

George F. Johnson Memorial Library Board Personnel Subcommittee Meeting

Chris Ryan

27 November 2017

1 Attendance

- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino
- ☒ Jo Whitney

and Jill Gardner from Broome County Civil Service

2 Location

George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

3 Civil service tutorial

The bulk of the meeting consisted of an excellent presentation by and conversation with Jill Gardner about the workings of the New York State Civil Service system and how it interfaces with our recruitment and hiring activities. The salient points include:

- The Board has flexibility regarding both the specific Civil Service title, and the salary range, for a new director.
- Any reference to a civil service “test” for this position actually refers to an assessment of training and experience; the applicants don’t need to sit for an actual exam.
- The well-known civil service “list” is a factor only if there are more than three people who meet the standards of the test.
- Ties are possible on the test, i.e. there could be more than three people among the “top three” scorers on the test. However, this is not anticipated.
- It is acceptable, and in fact commonplace, for a candidate to be hired and for the test to take place later. Prior to the test, the new director is in “provisional” status.

- After successfully meeting the standards of the test, the new director enters a “probationary” period, with fairly broad minimum and maximum limits that are at the discretion of the Board.

In summary, the recommended sequence of events is to advertise, search, interview, and identify a suitable candidate before requesting the test.

4 Advertisement

We reviewed the advertisement and discussed a few more modifications.

5 Timeline

We expect the advertisement to be ready ahead of schedule. We revised the target date for posting to *<2017-12-15 Fri>*.

6 Tasks

Chris share with or circulate among the members a copy of the Broome County Civil Service job application form.

All email to Chris two questions that you would like to include in interviews.

7 Next meeting

To be determined.