

Civil Service, Department of

Mission

The Department of Civil Service is charged with providing human resource management services to the State and local governments. The Department assists State agencies with workforce recruitment and placement services, administers tests, oversees job classifications, and administers benefits.

Organization and Staffing

The agency is organized into the following divisions: Merit and Fitness, Employee Benefits, Classification and Compensation, and Commission Operations and Municipal Assistance.

The New York State Civil Service Commission, a separate entity, is composed of three members: the President of the Commission, who is also the Commissioner of the Department of Civil Service, and two other commissioners. The Commission adopts and modifies rules governing a wide range of State civil service matters.

Budget Highlights

The FY 2021 Executive Budget recommends \$58.7 million (\$15.8 million General Fund; \$39.8 million Internal Service Funds; \$1.1 million Special Revenue Funds-Other; and \$2.0 million for Aid to Localities), unchanged from FY 2020. The Executive Budget recommends a workforce of 362 FTEs, unchanged from FY 2020.

Program Highlights

Executive Direction

The agency leadership provides operational management of the agency and strategic direction for the State as it relates to workforce management. With its agency partners, the Department is actively supporting civil service reform initiatives such as: title consolidation/skill development; knowledge transfer/succession planning; employee recognition; and exam system modernization. In addition, as the administrator of one of the nation's largest employer-sponsored health plans, the Department strives to provide comprehensive and affordable health insurance coverage for its participants, while protecting the State's taxpayers through cost-effective management.

Classification and Compensation

The Classification and Compensation Division is responsible for establishing and maintaining a sound title and position classification system for State government that ensures equitable pay that is adaptable to market conditions. The Department recently launched a new initiative, C&C Direct, to allow for a better alignment between Civil Service and agency managers in developing classification and compensation solutions.

Staffing Services Division

The Staffing Services Division is responsible for assisting State agencies with staffing the State workforce, which includes providing merit system guidance; planning, developing and implementing examinations; recruiting and placing personnel; and establishing, maintaining and certifying eligible lists. The Department is currently working on updating strategies to improve communications with agencies and candidates, as well as simplifying the examination process.

Testing Services Division

The Testing Services Division is responsible for the development, scoring, and validation of State and local examinations as well as the administration of State examinations. The Department is focused on modernizing its approach to test delivery, enabling greater use of computerized testing and increasing efficiencies in the examination process. The exam system modernization initiative includes many projects and program enhancements including increased use of core competency testing to reduce reliance on customized examinations; weekday testing; and enhanced electronic communication.

Employee Health Service

The Employee Health Services Division provides medical examination services to determine the ability of pre-employment candidates and agency employees to safely perform the essential duties of a State job title and occupational health screenings to assist agencies in maintaining the health and safety of their employees throughout the State. The Department has implemented Lean principles to address increasing workload volumes and recently completed a project to assess procedures involving workflow in one of its medical clinics.

Employee Benefits Division

The Employee Benefits Division administers the New York State Health Insurance Program (NYSHIP), which covers 1.2 million State and local government employees, retirees, and their families. In addition, the Division also manages several other benefit programs, including worker’s compensation, dental insurance, vision care benefits, short-term and long-term disability insurance, and life insurance. Since 2013, the Department has worked with the Department of Health to align the health care purchasing strategies of the New York State Medicaid Program and NYSHIP, which focus on the expansion of medical homes and performance-based provider contracting. These efforts align with the Department’s goal of improving care and health, while lowering costs.

Commission Operations and Municipal Assistance

The Commission Operations Division provides support services to the State Civil Service Commission. The Municipal Assistance Services Program provides oversight, advice, and examination assistance to 95 local civil service agencies as required by Civil Service Law.

Office of Diversity and Inclusion Management

The Office of Diversity and Inclusion Management is responsible for supporting all State agencies in developing a Statewide Diversity and Inclusion Strategic Plan, as well as a Framework and Implementation Plan to increase diversity in the workforce, and cultivate and promote an environment of workplace inclusion, pursuant to Executive Order No. 187. The Office assists State agencies with incorporating equal employment opportunity principles into their operational policies and practices, including the vital programs and services delivered to State employees and the public.

**ALL FUNDS
APPROPRIATIONS
(dollars)**

Category	Available FY 2020	Appropriations Recommended FY 2021	Change From FY 2020	Reappropriations Recommended FY 2021
State Operations	56,741,000	56,741,000	0	0
Aid To Localities	2,000,000	2,000,000	0	2,356,000
Total	58,741,000	58,741,000	0	2,356,000

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

Program	FY 2020 Estimated FTEs 03/31/20	FY 2021 Estimated FTEs 03/31/21	FTE Change
Administration and Information Management			
General Fund	26	26	0
Internal Service Funds	15	15	0
Commission Operations and Municipal Assistance			
General Fund	13	13	0
Personnel Benefit Services			
General Fund	24	24	0
Internal Service Funds	129	129	0
Personnel Management Services			
General Fund	122	122	0
Special Revenue Funds - Other	6	6	0
Internal Service Funds	27	27	0
Total	362	362	0

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

Fund Type	Available FY 2020	Recommended FY 2021	Change
General Fund	15,840,000	15,840,000	0
Internal Service Funds	39,761,000	39,761,000	0
Special Revenue Funds - Other	1,140,000	1,140,000	0
Total	56,741,000	56,741,000	0

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

Program	Available FY 2020	Recommended FY 2021	Change
Administration and Information Management			
General Fund	3,291,000	3,291,000	0
Internal Service Funds	3,246,000	3,246,000	0
Commission Operations and Municipal Assistance			
General Fund	717,000	717,000	0
Personnel Benefit Services			
General Fund	1,650,000	1,650,000	0
Internal Service Funds	24,142,000	24,142,000	0
Special Revenue Funds - Other	300,000	300,000	0
Personnel Management Services			
General Fund	10,182,000	10,182,000	0
Internal Service Funds	12,373,000	12,373,000	0
Special Revenue Funds - Other	840,000	840,000	0
Total	56,741,000	56,741,000	0

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STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2021 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration and Information Management	3,291,000	0	3,279,000	0
Commission Operations and Municipal Assistance	717,000	0	716,000	0
Personnel Benefit Services	1,650,000	0	1,524,000	0
Personnel Management Services	10,182,000	0	9,502,000	0
Total	15,840,000	0	15,021,000	0

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Administration and Information Management	0	0	12,000	0
Commission Operations and Municipal Assistance	0	0	1,000	0
Personnel Benefit Services	115,000	0	11,000	0
Personnel Management Services	670,000	0	10,000	0
Total	785,000	0	34,000	0

STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2021 RECOMMENDED
(dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,246,000	0	1,819,000	0
Personnel Benefit Services	24,442,000	0	9,498,000	0
Personnel Management Services	13,213,000	0	4,841,000	0
Total	40,901,000	0	16,158,000	0

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Program	Nonpersonal Service	
	Amount	Change
Administration and Information Management	1,427,000	0
Personnel Benefit Services	14,944,000	0
Personnel Management Services	8,372,000	0
Total	24,743,000	0

**AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)**

Fund Type	Available FY 2020	Recommended FY 2021	Change
General Fund	2,000,000	2,000,000	0
Total	2,000,000	2,000,000	0

**AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)**

Program	Available FY 2020	Recommended FY 2021	Change
Administration and Information Management			
General Fund	2,000,000	2,000,000	0
Total	2,000,000	2,000,000	0

Note: Most recent estimates as of 01/29/2020