

Department of Personnel and Self Insurance

This department is charged by law to administer and oversee compliance with the technical provisions of the Civil Service Law and Civil Service Rules for Orleans County and all its civil divisions. The other main function of the department is administering a self-insurance plan providing workers' compensation for all participating civil divisions within the County including volunteer firefighters. The department is also involved with assisting department heads with administering contracts with employee bargaining units including grievance prevention and employee benefits.

STRATEGIC FRAMEWORK

Mission

Civil Service:

- ❖ Quality administration of quality all phases of NYS Civil Service Law to provide a diverse, qualified, dedicated pool of candidates based upon merit and fitness in order to provide effective, efficient delivery of public services to County residents.
- ❖ Ensure to County taxpayers that all appointments and compensation made by the appointing authorities are valid thru the payroll certification process.

Human Resources:

- ❖ Implementation and administration of Federal and State employment laws, rules and regulations, County policies, procedures, and employment benefits fairly and equitably for all employees of the County.

Workers Compensation:

- ❖ Strives to provide entitled workers compensation benefits in compliance with New York State law to all claimants in the most efficient and cost savings method while protecting the Plan participants against overpayments, abuse and fraud.

BUDGET SUMMARY

Appropriation A1430	Adopted 2011	Actual 2011	Adopted 2012	Requested 2013
Revenue	800	1,249	1,000	1,200
Salary	109,463	106,755	110,379	112,118
Computer Leases	1,180	1,410	728	672
Contractual	11,975	14,868	13,455	14,523
Employee Benefits	51,581	45,257	58,868	66,296
Total Appropriation	174,199	167,968	183,430	193,609
Net County Cost	173,399	166,719	182,430	192,409
FTE's	2.50	2.38	2.50	2.50

BUDGET HIGHLIGHTS

Contractual: In 2011 we began incurring expenses for Independent Medical Examinations for employees with ordinary disabilities. In 2012 we started incurring the expense for services for the County's Employee Assistance Program to account for the cost of mandatory referrals to our provider and is budgeted in 2013.

Appropriation S1710& S1720	Adopted 2011	Actual 2011	Adopted 2012	Requested 2013
Revenue	1,764,737	1,802,097	1,859,776	1,895,568
Salary	56,660	56,685	57,171	58,330
Equipment	1,425	596	1,425	2,205
Contractual	447,068	449,186	506,989	538,067
Employee Benefits	28,716	25,500	34,240	37,015
Indemnity & Medical	1,232,293	1,031,089	1,259,951	1,259,951
Total Appropriation	1,764,737	1,563,056	1,859,776	1,895,568
Net County Cost	0	(239,041)	0	0
FTE's	.80	.80	.80	.80

BUDGET HIGHLIGHTS

The maximum indemnity rate has increased 190% since the 2007 Workers Compensation Reform passed which was going to save employers money. And the percentage of NYS assessments which are budgeted at \$300,000 have not decreased since 2007 either. Counties have only seen promises on these money saving reforms and yet Self Insured County plans have been vilified for the increased cost to administer Workers' Compensation in New York State. Unfortunately one back surgery could cost over \$100,000 and we never know how many of these surgeries will be performed each year.

Contractual: Since 2009 we have maintained an excess insurance policy to insure against catastrophic claims. We continue to utilize nurse case management to assist the injured worker to recover and return to work as soon as is practicable for the individual.

Indicators

Civil Service:

	Actual 2011	Projected 2012	Estimated 2013
Classified positions	1,862	1,850	1,840
Total number of exams	51	45	45
Total number of candidates	192	198	140

Human Resources:

	Actual 2011	Projected 2012	Estimated 2013
Filled positions as of December 31 st	577	575	575
Total number of orientations	75	73	70

Workers Compensation:

	Actual 2011	Projected 2012	Estimated 2013
New cases	66	70	70
Total number open cases	105	105	105
Indemnity & Medical	1,101,868	1,225,000	1,250,000
Assessments from participants	1,742,183	1,848,776	1,885,068

Overview of Department:

As of mid-year 2012, one Personnel Assistant is handling Municipal Operations. Municipal Operations include all classified positions for the five school districts, BOCES, the ten towns, four villages and one special district. There are a total of 1,313 classified civil service positions for these municipalities. The other Personnel Assistant is handling all of the classified positions

for the County and one special district, or in other words County Operations. There are a total of 549 classified civil service positions on the County side. At the end of 2011 we had a total of 1,862 classified positions under our jurisdiction. There were a total of 1,955 classified positions under our jurisdiction at the end of 2010.

The two other functions that these two positions are involved in are Human Resources and Exam Operations. Both positions are crossed trained and are able to explain the County's benefits to Orleans County employees as well as conducting new employee orientation. Both positions are working together in our Exam Operations, which include Centralized Exams, which may occur about fifteen times a year, and Decentralized Exam, which tests for our continuous recruitment. In this format, the general public does not know who has primary responsibility for these functions. As a customer enters our office, the individual can not tell who the person needs to speak with since the three of us are able to answer the questions seamlessly.

The final major area of responsibility is the self-insurance plan providing workers' compensation for all participating municipal divisions. The Personnel Assistant position is the primary caretaker of administrative responsibilities for these functions. We cover a total of 1,076 lives under the Plan which is comprised of the County, ten towns, four villages and one special district. We also cover 599 volunteer firefighters from eleven entities.

We are meeting quarterly with our third party administrator, First Niagara, discussing all workers compensation cases. First we discuss general cases from either a town or village or a department of the County. Then we discuss the Nursing Home cases and then move into the Sheriff's Department cases. Our goal is to use Coventry, our nurse management company, to help bring workers back to work sooner on workers compensation cases. Our legal firm that represents us at the Workers Compensation Board hearings has been attending two or three of these meetings over the past twelve months. This has allowed us to aggressively and proactively manage these cases.

We have maintained our emphasis on 207c cases. We are using 207 Resolutions L.L.C., a 207c expert, to coordinate our case management of 207c issues. When a deputy or a correctional office out on 207c receives their wages are tax free while the individual is out of work due to an injury incurred in the performance of their duty. The vacant assignment is then filled by an employee who is being paid overtime for that assignment. Coventry, using a different nurse from our workers compensation cases, is our partner in our efforts to manage 207c cases. This division of labor of nurses of the nurse case management services has allowed us to efficiently manage our 207c cases. This process has helped bring Sheriff employees back to work sooner.

Our Exam Monitor only works for us when we hold our civil service exams. This schedule is dictated by Albany's Office of Commission Operations and Municipal Assistance. Therefore tests are only scheduled when a municipality has a need or an anticipated need so that the numbers of provisional appointments are minimized.

Our fifth position is the temporary part-time Secretary I. This person is utilized to cover our office when one of the Personnel Assistants is on annual leave so usage is minimized to cover our required services.