

2018 Budget Presentation

Department: Civil Service

What We Do and Who We Serve

The Auburn Civil Service Commission administers Civil Service Laws for the City of Auburn, Auburn Enlarged School District and Auburn Housing Authority. The Auburn Civil Service Commission consists of three part time commissioners, not more than two of whom shall at any time be adherents of the same political party.

Municipal Commissioners are local officers but act for the general public in carrying out the provision of the NYS Civil Service Law and the Local Civil Service Rules. They are not an agent of the City of Auburn, Auburn Enlarged School District or Auburn Housing Authority.

Functions of the Civil Service Commission include:

- certify eligibles for appointment
- process examinations, including ordering new examinations
- preparing announcements and reviewing applications
- approve provisional and other temporary appointments to competitive class positions
- approve claims for veteran's and disabled veteran's credits
- review and recommend classifications of positions
- maintain roster cards and other personnel records
- consult with administrative and legislative officials regarding civil service and personnel matters and procedures
- maintain the classification plan including preparing new and revised class specifications

Total Employees in Dept: 1 FTE; 3 PT Commissioners

Significant achievements during 2016-2017 budget year:

- Permanent hire of Civil Service Clerk, Jeffrey Whiting
- Continued increase in exams both promotional and open competitive for the City of Auburn, Auburn Enlarged School District and Auburn Housing Authority; which brings in revenue.
- Discussion on broadening the notice of exam announcements to reach additional candidates.
- Creation of new positions: Director of Technology and Plant Maintenance Mechanic.

Total Budget for past 5 years:

2013 - \$87,754

2014 - \$84,679

2015 - \$86,800

2016 - \$79,149 *

2017 - \$77,433 *

*Decrease in budget from 2016 to 2017 was due in part to joining Cayuga County Health Consortium.

Requested Budget for 2018: \$78,206

Goals for the Civil Service Office for 2017-2018:

- Consolidation to digital records
 - Discussion with Planning and Economic Development regarding possible Grant monies available
- Online application and payment
 - Would allow Department Heads ability to review applications
 - Potential candidates have access to receive automatic notification of new job postings.
- Additional online posting of exams

- Additional training for Civil Service Clerk