

**2015 ANNUAL REPORT**  
**DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE**

The Allegany County Department of Human Resources & Civil Service is responsible for carrying out two distinct missions. First, we are the human resources office for our county government. Additionally, we are the county civil service agency overseeing all classified employees working in our many municipalities and school districts.

Listed below are some of the activities this office conducted in the past year in our role as a human resources office:

- Maintained personnel and health records for all current and former employees
- Administered employee leave time in accordance with county policy, as well as state and federal regulations
- Worked closely with our third-party administrators in overseeing the county's self-insurance health plan. As of December 31, 2015, our self-insurance health plans had 1,280 members and dependents enrolled. Our two Medicare Advantage Plans had 105 retirees and dependents enrolled
- Provided voluntary cafeteria health benefits to employees through NOVA and Trustmark. In 2015, Allegany County had 164 employees signed up for the various benefits that were available
- Oversaw the Retiree Drug Subsidy (RDS) program which reimbursed the county for qualified prescription drug costs for retirees. We recovered \$49,200 this past year
- Involved in four union contract negotiations. We ratified a contract with the Deputy Sheriff Union, Local 3989 and are continuing to work towards contracts with the others
- Worked with county departments in addressing a wide variety of employee issues

As the Civil Service Agency for Allegany County, we are responsible for the administration of civil service law to our county government, 29 towns, 10 villages, 12 school districts, and the Water & Soil district. In total, we have civil service oversight of 2,116 employees. A summary of the services provided are:

- Civil service law requires that all classified employee transactions be documented and if appropriate, approved by our office, i.e., hiring, termination, promotion, demotion, pay change, etc.
- Examination planning administration
  - Administered centralized examinations (those scheduled and graded by the State) for 17 different titles. Administered decentralized examinations (those scheduled and graded by us) for 8 different titles
  - Reviewed 466 applications for examinations of which 300 were tested. This does not include the numerous application reviews we conducted for non-competitive positions. Total examination fees collected was \$3,935.00
- Maintained roster cards for all current and former classified employees throughout the county
- Conducted payroll certifications. Our county payroll along with the towns and villages were certified twice in the year. Our school districts were certified four times
- Created and updated job specifications
- Regularly consulted with the various municipalities on civil service matters