

Personnel Department 2024 Annual Report

Narrative:

Daily activities in the Personnel Office primarily involve civil service administration, fringe benefits administration and labor relations matters. For 2024, much time has been devoted to recruitment, examination administration (31 centralized and 36 decentralized), Civil Service HELP Program (46 titles), reclassification requests (desk audits), employee benefits consultations for our active employees, and our 297 retirees, Workers' Compensation for the County, Towns, and villages, contract negotiations, and new hire orientations. Our office had an exceptional provisional rate of 4.1%, down from the previous year by 9.9%.

The Personnel Department is mandated to provide Civil Service administration to all County Departments as well as the Towns (9), Villages (6), Schools (5) and Special Districts (3) within Tioga County. This means in addition to all County employees, the hiring of Custodians, Bus Drivers, Food Service Helpers, Secretaries, etc., at the schools and Typists, Equipment Operators, Wastewater Treatment Plant Operators, etc., in the Towns and Villages, as well as EMTs in the Fire Districts and Soil & Water Conservation District employees are all overseen by this office. In all, 1567 classified civil service positions exist amongst all public entities in Tioga County, an increase of 102 from 2023.

Highlights:

Throughout 2024, the office administered 67 different civil service examinations, and 187 candidates participated in those exams.

In 2024, we participated in the Hiring for Emergency Limited Placement Program (HELP). The HELP Program has helped remove the barriers that come with having to take a Civil Service exam to get a permanent position. This program helps address the statewide workforce shortage, and our hopes are that NYS will open it up to all titles. All total for 2024, we submitted to NYS, and were approved for 46 additional titles were added to the HELP Program.

The Personnel Department administers the Tioga County Self-insured Workers' Compensation Plan, in which all Towns and Villages participate as well as the County; the annual budget for this program was \$1 million in 2024, appropriated between all the municipalities. In 2024, there was a total of 36 Workers' Compensation injuries within the County, and all the Municipalities.

The collective bargaining agreement with Civil Service Employee Association (CSEA) expired December 31, 2024, and the negotiations began in the Fall of 2024. A successor agreement was finalized in the Winter of 2024.

For the past couple years, the County has seen an uptick in the number of retirements, however, the trend was down for 2024, we had 7 retire from Tioga County, that number is down by 11 from the previous year. The Department was busy with recruiting, hiring, civil service examination administration, new employee orientations, and transitioning from UHC, to Excellus benefits for the retiree benefits. There was a total of 225 Election Inspectors who were hired in 2024.

Throughout 2024, we had 7 retirements, 60 resignations, and 16 removals. As was true for all employers, recruiting still proves to be challenging throughout 2024 for all positions, with an average of over 36 full time vacancies being carried at any time, which is down from the previous year by 3.

The I4A had 19 graduates in the 2024 Class. The class attended sessions on Civil Service 101, Communication & Conflict, Real Colors, Stepping into Supervision, Stress for Less, and Workplace Ethics.

The I4A program collaborated again with the Employee Recognition program to offer an Employee Recognition & Appreciation Week – September 16th-20th, to thank employees for their dedication and service throughout the year. Pin ceremonies were held for all departments, and lunch was provided by Country Boys Kitchen.

The Employee Recognition Program held its annual recognition ceremonies and luncheon on September 26th, at Donoli's, which recognized 4 employees for their 25 years, 6 employees for 30 years, and 1 employee at 35 years of service to Tioga County.