

Civil Service, Department of

Mission

The Department of Civil Service is charged with providing human resource management services to the State and local governments, serving approximately 150,000 State employees and 360,000 local government employees. The Department assists State agencies with workforce recruitment and placement services, administers tests, oversees job classifications, assists municipal agencies with administration, and administers the State's health insurance program.

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 2025 Executive Budget recommends \$99.8 million (\$54.2 million General Fund; \$42.4 million Internal Service Funds; \$1.2 million Special Revenue Funds-Other; and \$2.0 million for Aid to Localities), an increase of \$10.6 million from FY 2024. The increase includes continued funding support for several programs aimed at modernizing the State's civil service system. These initiatives include expanding continuous recruitment to more titles, increasing accessibility to tests, creating avenues to engage with future State employees through direct contact and social media, and analyzing and improving the equity of the State's current pay structure. Funding has also been added for the Department of Civil Service to create and facilitate anti-racism trainings. The Executive Budget recommends a workforce of 465 FTEs for the agency, unchanged from FY 2024.

For more information on this agency's budget recommendations located in the Executive Budget Briefing Book, click on the following link:

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

NYS DOB | FY 2025 Executive Budget | Agency Appropriations

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.

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)

<u>Category</u>	Available FY 2024	Appropriations Recommended FY 2025	Change From FY 2024	Reappropriations Recommended FY 2025
State Operations	87,192,104	97,811,000	10,618,896	0
Aid To Localities	2,000,000	2,000,000	0	5,002,000
Total	89,192,104	99,811,000	10,618,896	5,002,000

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

Program	FY 2024 Estimated FTEs 03/31/24	FY 2025 Estimated FTEs 03/31/25	FTE Change
Administration and Information Management			
General Fund	47	47	0
Internal Service Funds	14	14	0
Commission Operations and Municipal Assistance			
General Fund	12	12	0
Personnel Benefit Services			
General Fund	14	3	(11)
Internal Service Funds	100	111	11
Personnel Management Services			
General Fund	259	259	0
Special Revenue Funds - Other	2	2	0

NYS DOB | FY 2025 Executive Budget | Agency Appropriations

Internal Service Funds	17	17	0
Total	465	465	0

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

Fund Type	Available FY 2024	Recommended FY 2025	Change
General Fund	43,639,920	54,208,000	10,568,080
Internal Service Funds	42,361,184	42,412,000	50,816
Special Revenue Funds - Other	1,191,000	1,191,000	0
Total	87,192,104	97,811,000	10,618,896
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(1,895,104)		
Appropriated FY 2024	85,297,000		

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

Program	Available FY 2024	Recommended FY 2025	Change
Administration and Information Management			
General Fund	11,478,920	8,464,000	(3,014,920)
Internal Service Funds	3,355,000	3,447,000	92,000
Commission Operations and Municipal Assistance			
General Fund	744,000	840,000	96,000
Office of Diversity and Inclusion Management			
General Fund	3,555,000	4,562,000	1,007,000
Personnel Benefit Services			
General Fund	1,712,000	1,770,000	58,000
Internal Service Funds	25,887,629	25,813,000	(74,629)
Special Revenue Funds - Other	300,000	300,000	0
Personnel Management Services			
General Fund	21,425,000	33,796,000	12,371,000
Internal Service Funds	13,118,555	13,152,000	33,445
Special Revenue Funds - Other	891,000	891,000	0
Test Evaluation and Validation			
General Fund	4,725,000	4,776,000	51,000
Total	87,192,104	97,811,000	10,618,896

NYS DOB | FY 2025 Executive Budget | Agency Appropriations
STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration and Information Management	8,463,000	(942,920)	8,434,000	(959,920)
Commission Operations and Municipal Assistance	840,000	96,000	833,000	90,000
Office of Diversity and Inclusion Management	3,799,000	1,400,000	3,799,000	1,400,000
Personnel Benefit Services	1,770,000	58,000	1,632,000	50,000
Personnel Management Services	22,622,000	4,609,000	21,862,000	4,555,000
Test Evaluation and Validation	4,022,000	51,000	4,022,000	51,000
Total	41,516,000	5,271,080	40,582,000	5,186,080

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Administration and Information Management	0	0	29,000	17,000
Commission Operations and Municipal Assistance	0	0	7,000	6,000
Personnel Benefit Services	123,000	4,000	15,000	4,000
Personnel Management Services	723,000	27,000	37,000	27,000
Total	846,000	31,000	88,000	54,000

NYS DOB | FY 2025 Executive Budget | Agency Appropriations
STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration and Information Management	1,000	(2,072,000)	1,000	(72,000)
Office of Diversity and Inclusion Management	763,000	(393,000)	95,000	(50,000)
Personnel Management Services	11,174,000	7,762,000	4,238,000	3,576,000
Test Evaluation and Validation	754,000	0	53,000	0
Total	12,692,000	5,297,000	4,387,000	3,454,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration and Information Management	0	0	0	(2,000,000)
Office of Diversity and Inclusion Management	360,000	(185,000)	0	0
Personnel Management Services	0	0	6,936,000	4,186,000
Test Evaluation and Validation	0	0	701,000	0
Total	360,000	(185,000)	7,637,000	2,186,000

Program	Equipment	
	Amount	Change
Office of Diversity and Inclusion Management	308,000	(158,000)
Total	308,000	(158,000)

NYS DOB | FY 2025 Executive Budget | Agency Appropriations
STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,447,000	92,000	1,942,000	54,000
Personnel Benefit Services	26,113,000	(74,629)	10,508,000	(48,578)
Personnel Management Services	14,043,000	33,445	5,331,000	10,049
Total	43,603,000	50,816	17,781,000	15,471

Program	Nonpersonal Service	
	Amount	Change
Administration and Information Management	1,505,000	38,000
Personnel Benefit Services	15,605,000	(26,051)
Personnel Management Services	8,712,000	23,396
Total	25,822,000	35,345

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

Fund Type	Available FY 2024	Recommended FY 2025	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 2024	Recommended FY 2025	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 01/16/2024