



*Andrew J. Spano, Westchester County Executive  
County Board of Legislators*

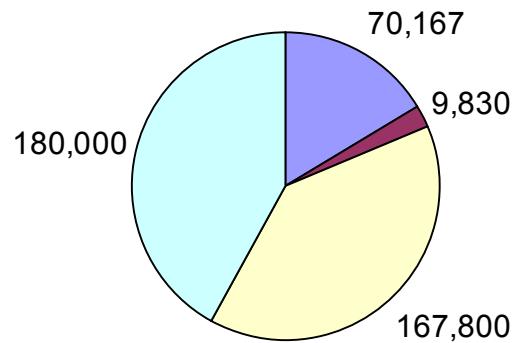
# Budget Presentation 2008

*Department of Human Resources  
Paula Redd Zeman, Commissioner*

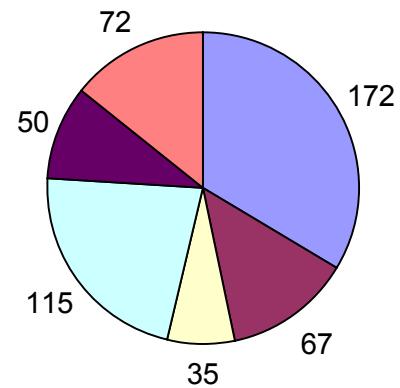
## **SAFETY & SECURITY SERVICES**

The County continued to consider the safety and security of its facilities paramount and, as such, this area continues to expand for Human Resources. In its third full year of operation, departmental efforts are centrally coordinated by Human Resources and its third-party administrator. Growth has centered on medical examinations for safety sensitive and CDL operator positions. Random drug testing, which began in 2006 for police officer and ride operators, will continue. Criminal record checks of prospective employees for the past twelve months were 2,606.

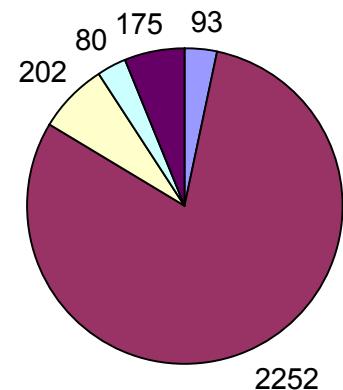
**PROGRAM EXPENSE**



**MEDICAL EXAMS**



**DRUG SCREENING**



■ Salaries

■ Specialized Supplies

□ Fingerprint Fees

□ Medical/Drug Testing

■ Police

□ CDL

■ Public Works

■ ES

□ Parks

■ Env. Facilities

■ CDL

■ TLC

□ Pre Employment

□ Police

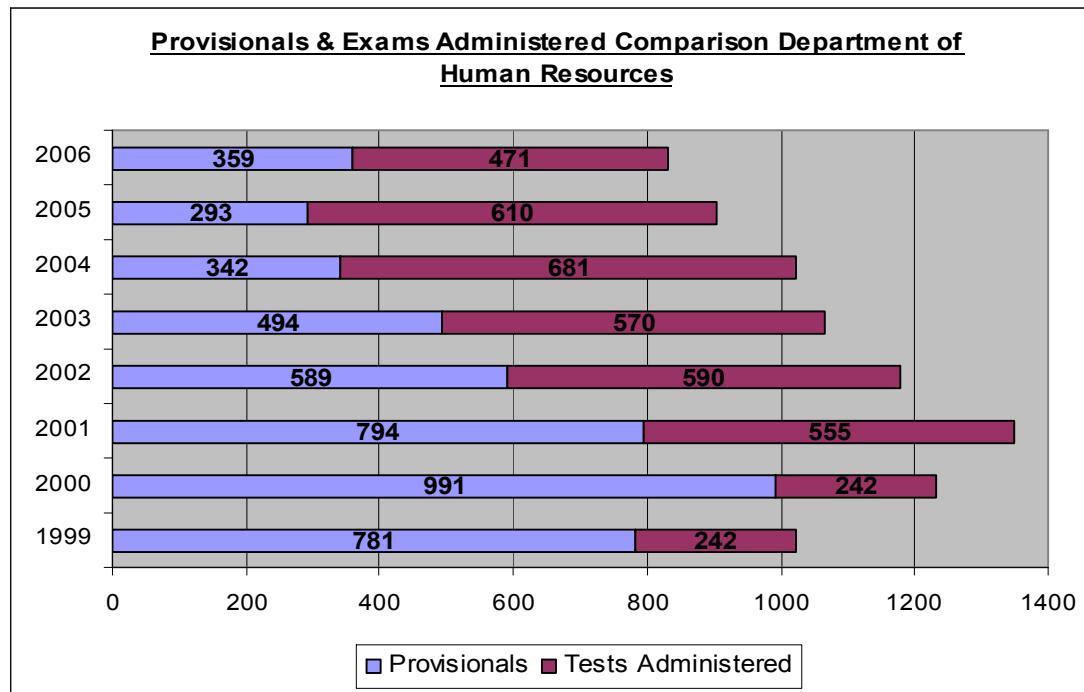
■ Playland

## **CIVIL SERVICE COMPLIANCE**

The 2008 Budget Request for the Department of Human Resources maintains an adequate funding level to insure the primary objective of the department - to insure compliance with the New York State Civil Service Law - is achieved.

Among the key indicators to insuring the requirements of the New York State Civil Service Law are being properly administered are the level of provisional appointments – employees appointed other than through competitive examination, and the outcome of bi-annual payroll certification verification.

The New York State Department of Civil Service requires all local, municipal commissions to submit annual reports. Central to this report is the number of provisional appointments existing as of December 31<sup>st</sup> of each year. Controlling the level of provisional appointments requires holding civil service examinations, establishing eligible lists and certifying those lists against the provisional appointments to maintain the integrity of the system of appointment based on merit and fitness. The following depicts graphically the number of examinations held annually, as well as the provisionals reported to the State.

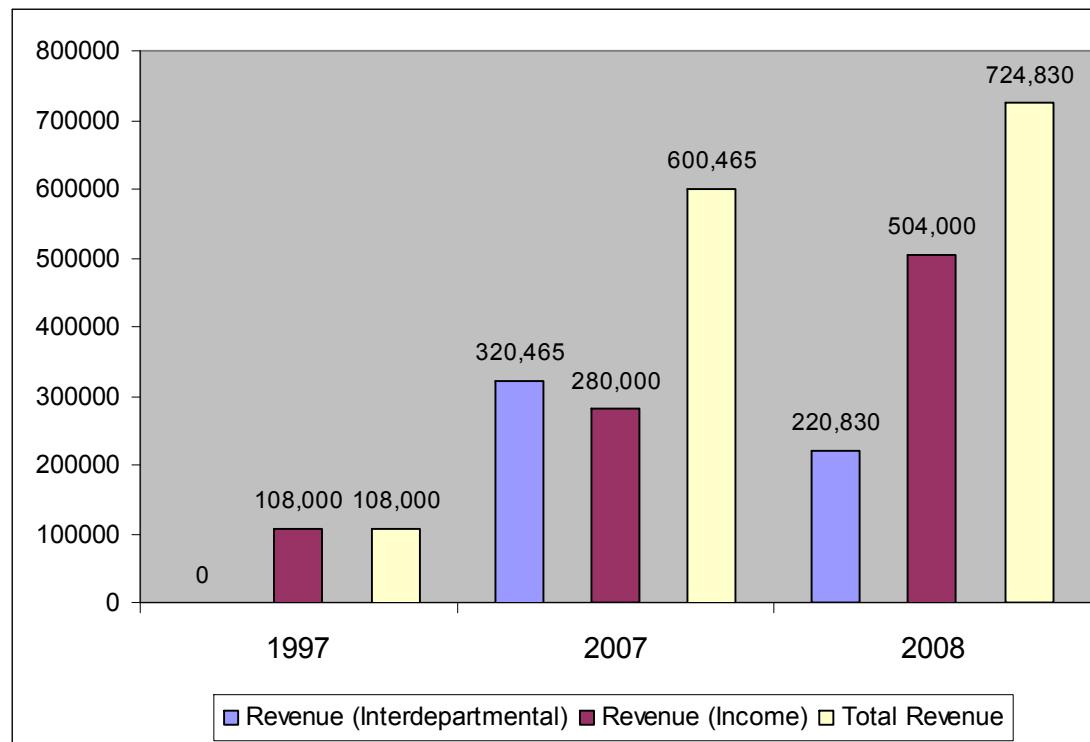


Payroll certification is completed twice annually for all Towns, Villages, School Districts, Special Districts, the Cities of Rye and Peekskill and the Westchester Health Care Corporation. It is now also completed for Westchester Community College since they produce their own payroll. The purpose of this audit is to insure those individuals who appear on the payroll have been appointed in accordance with the provisions of the New York State Civil Service Law. Any exceptions must be corrected by the local jurisdiction or subject to further action through referral to the State Comptroller or County Attorney.

## **DEPARTMENT REVENUES**

Although the Department of Human Resources, as a service agency, is not generally viewed as a source of revenue, over the years we have attempted to mitigate the cost of services provided. As other counties in the State, we do charge application fees to apply for civil service examinations and recently instituted criminal record check fees for prospective full-time annual employees. In addition, we receive departmental reimbursement for limited services. The chart below shows the growth in revenues since the new administration took office.

**Departmental Revenues**



## **NEW INITIATIVES HIGHLIGHTS:**

### **HUMAN RESOURCES WEBSITE**

The Department of Human Resources website continues to be the most popular County site receiving over 200,000 visitors a year. This is for two main reasons: people need jobs and Westchester County is an attractive employer. Since 1998 we have posted examination announcements and position openings. Secondly, our website has comprehensive information that people need relating to civil service, job specifications and a wealth of human resources data. This year we have begun a project to completely redesign the website making it even more helpful to those who access it by organizing the site in three targeted categories – Job Seekers, County Employees and Local Governments. This will minimize the need to weed through information that doesn't pertain to the individual accessing the site and allow people to concentrate on searching their particular areas of interest. This redesign will be more attractive and much more user friendly. It also provides for a dedicated section of the website that will be devoted to the 128 local municipal agencies under our jurisdiction, plus the Westchester County Medical Center. Here local governments may access data, download forms, retrieve reference materials and transmit documents for personnel transactions through a password protected site. This continues the tradition we have established of superior customer service and the use of technology to streamline processes and procedures.

### **EXAMINATION ADMINISTRATION**

We continue to reap the benefits and receive accolades on our comprehensive automated examination administration system. This state-of-the-art system has the flexibility to help us achieve efficiencies while maintaining accuracy. This year we have begun a system enhancement that would incorporate the development of an online, web-based examination applications and fee payment process. This automated application process will significantly increase public access, effectively expanding office hours for submission of application to 24 hours per day, while at the same time reducing data entry and achieving additional administrative efficiencies. We hope to have this complete by summer of 2008.