



Department of
Civil Service

TRANSFORMATION WORKING SESSION

AGENDA

Introduction

Workgroup Discussion

Workgroup Report Outs

Conclusion

WORKGROUPS

Vacancy-Based T&Es

Workflows & Roles
(Competitive and NY HELPS)

Workflows & Roles
(55-a and Other)

Data & Reports

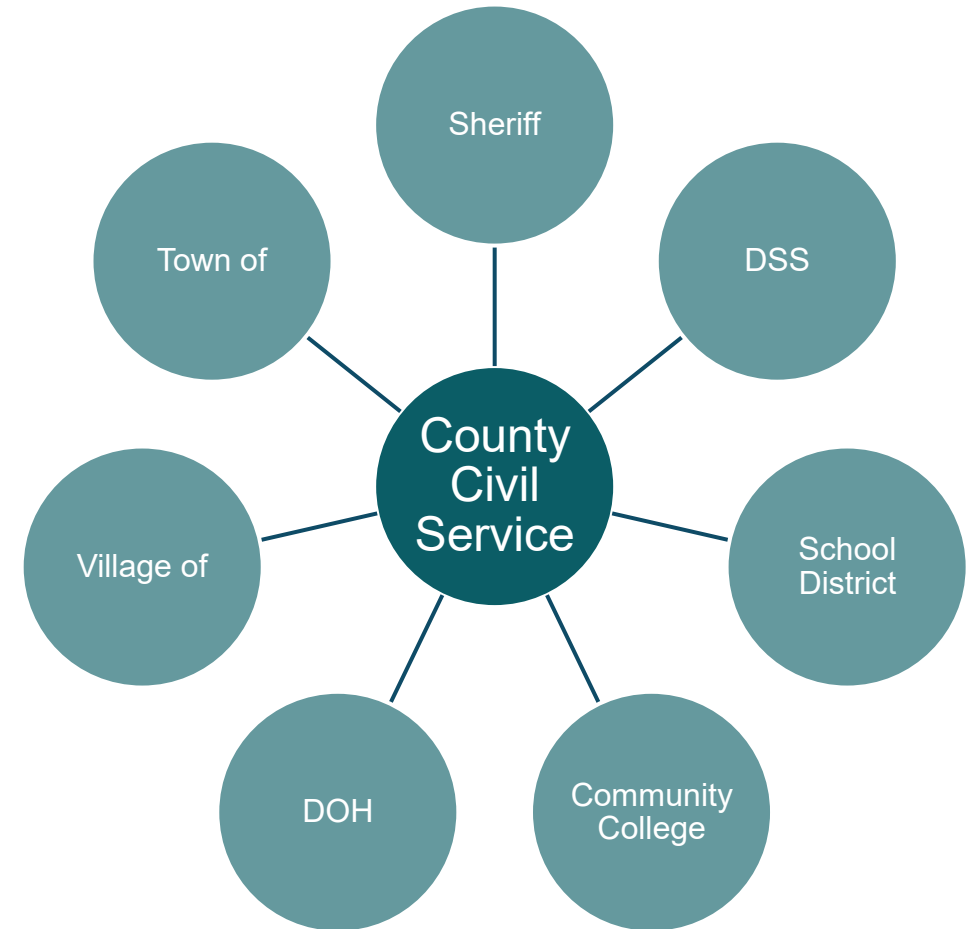
VACANCY BASED TRAINING AND EXPERIENCE TEST DEVELOPMENT



- Take a deeper dive into T&E development
- Discuss your agency's current classification habits and strategies
- Review a draft Job Analysis Questionnaire
- Brainstorm ways to work with appointing authorities on classification updates

COMPETITIVE AND NY HELPS WORKFLOW & ROLES

- Discuss your agency's current workflow for competitive appointments
- Discuss NY HELPS appointments
- Discuss responsibilities performed by appointing authorities
- Discuss responsibilities performed by the civil service agency



Civil Service Agency
Appointing Authority/Hiring Manager

55-A APPOINTMENTS AND OTHER WORKFLOWS & ROLES

- Discuss and document the current workflow for appointments outside of the competitive class
- Discuss responsibilities performed by appointing authorities
- Discuss responsibilities performed by the civil service agency



DATA AND REPORTS



- Discuss data elements and reports needed for civil service administration record keeping
- Discuss metrics needed to measure health of local civil service administration and appointing authority compliance

REPORT OUTS