



Auburn Municipal Civil Service Commission

April 4, 2019

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

		2018-19		2019-20		Percent Change
Civil Service Department		\$80,376		\$102,883		21.9%
Operating Budget		\$2,800		\$18,325		655%
FTEs		1 FTE; 3 PT Commissioners		1 FTE; 3 PT Commissioners		0.0%
<p>The increase in the operating budget includes a request for 50% of the cost of the Civil Service software product <i>Discover e-Gov</i> and the cost of postage for New York State Civil Service exam materials now born by local agencies.</p>						

The Year In Review

Changes in Service and Accomplishments

- 70 individuals sat for 12 exams (promotional & open competitive)
- Generating \$562.50 in revenue to date
- Represented the City of Auburn at a Cayuga-Onondaga BOCES speaker panel, along with Cayuga County Civil Service and the Cayuga Works Career Center to speak with student about career opportunities
- Represented the City of Auburn at local job fairs at Syracuse University and Cayuga Community College
- Creation of 3 new positions: Local Area Network Technician, Network Administrator, and Technical Director of Municipal Utilities

Goals for 2019-20

- 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 2019
- **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

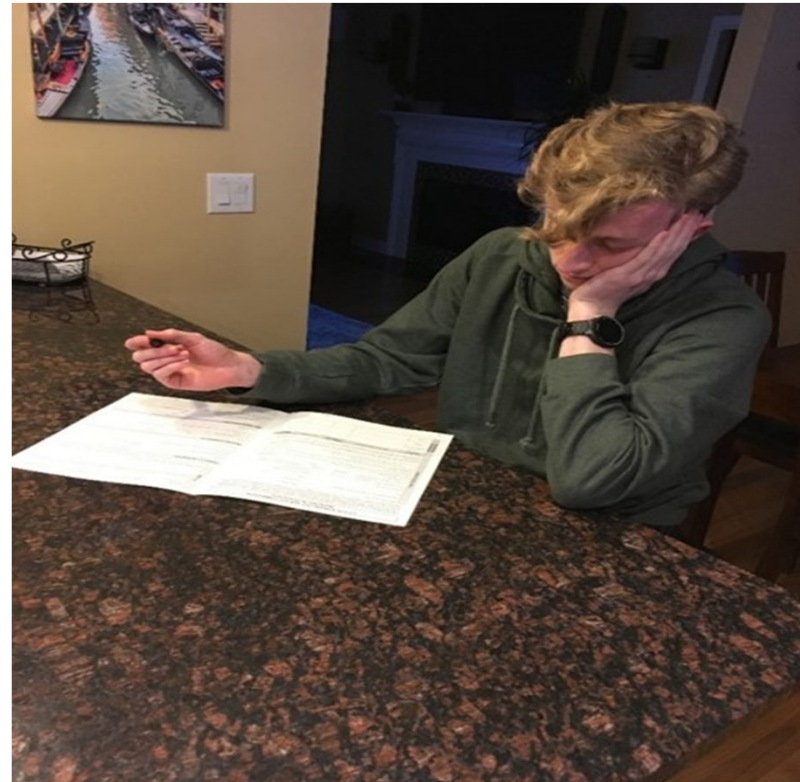
- Manage Roster Card Records, Preferred Lists and Certify Payroll

➤ ***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