

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. The Department assists State agencies with personnel recruitment and placement services, administers tests, oversees job classifications, and administers benefits.

ORGANIZATION AND STAFFING

Based in Albany, the Department of Civil Service operates under the direction of a Commissioner who is appointed by the Governor, subject to Senate confirmation. The Commissioner of Civil Service also serves as the President of the Civil Service Commission, along with two additional 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.

BUDGET HIGHLIGHTS

The Executive Budget recommends **\$59.7 million** All Funds (\$16.7 million General Fund; \$40.7 million Internal Service Fund; \$2.3 million Other Funds) for the Department of Civil Service. This is a decrease in the General Fund of **\$1.9 million (-10 percent)** from the 2010-11 budget. The Executive Budget reduces each agency's General Fund State Operations budget by 10 percent. These savings are intended to be achieved through administrative efficiencies in non-personal service and negotiated workforce savings that minimize layoffs to the extent possible.

PROGRAM HIGHLIGHTS

In 2010-11, the Department worked with agencies involved in recent consolidations and transfers of function, including the Division of Homeland Security and Emergency Services, the Statewide Financial System, and the Department of Transportation's takeover of I-84 maintenance from the Thruway Authority. In addition, the Department played a key role in implementation of Chapter 500 of the Laws of 2009, which created a pilot program designed to reduce the State's reliance on private information technology consulting services. The law authorized up to 500 term appointments to information technology positions requiring special skills or expertise for a maximum of five years.

The implementation of Federal health reform will continue to be an integral part of the Department's operations in the coming years, as part of its responsibility to administer employee health benefits. The 2010 enactment of the Federal Patient Protection and Affordable Care Act (ACA) and the Health Care and Education Reconciliation Act will require significant reforms to the State health plans. It is anticipated that these changes will be implemented by the Department in phases over the next several years.

In 2010, the U.S. Department of Health and Human Services approved NYSHIP's application to participate in the Early Retirement Reinsurance Program (ERRP). This new program provides financial assistance to public and private employers by offsetting the cost of health insurance claims incurred by retirees age 55 to 64 that are not old enough to be eligible for Medicare. The funding is intended to encourage employers to

CIVIL SERVICE

maintain insurance coverage for those retirees and must be used to offset future premium increases for NYSHIP employers and enrollees. The Department estimates NYSHIP may receive more than \$100 million over two years of the program.

As part of the premium-setting process each year, the Department, assisted by its actuarial consultant, reviews carrier premium demands and negotiates reductions in premium to more accurately reflect expected claim costs and allowable administrative expenses in the coming plan year. For 2011, carriers requested premium increases of approximately 20 percent. After negotiations, the insurers agreed to 2011 premiums which on average increased 12.7 percent.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2010-11	Appropriations Recommended 2011-12	Change	Reappropriations Recommended 2011-12
State Operations	61,554,000	59,695,000	(1,859,000)	0
Aid To Localities	0	0	0	0
Capital Projects	0	0	0	0
Total	<u>61,554,000</u>	<u>59,695,000</u>	<u>(1,859,000)</u>	<u>0</u>

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

Program	Full-Time Equivalent Positions (FTE)		
	2010-11 Estimated FTEs 03/31/11	2011-12 Estimated FTEs 03/31/12	FTE Change
Administration and Information			
Management			
General Fund	30	30	0
Internal Service Funds	21	21	0
Commission Operations and Municipal			
Assistance			
General Fund	15	15	0
Labor Management Programs			
General Fund	13	13	0
Personnel Benefit Services			
General Fund	25	25	0
Internal Service Funds	152	152	0
Personnel Management Services			
General Fund	134	134	0
Special Revenue Funds - Other	5	5	0
Internal Service Funds	49	49	0
Total	<u>444</u>	<u>444</u>	<u>0</u>

The above table does not reflect layoffs that may be necessary in the absence of negotiated workforce savings.

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

Fund Type	Available 2010-11	Recommended 2011-12	Change
General Fund	18,593,000	16,734,000	(1,859,000)
Special Revenue Funds - Other	2,257,000	2,257,000	0
Internal Service Funds	40,704,000	40,704,000	0
Total	<u>61,554,000</u>	<u>59,695,000</u>	<u>(1,859,000)</u>

CIVIL SERVICE

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

Program	Available 2010-11	Recommended 2011-12	Change
Administration and Information			
Management			
General Fund	4,073,000	3,666,000	(407,000)
Internal Service Funds	3,549,000	3,549,000	0
Commission Operations and Municipal			
Assistance			
General Fund	887,000	798,000	(89,000)
Personnel Benefit Services			
General Fund	1,850,000	1,665,000	(185,000)
Special Revenue Funds - Other	300,000	300,000	0
Internal Service Funds	29,799,000	29,799,000	0
Personnel Management Services			
General Fund	11,783,000	10,605,000	(1,178,000)
Special Revenue Funds - Other	1,957,000	1,957,000	0
Internal Service Funds	7,356,000	7,356,000	0
Total	<u>61,554,000</u>	<u>59,695,000</u>	<u>(1,859,000)</u>

STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2011-12 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration and Information				
Management	3,518,000	(391,000)	3,517,000	(391,000)
Commission Operations and Municipal				
Assistance	753,000	(84,000)	752,000	(84,000)
Personnel Benefit Services	1,546,000	(171,000)	1,507,000	(171,000)
Personnel Management Services	10,301,000	(1,145,000)	9,450,000	(1,145,000)
Total	<u>16,118,000</u>	<u>(1,791,000)</u>	<u>15,226,000</u>	<u>(1,791,000)</u>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
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
2011-12 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration and Information Management	148,000	(16,000)	9,000	0
Commission Operations and Municipal Assistance	45,000	(5,000)	3,000	0
Personnel Benefit Services	119,000	(14,000)	41,000	0
Personnel Management Services	304,000	(33,000)	50,000	0
Total	616,000	(68,000)	103,000	0

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration and Information Management	35,000	0	94,000	(16,000)
Commission Operations and Municipal Assistance	17,000	0	25,000	(5,000)
Personnel Benefit Services	0	0	73,000	(14,000)
Personnel Management Services	46,000	0	199,000	(33,000)
Total	98,000	0	391,000	(68,000)

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

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
2011-12 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,549,000	0	1,883,000	0
Personnel Benefit Services	30,099,000	0	12,397,000	0
Personnel Management Services	9,313,000	0	3,922,000	0
Total	42,961,000	0	18,202,000	0

Program	Nonpersonal Service	
	Amount	Change
Administration and Information Management	1,666,000	0
Personnel Benefit Services	17,702,000	0
Personnel Management Services	5,391,000	0
Total	24,759,000	0