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TO: Hon. Wanda F. Willingham, Chair
Audit and Finance Committee

FROM: Hannah Black
Director of Civil Service

DATE: October 15, 2025

RE: Proposed 2026 Budget

Below you will find our answers to the questions posed in your October 1st memo.

1. Identify the department representative appearing before the Audit & Finance Committee for your agency budget presentation. **Hannah Black, Director.**

2. Identify by line item all vacant positions in your department. **There are no vacant positions.**

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable. **Talent Acquisition Specialist is a proposed new position in the 2026 budget at \$70,000 and will be fully funded by the County.**

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s). **Proposed increase for line A.1430.1.2410.001 to \$92,000. The addition of recruitment as a function of the Civil Service Department has led to an increased workload for the Deputy Personnel Officer, coupled with greater responsibility and additional oversight duties. For consideration, below are salary figures of comparable deputy positions involving oversight of civil service functions for their respective counties:**

Albany County	\$84,872
Schenectady County	\$98,615
Saratoga County	\$93,494 - \$120,135
Oneida County	\$88,265 - \$117,633
Dutchess County	\$110,085 - \$159,777 (2024)

5. Identify by line item any position proposed to be eliminated or salary decreased. **There are no positions proposed to be eliminated or salaries to be decreased.**

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2026. **There are no positions funded by grant money.**

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications). **There are no job titles proposed to be changed or moved to another line item.**

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2025 budgeted expenditures compared to 2026 proposed expenditures (included a column for each expenditure year). **2026 requested Fees For Services in the amount of \$100,000. Civil Service will expand our robust recruitment efforts to solicit candidates for Civil Service exams and Albany County Government positions. Anticipated costs include recruitment on Indeed, physical advertisements/marketing campaigns, job fair attendance and associated promotional giveaways.**

2026 requested NYS Civil Service Test Fees line in the amount of \$4,000. This line is used to pay New York State Civil Service for exams we conduct. New York State produces all exam materials and requires us to pay a fee for each approved and/or rated applicant. This \$1,000 decrease from the 2025 figure is a continued direct effect of the NY HELPS Program.

Below are the 2025 Fees For Services expenditures to date:

Description	Amount
Monitor fees	\$485
NYS Association of Personnel and Civil Service Officers conference fees	\$565
Online advertising (Indeed, LinkedIn, ZipRecruiter, etc.)	\$31,874
Job Fair fees	\$6,435
Recruitment Supplies & Promotional Giveaways	\$5,872
Transfer to Office Equipment A1430.2.2001	\$1,000
Miscellaneous Recruitment fees	\$2,405
Total	\$48,636

Below are the estimated 2026 Fees For Services expenditures:

Description	Amount
Monitor fees	\$250
NYS Association of Personnel and Civil Service Officers conference fees	\$750
Online advertising (Indeed, LinkedIn, etc.)	\$40,000
Job Fair fees	\$8,000
Recruitment Supplies & Promotional Giveaways	\$10,000
Physical Advertising/Marketing Campaigns	\$35,000
Miscellaneous Recruitment fees	\$6,000
Total	\$100,000

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs. **Civil Service has switched to all electronic correspondence with applicants, which has resulted in a decreased Postage line.**

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee. **Civil Service does not have any assigned County vehicles.**

11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget. **Civil Service does not have a Conferences/Training/Tuition line.**

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years. **Civil Service does not have an overtime line.**

13. Identify by line item any positions that were established/changed during the 2025 fiscal year. **There were no positions established/changed during the 2025 fiscal year.**

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2026) to better understand that risk and mitigate it. **The biggest risk Civil Service faces is exam security, mainly that of the exam materials themselves. We follow all of New York State Civil Service's exam security guidelines and house our exam materials in a secure/locked area.**

15. Please list performance indicators and metrics used by your department and current statistics for those metrics. **Civil Service has historically measured much of our performance off the number of exam applications received each year, which has also been a good measure of the local labor pool. That being said, in light of the NY HELPS Program, Civil Service has shifted focus away from exam administration and towards recruiting for County positions. As of 2024, Civil Service is the centralized recruitment hub for Albany County. The tables below represent the number of job applications received through September 2025 and the number of recruiting events attended in 2025. By comparison, Civil Service attended only 2 recruiting events in 2023.**

<i>Month</i>	<i>Job Applications</i>	<i>Month</i>	<i>Recruiting Events</i>
January	2005	January	3
February	1067	February	4
March	2253	March	7
April	941	April	6
May	679	May	4
June	755	June	5
July	612	July	4
August	400	August	3
September	875	September	7
		October	11
		November	5
		December	2

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source. **Not applicable.**