

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 2023 Executive Budget recommends \$69.0 million (\$25.0 million General Fund; \$40.8 million Internal Service Funds; \$1.2 million Special Revenue Funds-Other; and \$2.0 million for Aid to Localities), an increase of \$9.3 million from FY 2022. The increase includes additional funding for staffing, including the creation of a new Test Evaluation and Validation Unit, along with increased funding for technical assistance for online exams and establishing Civil Service test centers at designated SUNY campuses. The Executive Budget recommends a workforce of 357 FTEs, which represents an increase of 11 FTEs for the new Test Evaluation and Validation Unit.

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-

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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 2022	Appropriations Recommended FY 2023	Change From FY 2022	Reappropriations Recommended FY 2023
State Operations	57,694,269	66,980,000	9,285,731	800,000
Aid To Localities	2,000,000	2,000,000	0	4,349,000
Total	59,694,269	68,980,000	9,285,731	5,149,000

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

Program	FY 2022 Estimated FTEs 03/31/22	FY 2023 Estimated FTEs 03/31/23	FTE Change
Administration and Information Management			
General Fund	26	37	11
Internal Service Funds	5	5	0
Commission Operations and Municipal Assistance			
General Fund	12	12	0
Personnel Benefit Services			
General Fund	14	14	0
Internal Service Funds	100	100	0
Personnel Management Services			
General Fund	170	170	0
Special Revenue Funds - Other	2	2	0
Internal Service Funds	17	17	0
Total	346	357	11

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

Fund Type	Available FY 2022	Recommended FY 2023	Change
General Fund	16,720,110	24,986,000	8,265,890
Internal Service Funds	39,834,159	40,813,000	978,841
Special Revenue Funds - Other	1,140,000	1,181,000	41,000
Total	57,694,269	66,980,000	9,285,731
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(153,269)		
Appropriated FY 2022	57,541,000		

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

Program	Available FY 2022	Recommended FY 2023	Change
Administration and Information Management			
General Fund	3,309,073	7,348,000	4,038,927
Internal Service Funds	3,246,000	3,355,000	109,000
Commission Operations and Municipal Assistance			
General Fund	717,000	744,000	27,000
Office of Diversity and Inclusion Management			
General Fund	0	1,557,000	1,557,000
Personnel Benefit Services			
General Fund	1,712,037	1,712,000	(37)
Internal Service Funds	24,142,000	24,727,000	585,000
Special Revenue Funds - Other	300,000	300,000	0
Personnel Management Services			
General Fund	10,982,000	11,400,000	418,000
Internal Service Funds	12,446,159	12,731,000	284,841
Special Revenue Funds - Other	840,000	881,000	41,000
Test Evaluation and Validation			
General Fund	0	2,225,000	2,225,000
Total	57,694,269	66,980,000	9,285,731

STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration and Information Management	7,348,000	4,038,927	7,336,000	4,038,927
Commission Operations and Municipal Assistance	744,000	27,000	743,000	27,000
Office of Diversity and Inclusion Management	1,557,000	1,557,000	1,557,000	1,557,000
Personnel Benefit Services	1,712,000	(37)	1,582,000	(4,037)
Personnel Management Services	11,400,000	418,000	10,694,000	392,000
Test Evaluation and Validation	1,870,000	1,870,000	1,870,000	1,870,000
Total	24,631,000	7,910,890	23,782,000	7,880,890

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	119,000	4,000	11,000	0
Personnel Management Services	696,000	26,000	10,000	0
Total	815,000	30,000	34,000	0

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Test Evaluation and Validation	355,000	355,000	25,000	25,000
Total	355,000	355,000	25,000	25,000

Program	Contractual Services	
	Amount	Change
Test Evaluation and Validation	330,000	330,000
Total	330,000	330,000

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Administration and Information Management	3,355,000	109,000	1,888,000	69,000
Personnel Benefit Services	25,027,000	585,000	9,862,000	364,000
Personnel Management Services	13,612,000	325,841	5,076,000	190,800
Total	41,994,000	1,019,841	16,826,000	623,800

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Program	Nonpersonal Service	
	Amount	Change
Administration and Information Management	1,467,000	40,000
Personnel Benefit Services	15,165,000	221,000
Personnel Management Services	8,536,000	135,041
Total	25,168,000	396,041

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

Fund Type	Available FY 2022	Recommended FY 2023	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 2022	Recommended FY 2023	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 05/11/2020