



Auburn Municipal Civil Service Commission

April 5, 2018

Jack Hardy, Chair

Laurie Turo-Butler, Commissioner

Tricia Kerr, Commissioner

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.

Operating Budgets

	2017-18	2018-19	Percent Change
Civil Service Department	\$77,433	\$76,032	-2.26%
Operating Budget	\$2,800	\$2,800	0.0%
FTEs	1 FTE; 3 PT Commissioners	1 FTE; 3 PT Commissioners	0.0%
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 2019-20: \$76,044.88			

The Year In Review

Changes in Service and Accomplishments

- Appointment of Tricia Kerr to fill vacancy
- 326 individuals sat for 11 exams (promotional & open competitive) with one additional exam scheduled for June 2018
- Generating \$6805.00 in revenue to date
- Expanded the notification list for exam announcements to reach additional candidates
- Started a Community Outreach Program at the BTW in September to educate the public on the Civil Service process and to increase and diversify candidate pools
- Creation of 4 new positions: Deputy Dir. of Community Planning, IT Systems Administrator, Network Administrator (2) and Dir. of Facilities III
- Adopting more sustainable practices by transitioning to a paperless agenda, *Granicus*, with hopes of being completely paperless by 2019

Goals for 2018-19

- Increase exposure of potential job opportunities by hosting additional Community Outreach/Education events at different locations around the City
 - ✓ Diversify candidate pools
 - ✓ Increase numbers for exams
- Additional training for Civil Service Clerk – 4 day Boot Camp, Fall 2018
- **WISH LIST** -- Consolidation to digital records management system -- *Discover eGov, Pittsford, NY*

WISH LIST

Discover eGov Solutions – “Go Online, NOT Inline!”

➤ ***Civil Service Applicant Management System (2 Parts)***

1. Application Portal

- Online application and payment portals, track status and view test results online
- 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 linking with the Dept. of Labor

2. Digital Roster Card System

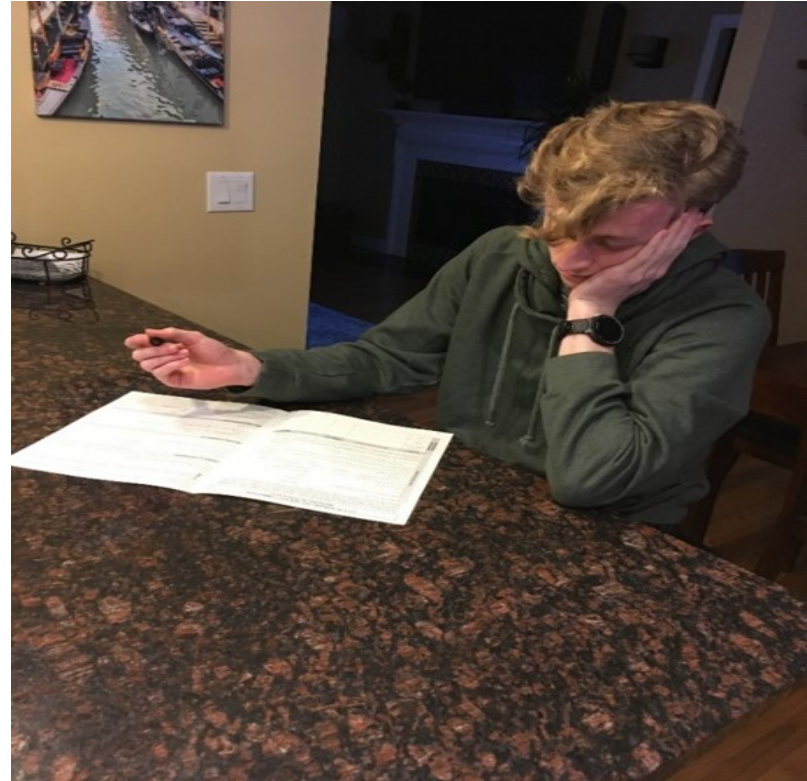
- Manage Roster Card Records, Preferred Lists and Certify Payroll

➤ ***Contract Management System***

- Digital Pink sheet process replacing the current 4-copy form
- Automated approvals and e-signatures

Civil Service Applicant Management System

Eliminating the paper application, the Applicant Management System provides a simple way for prospective job candidates to view, register and pay for an exam by creating a personal account; view test results and track status online.



The Digital Roster Card Management System

The digital Roster Card system increases efficiency within the Civil Service Department in processing in a digital environment, which eliminates cumbersome manual tasks on obsolete equipment.





The **Contract Management Solution** provides a paperless workflow, eliminating the need for copies, files and storage of records. Increases productivity of staff, reduces the potential for delay and error, and reduces overhead.



Thank You