u>Total</u>		<u>Personal Service Regular (Annual Salaried)</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Administration and Information				
Management	3,909,000	(1,478,000)	3,908,000	(1,478,000)
Commission Operations and Municipal				
Assistance	837,000	142,000	836,000	142,000
Personnel Benefit Services	1,717,000	(193,000)	1,678,000	(193,000)
Personnel Management Services	11,446,000	(1,058,000)	10,595,000	(1,058,000)
Total	<u>17,909,000</u>	<u>(2,587,000)</u>	<u>17,017,000</u>	<u>(2,587,000)</u>

<u>Program</u>	<u>Temporary Service (Nonannual Salaried)</u>		<u>Holiday/Overtime Pay</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Administration and Information				
Management	0	0	1,000	0
Commission Operations and Municipal				
Assistance	0	0	1,000	0
Personnel Benefit Services	28,000	0	11,000	0
Personnel Management Services	750,000	0	101,000	0
Total	<u>778,000</u>	<u>0</u>	<u>114,000</u>	<u>0</u>

CIVIL SERVICE

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2010-11 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration and Information Management	164,000	(355,000)	9,000	(6,000)
Commission Operations and Municipal Assistance	50,000	(8,000)	3,000	0
Personnel Benefit Services	133,000	(44,000)	41,000	(1,000)
Personnel Management Services	337,000	(624,000)	50,000	(64,000)
Total	684,000	(1,031,000)	103,000	(71,000)

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration and Information Management	35,000	(2,000)	110,000	(325,000)
Commission Operations and Municipal Assistance	17,000	0	30,000	(8,000)
Personnel Benefit Services	0	(1,000)	87,000	(42,000)
Personnel Management Services	46,000	(4,000)	232,000	(556,000)
Total	98,000	(7,000)	459,000	(931,000)

Program	Equipment	
	Amount	Change
Administration and Information Management	10,000	(22,000)
Commission Operations and Municipal Assistance	0	0
Personnel Benefit Services	5,000	0
Personnel Management Services	9,000	0
Total	24,000	(22,000)

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
2010-11 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,549,000	(7,000)	1,858,000	(63,000)
Personnel Benefit Services	30,099,000	905,000	11,915,000	230,000
Personnel Management Services	9,313,000	(38,000)	3,922,000	(69,000)
Total	42,961,000	860,000	17,695,000	98,000

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Administration and Information Management	1,691,000	56,000	0	0
Personnel Benefit Services	10,686,000	673,000	7,498,000	2,000
Personnel Management Services	5,391,000	31,000	0	0
Total	17,768,000	760,000	7,498,000	2,000