

Rensselaer County Civil Service Commission						DM - Dan
Rebuild Management Project Plan						FOM - Flora
v1		6/16/04		D. Moran		KB - Kathy
						IG - Ingrid
		Project				LR - Lynn
Audit Rec #/Page	Recommendation & Actions	Manager	Review	Reporting	Due Date	Completed
1 14	Review duties of those in Schedule A, determine classification and initiate process to remove from competitive class if recommended	KB	DM	Quarterly	12/31/04	
	* Review and audit positions for complete list	LR				
	* Prepare required documentation	LR				
	* Schedule and conduct public hearing	KB				
	* Present to NYS CS for approval	KB				
2 14	Establish procedure to review vacant exempt class positions within 4 months of vacancy	KB	DM	Upon Com.	8/31/04	
	* Compile list of all exempt positions & status	KB				
	* Issue procedural update to all agencies of process	KB/IG				
	* Include in administrative training	IG				
3 15	Initiate procedures and processes that all new and reclassified positions are classified	KB				Jun-03 Commission now reviews and classified all positions prior to filling
	* Include process in administrative training	IG			9/30/04	
4 16	Initiate plan with County Budget Office on titling of positions in compliance to sec 22 of NYS CS law.	DM	FOM	Upon Com.	7/31/04	
	* Communicate issue to County Executive, Budget Director & HR Director to coordinate with 2005 budget process	DM				
	* Schedule planning/process meeting for procedural review.	DM				
	* Assure implementation and review of revised procedures	DM				
5 17	Initiate actions to bring agencies cites under Civil Service administration.	DM	FOM	Upon Com.	9/30/04	
	* Contact agencies to communicate issue and process	DM				
	* Provide training to key staff within agencies	IG				
	* Initiate classification process	KB				
6 17	Review classification of all positions under jurisdiction	KB	DM	Quartely	12/31/04	
	* Review and compare Schedule B list	LR				

13 26	* Review all positions for proper classification and legal appointment * Initiate Commission action on positions requiring action	LR KB	KB	Quarterly	12/31/04	
7 19	Improve timely ordering and processing of examination orders to manage provisional appointment * Implement examination program to provide eligible lists to meet requirements of agencies	KB KB			Aug-03 Aug-03	Examinations are now ordered within 30 days of a provisional appointment. Staff has initiate ordering and examination planning to meet requirements of agencies an CSC
8 20	Review promotional fields that can be implemented to afford promotional rights to employees. * Identify candidates and positions * Discuss with appointing manager * Initiate action to facilitate examination and establishment of eligible lists for promotional candidates	KB IG IG KB	DM	Upon Com.	10/30/04	
9 21	Announce and conduct examinations, certify eligible list and issue for positions under Decentralized Exam Program	KB			Mar-04	Examinations have been announced, held and eligible list certified for positions as required.
10 22	Revise examination announcements with regard to alternate test arrangements * Revise announcement template and web posting	KB			Dec-03	Examination announcements have been revised and several alternative test requests arranged
11 24	Initiate procedure to properly determine and assign seniority points * Review current process * Incorporate into Master Roster System Reestablish	IG IG	FOM	Upon Com.	7/31/04	
12 25	Establish veteran credit roster system * Maintain veteran credit roster system	IG	FOM		7/31/04	Note: System was established prior to audit
13 26	Refer to 6 17 and sub. 13 26					
14 27	Create, initiate and manage tracking and management of provisional appointments * Create report format * Develop master provisional list * Maintain and report on 4th Thursday monthly	DM IG	DM	Monthly		Master list has been created
15 28	Initiate process to review all non-competitive positions/applications are approved prior to filling	KB				All applications are reviews; approval indicated prior to filling

	* Include in administrative training as process	IG			9/30/04	
16 29	Mandate that all Reports of Personnel Change from agencies is submitted on a timely basis to CS	IG	DM	Monthly	7/31/04	
	* Communicate required process to agencies	IG				
	* Identify non-compliance issues and report to commission	IG				
	* Implement corrective action on non-compliance	DM				
	* Review process to improve information flow	IG				
	* Streamline process through web-based initiative	DM				
	* Include in administrative training	IG				
17 30	Initiate Master Roster Record Reestablish Project	IG	FOM	Monthly	12/31/04	
18 30	* Secure additional staffing as required for project and ongoing management and administration	DM				Secured additional 1.5 headcount; assigned project responsibility and accountability Record have been moved and secured
	* Move roster records to Civil Service Office and secure	IG				
	* Secure summer help to copy critical County HR records	DM				
	* Secure all transaction records of personnel changes by agency and develop archive system for subsequent posting	IG				
	* Reestablish county employee roster records incorporating historical records maintained by county.	IG				
	* Review all appointments and source documents of county records	IG				
	* Develop, publish and post approved coding of posting transactions	IG				
	* Develop and issue project plan and due dates for Master program to include reestablishment schedule	IG				
	* Review processes utilized by other agencies to automate and coordinate with BRIS.	IG				
	* Report status to Commission monthly on the 1st Thursday of the month, including project status, records reestablished and critical issues	IG				
	* Conduct complete payroll certification upon completion of reestablishment of roster record system	IG				
18 30	Refer to 17 30					
19 30	Secure additional staff to meet requirements with office space, signage and other physical requirements to assure proper conduct of Office.	DM	FOM	Upon Com.	9/30/04	
	* Secure additional staff	DM				1.5 additional staff secured and assigned
	* Improve signage and process for public seeking applications and information.	DM				
	* Initiate process and procedures to maintain independency and autonomy of CS, coordinating with County Office of HR	DM				
	Review space plan and office layout/flow	KB				

Business Process Management Recommendations							
1 11	Recreate Rules of Civil Service Commission	KB	DM	Upon Com.		Apr-04	Completed
	* Distribute to agencies	KB					Completed
	* Post on Web Site for distribution	KB					Completed
2 12	* Incorporate all amendments	KB					Completed
3 12	* Include missing passages	KB					Completed
4 13	* Review and create revision to Rules X11 and XXV1	KB			12/31/04		
5 14	* Add Titles in Sheriff's Dept to Appendices	KB					Completed
6 16	Establish procedure to assure accuracy of scoring of decentralized examinations	KB				Oct-03	Completed and implemented
7 22	Include information in announcements for disabled and military people	KB				Oct-03	Completed
8 24	Review, organize, streamline, automate and manage processes to document all eligible list transactions, canvass process and results and appointments	KB	DM		10/30/04		
	* Recommend process changes	KB					
	* Communicate to agencies	KB					
	* Include in administrative training	IG					
9 31	Include police and fire training in roster records	IG	FOM		9/30/04		
	* Incorporate into Master Reestablish Program	IG					
10 34	Initiate process of minutes approval and signing by Commissioners	KB				Oct-03	Minutes are now approved and signed
Commission Initiatives							
n/a	Plan, conduct and evaluate Administrative Training Program for agencies utilizing CS services	IG	DM	Monthly	9/30/04		
n/a	Plan & Coordinate Civil Service Mgt. Training for new/appointed staff, coordinating with NYS CS	KB	DM	Quarterly	10/30/04		
n/a	Develop communication plan and electronic tools to continually improve Commission communication to agencies	IG	DM	Monthly	9/30/04		
	* Initiate outreach to agencies to meet/discuss CS	DM					Initiated outreach and met with some agencies
n/a	Continually improve & streamline business processes	DM	FOM	Monthly	12/31/04		
	* Provide additional staff training in automated systems						
	* Coordinate process improvement and automation with BRIS						

	* Network within the CS community for new ideas to streamline						
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**Rensselaer County Civil Service
Organization and Responsibilities
V1**

6/18/04

Civil Service Commission

Dan Moran, Chairman
Flora O'Malley
<To Be Appointed>

Kathy Bruno

Labor & Personnel Aide

- * Office Management
- * Examination Planning & Administration
 - * Security
- * NYS CS Relationship & Communication
- * Commission Administration
 - * Technical Service
 - * Proctor Management
 - * Process Improvement
 - * Constituent Service
- * List/Specification Management

Lynn Roesch

Personnel Clerk

- * Exam Administration
- * List/Specification Admin.
- * Commission Support

Ingrid Gundrum

Civil Service Admin. Aide

- * Records Admin./Roster Admin.
 - * Budget Admin.
- * Provisional Admin. & Reporting
 - * Constituent Service
 - * Admin. System Training
 - * Process Improvement
- * Commission Communication