

CIVIL SERVICE 101

JUNE 15, 2021

PREPARED BY VILLAGE OF RYE BROOK



WHO CREATED CIVIL SERVICE? WHY DOES IT EXIST? WHO ADMINISTERS IT?

- Assemblyman Theodore Roosevelt routed a bill through the state legislature and Governor Grover Cleveland signed the measure into law on May 4, 1883. This law provided for a New York State Civil Service Commission.
- Goal: From Patronage to Merit.
- Westchester County HR administers NYS Civil Service laws for all towns, villages, cities of Rye & Peekskill.

WHY DO SOME POSITIONS HAVE TESTS & OTHERS DO NOT?

Exams:

- Competitive

No Exams:

- Labor
- Non-Competitive
- Exempt
- Unclassified

TYPES OF CIVIL SERVICE LISTS:

- Open-Competitive
 - Advance test dates
 - Lists last 1-4 years
- Resident
 - Same as above
- Local-Promotional
 - Same as above but only direct line of promotion in title field & within RB.

SCHEDULED VS CONTINUOUS RECRUITMENT EXAMS

- **Scheduled:**
 - Announced in advance for specific titles.
- **Continuous Recruitment:**
 - Entry & Mid-level office positions.
 - Exams held continuously throughout yr
 - Participation is limited to once every twelve months to take an exam.

WHAT IS “RULE OF THREE”?

- After canvass of list, must apply “Rule of Three” to those interested in position.
- Lists use “zone scoring” (100, 95, 90, etc.) resulting in many tie scores.
- Must hire from top three interested in position, but remember, every candidate in same zone has equal standing.
- If less than 3 interested, village can hire from list, or hire someone as “Provisional”
- If a list is canvassed, does the village have to make an appointment?
 - No. Can return the list indicating “no appointments made”.

“RULE OF THREE” EXAMPLE #1

1. 100 Interested
2. 100 Not Interested
3. 100 Interested
4. 95 Not Interested
5. 90 Interested
6. 90 Interested
7. 85 Interested

ANSWER: 1, 3, 5, 6

“RULE OF THREE” EXAMPLE #2

1. 100 Interested
2. 100 Interested
3. 100 Interested
4. 100 Interested
5. 95 Interested
6. 90 Not Interested
7. 90 Interested

ANSWER: 1 through 4

“RULE OF THREE” EXAMPLE #3

1. 100 Not Interested
2. 95 Not Interested
3. 95 Interested
4. 90 Interested
5. 90 Not Interested
6. 85 Interested
7. 85 Interested
8. 85 Interested
9. 80 Interested

ANSWER: 3, 4, 6, 7, 8

“RULE OF THREE” EXAMPLE #4

1. 100 Interested
2. 100 Not Interested
3. 80 Interested
4. 80 Not Interested
5. 80 Not Interested

ANSWER: **1 & 3 can be appointed.** If list exhausted, it is “broken” and village could also hire another qualified person not on list as a “Provisional” employee (to be discussed later).

SHOULD I TAKE A CIVIL SERVICE TEST FOR A HIGHER TITLE?

IF I AM REACHABLE, DOES THIS MEAN I WILL GET PROMOTED AND/OR A SALARY INCREASE?

- Yes – take any exam you are interested in - great experience & also presents more potential options for you (in Rye Brook or County).
- Does this mean you will be promoted and/or receive more money in Rye Brook?
 - Unfortunately, no. Depends on the work you do, performance, experience, etc.
 - Salaries are determined by the local municipality... not the county or title.
- So why take exams? It presents options and opportunities.

WHERE CAN I RECEIVE INFORMATION ABOUT UPCOMING EXAMS?
ARE THERE STUDY GUIDES?
WHERE CAN I REVIEW JOB DESCRIPTIONS?

- Westchester County Human Resources Web Page has a list of upcoming exams, or you can simply provide your email and they will automatically send you a weekly list.
- Study Guides for many titles are also available on the NYS Civil Service web site.
- Westchester County Human Resources Web Page has an Alphabetical list of job descriptions.
- All links are on Rye Brook's web page under "eNET" <https://ryebrook.org/enet/>

WHAT IS A DESK AUDIT AND WHY WOULD THEY BE DONE?

- County performs- either on own or at request of village or employee.
- Determines appropriate civil service title based on job duties.
- Positive: Appropriate title assigned. Can lead to higher title and *potentially* more pay.
- Negative: If a competitive title, must still be reachable under “Rule of Three” to stay in position. Could also lead to a lower title.

WHAT ARE THE DIFFERENCES BETWEEN...

- Probation:
 - 12 – 52 weeks (most positions)
 - 12 – 78 weeks (Police Officers)
- Permanent: Follows Probation. More CS rights.
- Contingent-Permanent: Someone else may have rights to your position. Most commonly it occurs when someone is promoted and is still on probation in higher title.
- Provisional: Competitive title but not hired from a list. Must take exam when given and be reachable under “Rule of Three” or cannot be in position.
- FT vs PT:
 - FT: 35/40 hours/week
 - PT: 17.5/20 hours/week

BUMPING & RETREATING

- Bumping: Competitive class only. Employee will displace the least senior employee in the next existing lower occupied title in direct line of promotion.
- Retreating: If no lower-level occupied positions in direct line of promotion exist in the layoff unit, Competitive class employees may have retreat rights. Non-competitive and Labor class employees also have retreat rights. Retreat means that the employee, provided he/she has greater retention standing, may displace the least senior individual in the layoff unit who occupies the last lower-level title that the employee held on a permanent basis.

IF I RECEIVE A CANVASS LETTER FROM RYE BROOK OR ANOTHER MUNICIPALITY, SHOULD I RESPOND?

- YES! Always respond.
- If not interested, can reply accordingly.
- If Interested, may present an opportunity.
- If you do not respond, potential exists that County will remove you from list entirely. (if this occurs, contact County- may be able to be reinstated).

CAN I TRANSFER OR BE REINSTATED TO RYE BROOK FROM ANOTHER JURISDICTION?

- Transfers and Reinstatements are possible if you have Permanent status in a Competitive title and meet other requirements for transfer/reinstatement.
- *Reinstatement*: appointment of an employee who has resigned from a permanent, Competitive position in one municipality to the same/similar position in another municipality. Oftentimes other information is required to be considered by WC.
- *Transfer*: appointment of an active, permanent, Competitive employee from one municipality to the same/similar position in another municipality within Westchester County Civil Service.

QUESTIONS?

- Rye Brook Resources:
 - Treasury (Trish & Pasquale)
 - Administration (Chris & Alex)
 - eNet: <https://ryebrook.org/enet/> (including CS Regulations)

- Westchester County Dept. of Human Resources:

<https://humanresources.westchestergov.com/>

Westchester County Department of Human Resources

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Office hours: 9 a.m. to 5 p.m., Monday through Friday.