

GREENE COUNTY HUMAN RESOURCES DEPARTMENT AND CIVIL SERVICE COMMISSION

2025 ANNUAL REPORT

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AND
CIVIL SERVICE COMMISSION

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TABLE OF CONTENTS

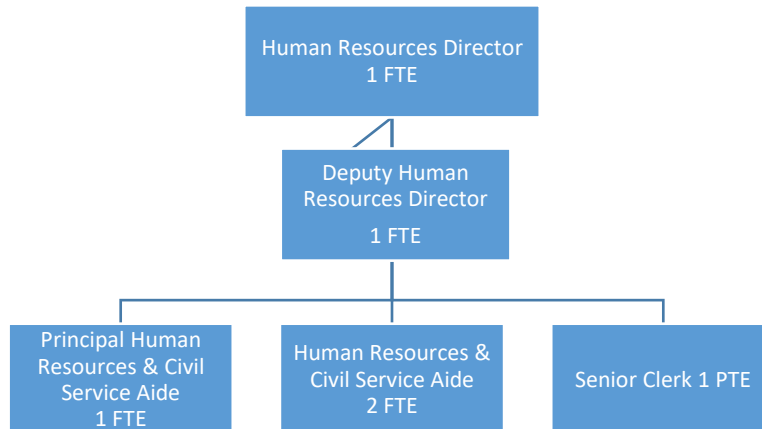
I.	MISSION AND VISION STATEMENTS	2
II.	INTRODUCTION AND OVERVIEW OF 2025	3
III.	COVID-19	3
IV.	CIVIL SERVICE COMMISSION	4
V.	STAFFING AND EMPLOYMENT	21
VI.	COMPENSATION AND BENEFITS	27
VII.	LABOR AND EMPLOYEE RELATIONS	35
VIII.	STAFF TRAINING AND DEVELOPMENT	38
IX.	LOOKING AHEAD	41

HUMAN RESOURCES DEPARTMENT

HR Mission Statement: To provide the highest quality personnel services to our employees, retirees and other customers, while promoting effective and efficient County government.

HR Vision: To support the work of the Greene County community toward achievement of its strategic goals.

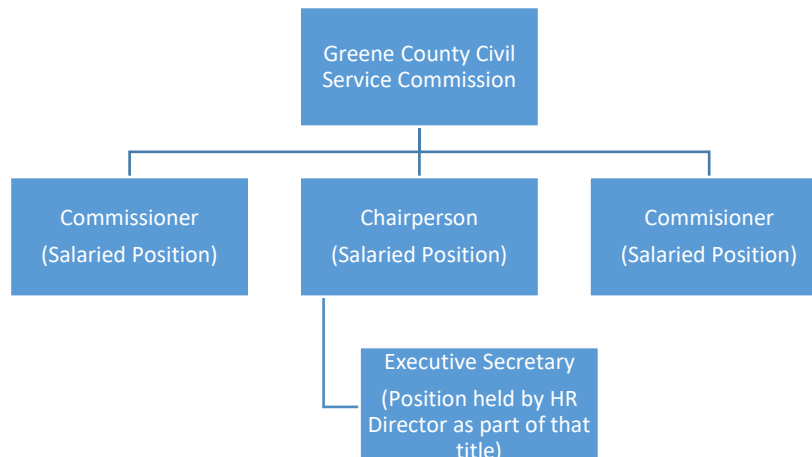
HUMAN RESOURCES ORGANIZATIONAL CHART



Civil Service Commission Mission Statement: To uphold the standards of The New York State Constitution as provided through Article V, Section 6, that "...all appointments and promotions in the civil service of the state of New York and all civil divisions including the county, towns, villages, etc., are ***made according to merit and fitness...***"

Civil Service Commission Vision: To ensure the merit system is adhered to, guarantee that all public service positions are filled based on merit and fitness through the exam process and to provide appointing authorities a list of qualified candidates from which selection will be made.

CIVIL SERVICE COMMISSION ORGANIZATIONAL CHART



INTRODUCTION AND OVERVIEW OF 2025

Greene County Human Resources (HR) plays an important role in Greene County Government by supporting all departments, offices and agencies. This support includes recruitment and retention, employee and labor relations, and supplying information related to benefits for county staff. As is the case across New York State, Greene County continued to battle the challenge of extreme recruitment and retention difficulty and the retirement of long-term employees. The HR team worked diligently to onboard new employees to fill existing vacancies and develop programs to assist with retention of employees.

As part of HR, the Greene County Civil Service Commission ensures compliance with all Civil Service Laws, Rules and Regulations for the following appointing authorities: all Greene County departments, fourteen towns, five villages, six school districts, five public libraries and two special districts. Included in the job description for the Human Resources Director is the role of Executive Secretary to the Civil Service Commission.

The HR team has the unique opportunity to work together with all employees throughout their careers with Greene County, from the recruitment of candidates for vacancies through assisting our retirees with their continuing benefits. We enjoy interacting with the more than 600 active County employees and over 750 retirees (and their dependents) we serve. In addition, we work with the administrators and employees covered by New York State Civil Service in all Greene County municipalities, school districts, libraries, and special districts, equaling approximately 1310 employees for 2025. In total, the HR team works together to provide civil service and personnel services, information and assistance to approximately 1910 active employees and over 750 retirees (and their dependents). While the numbers vary minimally from year to year, for 2025 the number of active employees increased by over 2% from our numbers in 2024.

During 2025, the last of the required changes to operations caused by the COVID-19 pandemic, Emergency Paid Sick Leave (EPSL), was eliminated. Additionally, New York State Civil Service continued their complete "Transformation" of testing administration. This "Transformation" resulted in significant effects on local civil service agencies as will be discussed later in this report.

The HR team continues to operate at the highest level, working tirelessly for those we serve in Greene County. I provide you with the following information to show the amazing work we accomplished this year!

COVID-19

Although the State of Emergency in Greene County related to COVID-19 was rescinded on June 4, 2021, COVID related work for the Human Resources team continued in 2025 with one last piece, Emergency Paid Sick Leave. HR continued with the responsibility of conducting and processing the COVID-19 intake interview for all Greene County employees.

New York State Paid COVID-19 Sick Leave (aka NYS EPSL)

New York State passed a law on March 18, 2020 providing paid sick leave and job protection to employees quarantined or for whom isolation is recommended. Under the NYS law, public employers (regardless of size) were required to provide up to 14 days calendar/10 workdays of paid sick leave to employees who were subject to isolation due to COVID-19. This leave could be utilized by employees for up to three separate occasions: the first allotment for isolation due to testing positive or quarantine due to exposure; the second and third allotments for isolation due to testing positive only. Late in 2023, due to changes in guidelines, Greene County began requiring medical documentation of a positive COVID-19 test to be eligible for EPSL.

One of the most important provisions of the law passed in 2020 was that there was no expiration date. As part of the Governor's 2024 Budget that was passed, the March 18, 2020 law providing EPSL expired on July 31, 2025. While we awaited that date, the HR team continued to utilize our system to track the requests, the documentation required for the leave, the time frame of the leave, and the confirmation of the return from leave for employees entitled to COVID leave. This system allowed us to track employees and assist departments with scheduling and entering payroll. Tracking was extremely important as many employees were requesting EPSL for a second or third time in 2025.

In 2025 the HR team processed 5 reports of employees subject to an order of isolation or quarantine, which is a 92% decrease from the 61 reports in 2024. Clearly, much of that decrease can be attributed to the expiration of the leave occurring on July 31, 2025. However, some of the decrease is due to the requirement for medical documentation of a positive COVID-19 test and some due to a generalized decrease in those contracting the illness.

Once the provision of law requiring EPSL expired, an "All Staff" memo was sent via email notifying all employees of the expiration of eligibility for EPSL. Additionally, employees were notified that beginning on August 1, 2025 COVID-19 would be treated in the same way as all other medical related absences, including requirements for medical documentation and the use of sick leave accruals.

CIVIL SERVICE COMMISSION

Commission Meetings

The Greene County Civil Service Commission meets on the fourth Wednesday of every month at 10:00 a.m. The Commissioners conducted 11 regular monthly commission meetings in 2025 (the November meeting was canceled due to an unexpected unavailability of the Executive Secretary) and held five public hearings regarding proposed changes to the Greene County Civil Service Rules and Appendices and the NYS Civil Service program known as the Hiring Emergency Limited Placement Program (HELP Program). This is the same number of regular monthly meetings as were held in 2024 but an increase of 40% in the number of public hearings held over the number held in 2024. Much of that increase is due to a high number of titles requested for inclusion in the HELP Program.

As outlined below, many actions take place during the Commission meetings such as: review of requests for reallocation or reclassification of positions, adoption of new job descriptions; approval of revisions to existing job descriptions; adoption and/or extension of eligible lists; approval of appointments from eligible lists; review and action on applications and appointments to positions in the non-competitive, labor and exempt classifications. Exam applications are reviewed when a disqualified candidate provides additional information regarding the required education or experience that would qualify them for participation in an examination. Additionally, various personnel issues regarding Greene County Departments, municipalities, school districts, libraries and special districts are discussed, reviewed and addressed.

Position Classification

The Greene County Civil Service Commission has the power and duty to:

1. Classify and reclassify all positions in the civil service of all civil divisions under its jurisdiction.
2. Prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
3. Prepare and maintain a classification specification for each class in the competitive, non-competitive and labor jurisdictional classes of the civil divisions under its jurisdiction.

4. Investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities and qualifications requirements of all positions under its jurisdiction and to make revisions in the classification of positions.

These duties apply to all positions that fall under its jurisdiction for Greene County departments, villages, towns, school districts, public libraries and special districts. Classification of positions consists of creating a job specification/description and assigning it to a jurisdictional classification (defined below). The job specification provides an overall view of the position and is broken down into four sections: Distinguishing Features of the Class; Typical Work Activities; Full Performance Knowledge, Skills, Abilities, Personal Characteristics, and the Minimum Qualifications with each section providing an outline of what is required.

The five jurisdictional classifications of Civil Service are:

1. **Competitive:** requires a formal examination in the form of a written, performance or training and experience evaluation. All positions are classified as competitive unless the NYS Civil Service Commission has approved them for an alternate classification.
2. **Non-Competitive:** formal written exam is not required. Pursuant to NYS Civil Service Law §42, candidates are subject to review to ensure that they meet the minimum qualifications of the position/job specification.
3. **Labor:** no examination or minimum qualifications required for positions in this classification.
4. **Exempt:** appointed positions as defined in NYS Civil Service Law §41
5. **Unclassified:** not subject to examination. This classification includes elected positions; all officers and employees of any other legislative body whose principal functions and duties are directly related to the performance of the legislative functions of such body; the head or heads of any department of the government who are vested with authority, direction and control over a department, and who have power and authority to appoint and remove officers and employees therein; all members, officers and employees of boards of elections, all persons employed by any title whatsoever as members of the teaching and supervisory staff of a school district, board of cooperative educational services or county vocational education and extension board as noted in NYS Civil Service Law § 35.

Creation of positions or the revision of positions varies from year to year pursuant to the needs of the appointing authorities and the changing duties of certain positions. Additionally, revision of positions can be the result of directives or a change in guidelines from New York State Civil Service. In July of 2022, NYS Civil Service issued a Policy Advisory Report with guidance regarding the amended federal regulations governing the recognition of accrediting agencies provided by the United States Department of Education. Pursuant to this report, all job specifications containing a requirement for a postsecondary education need to be revised with updated verbiage for accreditation. This continues to be an ongoing project that coincides with our continuing goal of reviewing and updating all job specifications. This review is part of the HR team's goal of having all job descriptions available on our website.

The following chart reflects the Commission's actions on position classification over the last three years:

	2025	2024	2023
Positions Created	12	13	10
Positions Revised	11	18	17

As noted in the 2022 Annual Report, our office completed the digitization of the history of all job descriptions, which was roughly 2,045 records. The next stage of this project is to update the current

version of all active job descriptions, some requiring revisions to be approved by the Greene County Civil Service Commission. This task was assigned to a new part-time position in the HR office, but that position had to address a more pressing project in 2024. We had hoped to get back to the project for job descriptions in 2025 with the continuing goal of having all current job descriptions available on the Greene County website. Unfortunately, the needs of the department were such that we were not able to get back to this project. We are hoping to begin working on it again with a completion date now set for midyear in 2027.

HR Select/ EGov Civil Service Program:

In March 2022, the Greene County Legislature approved the creation and maintenance of a new digital Civil Service database. This would allow the HR team to process applications digitally, as well as Civil Service exam results and would eliminate a large amount of unnecessary paper records. One of HR's goals for 2025 was to continue entering payroll data for all appointing authorities that fall under Greene County Civil Service. This included all Towns, Villages, School Districts, Libraries, (2) Special Districts and County Employees. Although we are still working on getting the program to a point where we can go live, we have made tremendous progress as you can see from the numbers provided below of roster card information and entries made. Our next goal of uploading all job specifications will immediately follow, once the roster card history is up to date. As the team works out any issues with the program, we will expand use of the software to outside appointing authorities. The final stage will be the electronic application and fee payment process.

Team members have continued to work very hard on entering data into EGov and our count of new roster card transfer entries to date is 2,584 entered in from our old roster system. This number includes some of the Villages, Towns, School Districts, Libraries and Special districts. In addition, there have been a total of 1,155 entries of roster card histories entered for Greene County. This has been a HUGE undertaking that was not anticipated when we developed the software. Our team has really done an amazing job of working on this endeavor in between other daily HR tasks. Our next goal is to begin working on closed roster records to be sure we have all data entered.

As noted above, one of the purposes of this software was to process employment and exam applications in a digital format. What we did not anticipate is that part of the New York State Civil Service Transformation project will be online application submission through a state candidate portal that will have to be utilized by local civil service agencies. As will be explained below in the section of this report referencing the Transformation, it is not yet clear how the state portal and our EGov system will interact with each other. While we are not the only local agency with this question, we are anxious to get answers from the state.

New York State Civil Service Transformation Project

As quoted from the New York State Department of Civil Service (NYS CS) website, "The Department of Civil Service is undertaking a comprehensive strategic planning effort to engage a variety of stakeholders and develop the future vision for the civil service merit system in New York State. This transformation is focused on customer service, sustainability, and onboarding best practices aimed at recruiting the next generation of public employees and leaders. As part of this effort, the Department is looking to leverage technology to develop a customer-friendly, fully accessible, innovative method to examine candidates for merit and fitness, while building a workforce that mirrors the diversity and ability of all New York State residents. The end goal is to develop new automated processes to improve the experiences of both candidates and HR professionals and orient hiring practices towards matching the most qualified candidates with open positions quickly and equitably."

The focus of the Transformation is to develop a vacancy-based Training and Experience (T&E) examination in place of the traditional paper and pencil, multiple choice written examination for most Open-Competitive Civil Service examinations. This model will score candidates based on their education and work experience. NYS CS asserts that the benefits of such a model are:

- Convenience for candidates as it allows them to participate in the exam online anytime, at any location, for vacancies that exist now as opposed to vacancies that may exist in the future.
- Instantaneous scoring of exams rather than a months' long wait for exam results.
- Parity with other states who use similar models, which should assist with recruitment.

While the Transformation forged ahead, local civil service agencies were advised that NYS CS was not going to schedule most Open-Competitive exams so they could focus their attention on the Transformation. There were a few exceptions to this, but not many. As a result, local agencies were advised to use the HELP Program for most Competitive titles that would require an Open-Competitive examination.

The HR Director and Deputy HR Director attended the Capital Region Civil Service Roundtable hosted by NYS Senator Jackson, Chairperson of the NYS Senate Civil Service and Pensions Committee on October 22, 2025 at the Legislative Office Building in Albany, NY. This Roundtable provided an opportunity for stakeholders to provide feedback on the Transformation process and ask questions about the process moving forward. The HR Director submitted a number of concerns regarding the Transformation, including:

- Local agencies being tasked with implementation of a system that we had no input in developing.
- Local agencies having no information as to how the state's required software system will integrate with existing software in local agencies.
- How exam fees will be addressed with both local agencies and candidates.
- Access for those candidates, especially in small rural counties, that don't have access to computers or Wi-Fi.
- How can local agencies budget for the Transformation when there are so many unanswered questions?
- Timeframe on implementation...is June of 2026 still a realistic deadline to end the HELP Program and implement the new testing system?

In 2026, NYS CS will continue to have regional meetings with stakeholders in order to provide additional information. One issue that has been addressed early in 2026 is that NYS Civil Service has stated that the HELP Program will continue beyond June of 2026 in order to allow time for the new testing system to be implemented. Additionally, NYS CS has set up a webpage that is periodically updated with information about the Transformation process at <https://www.cs.ny.gov/transformation/>.

Hiring Emergency Limited Placement Program (HELP Program)

On January 13, 2023, NYS CS sent a Policy Advisory Report (PAR) to all municipal Civil Service Agencies regarding a "temporary program to help local government employers address the current staffing issues for critical health and safety titles" known as the HELP Program, which was established by the NYS CS Commission on January 11, 2023. Under the HELP Program, local civil service agencies were able to request, through submission of Rules Resolutions, that Competitive class titles be placed in the Non-competitive class on a temporary basis (12 months) to aid in recruitment efforts at the local level. Initially, all Rules Resolutions for the HELP Program had to have been submitted to the NYS CS Commission by December 31, 2023.

As noted in the January 13, 2023 PAR, the original HELP Program Criteria was as follows:

“Titles appropriate for hiring under the local HELP Program will be limited to positions that provide critical services, which if left unfilled, would result in the basic health, safety, and daily needs of New Yorkers being unmet.” “To ensure the integrity of the merit system, titles for which agencies can make appointments under the HELP Program must meet all the below criteria:

Criteria 1: Titles are deemed to be critical, direct care, health and safety titles. Employees serving in these titles provide services or care directly to clients, consumers, patients, or the public. Titles tested in the examination holdings listed above meet this criterion.

Criteria 2: A severe shortage of candidates exists, evidenced by an inability to attract sufficient qualified candidates to fill vacancies despite extensive and exhaustive recruitment efforts. It is the responsibility of the civil service agency to demonstrate this criterion.

Criteria 3: Titles are filled via open-competitive examination only. Titles are excluded from this program if they can be filled via promotion examination. It is the responsibility of the civil service agency to demonstrate this criterion.”

During 2023, multiple titles fitting the original HELP Program criteria were approved by the NYS CS Commission for use in Greene County. At the end of the 12-month period, employees occupying positions filled through the local HELP Program were to be granted competitive class status without examination. The January 13, 2023, PAR stated that local Civil Service Agencies would need to submit a rules resolution to delete the HELP Program titles from the non-competitive class and in doing so, that would have the effect of conveying competitive class status upon individuals appointed pursuant to the HELP Program. However, the best laid plans do not always play out to fruition and that was the case with the original HELP Program.

In January 2024, NYS CS provided municipal Civil Service Agencies with an Information Memorandum (IM) advising that the HELP Program was being extended until December 31, 2024 and all titles that were already approved in the HELP Program would remain in the Non-competitive classification through December 31, 2024 or until the local civil service agency submitted a rules resolution to have the HELP Program titles deleted from the Non-competitive class, whichever occurred first. Additionally, the IM advised that an expansion of the HELP Program would be proposed to the NYS CS Commission at their February 2024 meeting.

On March 4, 2024 NYS CS sent a PAR to all municipal Civil Service Agencies informing them that on February 14, 2024 the NYS CS Commission expanded the HELP Program. The PAR stated:

“To preserve the integrity of the civil service hiring process and to ensure current local government employees can compete for appointment to higher level titles via the NY HELPS Program – Local, when submitting rules resolutions for the Commission’s consideration, municipal civil service agencies must attest that:

1. There are no preferred lists in existence for the title requested;
2. Diversity, inclusion, and equity principles are integrated into outreach, recruitment, interview and hiring efforts associated with NY HELPS Program - Local positions; and
3. Any promotion eligible list for the title and any open-competitive eligible list for the title must be non-mandatory.

NOTE: Titles that are filled by promotion from direct-line titles may be requested for inclusion in the NY HELPS Program – Local. However, appointments to these titles can only occur if the promotion eligible list is non-mandatory. In addition, if there are three or more interested and qualified candidates serving in the direct-line, lower-level title(s) within the agency, non-competitive NY HELPS Program – Local

appointments must be first offered to the qualified employee(s) in the direct-line, lower-level title(s) prior to appointing a qualified non-local government employee.

The NY HELPS Program - Local is not intended to be a permanent solution, but rather to serve as a temporary mechanism for municipal civil service agencies to immediately make permanent hires into titles covered by the Program to help reduce staffing challenges. Approval of this Program is also intended to afford the Department of Civil Service time to create a new long-term exam model that will better meet hiring needs into the future. This temporary program has been approved by the Commission through December 31, 2024. As such, agencies have until December 31, 2024, to submit NY HELPS Program – Local rules resolutions.”

The modification of the HELP Program opened the door for a multitude of titles to be requested for inclusion and to assist Greene County appointing authorities with our extreme recruitment difficulties. With the approval of each title, all provisional employees in those titles were appointed non-competitively and were no longer required to test for their positions. Provisional status was a huge deterrent to people considering employment with Greene County as they had no guarantee that they would score well enough on the exam to keep the position that they were already appointed to. Additionally, all recruitment material was updated to note that these titles did not require a test.

As 2024 drew to a close, it was clear that the HELP Program needed to be extended in order to continue assisting agencies with recruitment while NYS CS focused on the Transformation. On February 18, 2025, NYS CS provided municipal agencies with an IM expanding the HELP Program criteria and extending the program through June 30, 2026. The expanded criteria and limitations were outlined in the IM as follows:

- There are no preferred lists in existence for the title(s) requested.
- Diversity, inclusion, and equity principles are integrated into outreach, recruitment, interview and hiring efforts associated with NY HELPS Program - Local positions.
- Any promotion eligible list for the title(s) must be non-mandatory. Open-competitive eligible lists do not need to be exhausted.
- If there are three or more interested and qualified candidates serving in the direct-line, lower-level title(s) within the agency, non-competitive NY HELPS Program – Local appointments must be first offered to the qualified employee(s) in the direct-line, lower-level title(s) prior to appointing a qualified non-local government employee.

The following occupations are excluded from the NY HELPS Program – Local:

- Centralized examinations for public safety titles such as Police Officer, Correction Officer, and Firefighter.

The following chart details the titles that have been approved for inclusion in the HELP Program from 2023 through 2025 and the number of candidates appointed to each HELP Program title:

Title	Date Approved in HELP Program	# Appointed in 2023	# Appointed in 2024	# Appointed in 2025
Account Clerk (all County Departments)	5/15/2024	N/A	12	0
Account Clerk (all Towns)	12/18/2024	N/A	1	1
Account Clerk (all School Districts)	12/18/2024	N/A	0	4
Administrative Aide (all County Departments)	10/16/2024	N/A	0	0

Administrative Aide (all Towns)	12/18/2024	N/A	0	1
Administrative Aide (all School Districts)	12/18/2024	N/A	0	0
Administrative Assistant (all County Departments)	12/18/2024	N/A	1	2
Administrative Assistant (Soil & Water Conservation District)	12/18/2024	N/A	0	1
Administrative Assistant (all School Districts)	12/18/2024	N/A	0	5
Administrative Assistant (all Towns)	5/14/2025	N/A	N/A	2
Administrative Assistant (all Villages)	5/14/2025	N/A	N/A	0
Business Manager (all School Districts)	12/22/2025	N/A	N/A	1
Chief Emergency Operations Dispatcher (Emergency Services)	4/9/2025	N/A	N/A	1
Clerk (all School Districts)	5/14/2025	N/A	N/A	2
Clerk (all Towns)	5/14/2025	N/A	N/A	1
Clerk (all Villages)	5/14/2025	N/A	N/A	0
Clerk/Typist (all County Departments)	10/16/2024	N/A	0	0
Clerk/Typist (all School Districts)	5/14/2025	N/A	N/A	0
Community Health Worker Program Assistant (Public Health)	12/22/2025	N/A	N/A	1
Community Services Worker (DSS)	6/14/2023	1	2	2
County Clerk's Worker (County Clerk)	9/18/2024	N/A	4	3
Deputy Director of Real Property Tax Services II (Real Property Tax Services)	12/22/2025	N/A	N/A	0
Deputy Director of Veterans Service Agency (Veterans)	4/9/2025	N/A	N/A	1
Deputy Human Resources Director (Human Resources)	4/9/2025	N/A	N/A	1
Deputy Public Health Director (Public Health)	12/18/2024	N/A	0	1
Director of Community Wellness Programs (Sheriff's Office)	5/15/2024	N/A	1	0
Director of GIS services (Real Property Tax Services)	12/22/2025	N/A	N/A	0
Director of Real Property System (Real Property Tax Services)	12/22/2025	N/A	N/A	0
Economic and Community Development Specialist (Economic Development, Tourism & Planning)	12/22/2025	N/A	N/A	1
Emergency Services Business Manager (Emergency Services)	10/16/2024	N/A	1	0
Emergency Operations Dispatcher (Emergency Services)	6/14/2023	1	3	1
Emergency Operations Dispatcher Trainee (Emergency Services)	6/14/2023	0	3	1
Family Planning Clinic Manager (Public Health)	12/18/2024	N/A	1	0
Family Planning Fiscal Specialist (Public Health)	12/22/2025	N/A	N/A	1
GIS/Tax Map Specialist (Real Property Tax Services)	12/22/2025	N/A	N/A	0

Head Bus Driver (all School Districts)	12/22/2025	N/A	N/A	1
Human Resources & Civil Service Aide (Human Resources)	9/18/2024	N/A	0	0
Human Services Quality Assurance Coordinator (Human Services)	5/14/2025	N/A	N/A	1
Junior Accountant (Human Services)	9/18/2024	N/A	1	0
Legal Secretary-Discovery Compliance (District Attorney)	4/9/2025	N/A	N/A	1
Legal Secretary-Discovery Compliance (Public Defender)	5/14/2025	N/A	N/A	2
Library Program Support Clerk (all Towns)	5/14/2025	N/A	N/A	6
Meal Site Manager (Human Services)	9/18/2024	N/A	1	1
Medical Billing Clerk (Mental Health)	4/9/2025	N/A	N/A	1
Medical Billing Clerk (Public Health)	4/9/2025	N/A	N/A	0
Medical Receptionist (Mental Health)	5/15/2024	N/A	1	3
Medical Receptionist (Public Health)	5/15/2024	N/A	0	1
Medication for Opioid Use Disorder (MOUD) Patient Services and Linkage Coordinators (Public Health)	10/16/2024	N/A	1	0
Mental Health Business Manager (Mental Health)	10/16/2024	N/A	0	0
Mental Health Claims Processor (Mental Health)	5/15/2024	N/A	2	0
Mental Health Specialist (Mental Health)	6/14/2023	2	4	3
Mental Health Specialist II (Mental Health)	10/16/2024	N/A	0	0
Paralegal (all County Departments)	12/22/2025	N/A	N/A	1
Payroll Clerk (all School Districts)	5/14/2025	N/A	N/A	1
Payroll Supervisor (Treasurer)	12/22/2025	N/A	N/A	1
Preschool Special Education Fiscal Specialist (Public Health)	4/9/2025	N/A	N/A	1
Principal Account Clerk (all County Departments)	12/18/2024	N/A	0	4
Principal Account Clerk Typist (all County Departments)	12/18/2024	N/A	0	1
Principal Account Clerk Typist (Veterans)	9/18/2024	N/A	1	0
Principal Clerk Typist	12/22/2025	N/A	N/A	0
Principal Human Resources & Civil Service Aide (Human Resources)	9/18/2024	N/A	0	0
Principal Social Welfare Examiner (DSS)	10/16/2024	N/A	0	0
Project Manager (Economic Development, Tourism & Planning)	12/18/2024	N/A	1	0
Public Defender Business Manager (Public Defender)	5/14/2025	N/A	N/A	0
Public Health Business Manager (Public Health)	4/9/2025	N/A	N/A	1
Public Health Educator (Family Planning)	10/16/2024	N/A	1	0
Public Health Educator (Public Health)	10/16/2024	N/A	0	0
Receptionist/Typist (all County Departments)	5/15/2024	N/A	3	1
Recording Officer (County Clerk)	12/22/2025	N/A	N/A	1

Recording Systems Manager (Sheriff's Office)	10/16/2024	N/A	1	0
Records Inventory Clerk (County Clerk)	12/18/2024	N/A	1	4
Records Management Director (County Clerk)	4/6/2025	N/A	N/A	1
Records Retention Clerk (County Clerk)	12/18/2024	N/A	1	0
School Information System Specialist (all School Districts)	12/22/2025	N/A	N/A	1
Senior Account Clerk (Highway & Solid Waste)	5/15/2024	N/A	1	1
Senior Account Clerk (DSS)	5/15/2024	N/A	1	1
Senior Administrative Assistant (all County Departments)	12/18/2024	N/A	1	2
Senior Caseworker (DSS)	10/16/2024	N/A	0	3
Senior Clerk (all County Departments)	12/18/2024	N/A	0	0
Senior Clerk Typist (all School Districts)	5/14/2025	N/A	N/A	2
Senior Emergency Operations Dispatcher (Emergency Services)	4/9/2025	N/A	N/A	0
Senior Family Planning Aide (Family Planning)	10/16/2024	N/A	0	0
Senior Human Resources & Civil Service Aide (Human Resources)	9/18/2024	N/A	0	0
Senior Mental Health Specialist (Mental Health)	10/16/2024	N/A	1	0
Senior Service Center Manager (Human Services)	9/18/2024	N/A	1	0
Senior Social Welfare Examiner (DSS)	10/16/2024	N/A	0	0
Senior Tourism Marketing Manager (Economic Development, Tourism & Planning)	12/18/2024	N/A	0	1
Senior Tourism Sales & Marketing Coordinator (Economic Development, Tourism & Planning)	12/18/2024	N/A	2	0
Senior Youth Services Worker (Human Services)	5/14/2025	N/A	N/A	1
Sentence Mitigation Advocate-Legal Secretary (Public Defender)	12/22/2025	N/A	N/A	1
Service Coordinator (Public Health)	10/16/2024	N/A	2	1
Service Outreach Coordinator (Public Defender)	5/14/2025	N/A	N/A	0
Social Welfare Examiner (DSS)	6/14/2023	7	14	8
Specialist, Services for the Aging (Human Services)	9/18/2024	N/A	1	1
Staff Development Coordinator (DSS)	12/22/2025	N/A	N/A	1
Tourism Marketing Manager (Economic Development, Tourism & Planning)	12/18/2024	N/A	1	0
Tourism Sales & Marketing Coordinator (Economic Development, Tourism & Planning)	12/18/2024	N/A	0	0
Transportation Supervisor (all School Districts)	12/22/2025	N/A	N/A	2
Veterans Benefit Representative (Veterans)	9/18/2024	N/A	1	4

Welfare Management System Coordinator (DSS)	5/15/2024	N/A	0	1
Total:		11	74	101

As you can see from the chart, Greene County has been able to utilize HELP Program titles to hire 11 employees in 2023, 74 employees in 2024, and 101 employees in 2025, many of which were in historically difficult to fill titles. **That is a total of 186 employees (almost 10% of all active employees covered by Greene County Civil Service) hired through the HELP Program in 2.5 years** (our HELP Program titles in 2023 were not approved until June). This program has been such a tremendous boost to the County's recruitment efforts as well as to recruitment for our appointing authorities.

The initial HELP Program provided that at the end of the 12-month period from the date of appointment, employees occupying positions filled through the local HELP Program would be granted competitive class status without examination. The January 13, 2023 PAR stated that local Civil Service Agencies would need to submit a rules resolution to delete the HELP Program titles from the non-competitive class and in doing so, that would have the effect of conveying competitive class status upon individuals appointed pursuant to the HELP Program. However, under the modification to the HELP Program put in place in February 2024, appointments to titles in the HELP Program remain in place for as long as the local Civil Service Agency keeps the title in the HELP Program or NYS CS ends the HELP Program. This is a significant change in that HELP Program appointments may be much longer than the initial 12 months set forth in the original version of the program.

We are continuing to request additional titles for inclusion in the HELP Program, including more and more for appointing authorities other than Greene County Departments. We anticipate that with the Transformation project still in process, the HELP Program will be extended again prior to June 30, 2026. More to come in the 2026 Annual Report!

Civil Service Examinations

Greene County Civil Service administers two categories of examinations for titles utilized by County departments, municipalities, school districts, public libraries and special districts: centralized or decentralized. Centralized exams are scheduled and rated by New York State Civil Service. Decentralized exams are scheduled and rated by the Greene County Civil Service Commission and include Information Technology Training & Experience and most Continuous Recruitment Training & Experience exams. Training & Experience exams consist of demonstrating the minimum qualifications on an exam application and receiving a rating based upon an evaluation, pursuant to established rating scales issued by NYS CS, of a candidate's training and experience against the duties of the position being tested.

The creation and revision of job descriptions, as well as vacancies and provisional appointments/promotions reported by appointing authorities and the expiration of existing eligible lists, resulted in the following requests for examinations in 2025.

Exam Information:

Centralized Exam Requests Submitted to NYS Civil Service

2025	2024	2023
20*	33*	66

*The drastic decline in the number of exams requested in 2024 and 2025 is a direct result of the number of titles approved in the HELP Program.

Centralized Exams Administered by Greene County

Exam Type	2025*	2024*	2023
Open-Competitive	10	27	34
Promotion	16	22	25
Corrections Officer Training & Experience**	3	2	2

*The reduction in the number of exams held during 2024 can be attributed to the number of titles approved in the HELP Program. The continued reduction of exams held during 2025 can be attributed to the HELP Program and NYS CS's notice to local agencies that with few exceptions, they would not be scheduling Open-Competitive exam while they are working on the Transformation.

2023 was the first year that NYS Civil Service permitted local Civil Service agencies to have Corrections Officer candidates participate in an online Training & Experience exam rather than sitting for a written multiple-choice exam. The state implemented this change for state Corrections Officers a few years ago, but this option wasn't available at the local level until 2023. We anticipated that the state would further revise this program sometime during 2024 to allow local Civil Service agencies to hold the online Corrections Officer Training & Experience exam on a continuous recruitment basis. While the continuous recruitment option did come to fruition in 2024, local agencies were notified late in 2025 that continuous recruitment for the Corrections Officer T&E would now be available. **Greene County began the Corrections Officer T&E on a continuous recruitment basis effective January 2, 2026. More to come on this new endeavor in the 2026 Annual Report.

Decentralized Exams Scheduled, Administered and Rated by Greene County

Exam Type	2025	2024	2023
Open-Competitive	3	3	4
Continuous Recruitment: Caseworker/Caseworker Trainee*	6	5	3
Information Technology Training & Experience	1	0	0
Continuous Recruitment Training & Experience	3	3	0

*2020 was the first year the Caseworker/Caseworker Trainee exam was held as a continuous recruitment exam. The exam is scheduled for the second Tuesday of every other month beginning with February. This allows for an active eligible list at all times and has provided a sufficient number of candidates for the appointing authority when a vacancy occurs.

As of December 31, 2025, 18 exams requested from NYS Civil Service had yet to be administered, which is down from the 40 that were outstanding at the end of 2024. Of those 18 outstanding requests, 10 have been assigned exam dates in 2026 by NYS Civil Service, 5 requests will be canceled due to the title being approved in the HELP Program, leaving only 3 requested exams without a scheduled date. This is an amazing number, down from 16 outstanding requests at the end of 2024, that is directly attributed to the number of HELP Program titles being utilized by Greene County.

With that said, the time frame for the release of exam results is still between four and six months. NYS CS advises that this is due to their staffing level and their focused efforts on the Transformation project. Along with other counties throughout the state, the HR Director continues to lobby NYS Civil Service to release exam results in a reasonable timeframe. One assurance that NYS CS has made is that the new T&E testing model will provide instantaneous results. We are very hopeful that this will hold true!

Candidate Information

Candidates who applied for exams with Greene County Civil Service for the last three years are categorized as follows:

	2025	2024	2023
Total Candidates (all exams)	168	224	244
Total: Centralized (Open-Competitive & Promotion)	133	174	227
Centralized – Passed	111	119	158
Centralized – Failed	8	20	30
Centralized – Disqualified/Withdrew	5	3	4
Centralized – Failed to Appear	9	26	34
Centralized – Awaiting Results	0	8	1
Total: Decentralized	4	21	9
Decentralized – Passed	4	14	7
Decentralized – Failed	0	2	2
Decentralized – Disqualified/Withdrew	0	0	0
Decentralized – Failed to Appear	0	5	0
Total: Continuous Recruitment	27	29	8
Continuous Recruitment - Passed	19	18	7
Continuous Recruitment – Failed	3	4	1
Continuous Recruitment – Disqualified/Withdrew	3	1	0
Continuous Recruitment – Failed to Appear	1	6	0
Information Technology Training & Experience	4	0	0

As reported in last year's report, the number of candidates participating in Civil Service exams has dropped dramatically across New York State over the last few years and Greene County's numbers reflect that trend. Use of the HELP Program and NYS CS's decision to not test for most Open-Competitive positions have also contributed to less candidates being tested in 2025.

Exam Fees

Pursuant to New York State Civil Service Law Sections 23.2 and 50.5(b), Greene County assesses an exam filing fee for all Centralized, Decentralized, Continuous Recruitment and Training & Experience exams as follows:

- NYS Civil Service Law §23.2 states that NYS Civil Service can charge a reasonable fee as a condition of rendering services for and in providing exam materials as well as scoring the exams they provide to all local civil service agencies.
- A \$25.00 exam fee is assessed for uniformed exams. Uniformed exams are administered for all uniformed positions within municipal police agencies and the Sheriff's Office, including Corrections titles.
- A \$15.00 exam fee is assessed for all non-uniform centralized, decentralized, continuous recruitment and training and experience exams.
- Pursuant to NYS Civil Service Law §50.5(b) under certain criteria candidates are eligible to apply for an exam fee waiver.

Per NYS Civil Service Law §23(2), the Greene County Civil Service Commission is required to complete and submit to NYS Civil Service an Annual Exam Fee report for services provided by them for rating centralized exams and providing exam material and the rating chart for decentralized exams. The Commission must submit payment to NYS Civil Service within the first quarter of the year for the state's portion of the exam fees assessed in the previous year. The HR Director, in her role as Executive Secretary to the Commission, submitted the 2025 Exam Fee Billing Report to NYS Civil Service on February 17, 2026. NYS Civil Service certified the report on February 27, 2026, and a check in the amount of \$1,542.50 was submitted to NYS Civil Service on March 5, 2026. This amount represents \$12.50 for each uniformed exam applicant, \$7.50 for each non-uniformed centralized exam applicant, and \$5.00 for each decentralized exam applicant.

The exam fees collected by the Greene County Civil Service Commission are categorized as:

	2025	2024	2023
Total Exam Fees Collected	\$3,215.00	\$3,610.00	\$3,700.00
Uniformed Exam Fees Collected	\$2,375.00	\$1,775.00	\$475.00
Uniformed Exam Fee Waivers	1	2	0
Non-uniform Exam Fees Collected	\$840.00	\$1,835.00	\$3,225.00
Non-uniform Exam Fee Waivers	0	0	7

Eligible Lists

Candidates who achieve a passing score on a Greene County Civil Service examination will have their names entered on an eligible list for the title that they were examined for in order of their final rating. If two or more candidates receive the same final rating on the examination, the Commission has prescribed that the last four digits of the candidate's social security number break tied scores for the purpose of rank on the eligible list. This method was determined for use pursuant to the random nature of the last four digits of social security numbers.

The date the eligible list is established is the date fixed by Commission resolution and is entered on each list. The duration of all eligible lists is fixed by Commission resolution prior to the establishment of such lists but shall not be less than one nor more than four years. The date of establishment of a list and its duration is given to all successful candidates at the time when notice of standing on the eligible list is given to each candidate. When the duration of an eligible list is less than four years, by resolution the Commission may, prior to the list's expiration date, extend the list up to the maximum limitation of four years. All eligible candidates remaining on such list are notified in writing of the extension of the eligible list.

Eligible lists are open to public inspection at the office of the Commission. The names of the candidates who failed to receive a passing grade on the examination are not disclosed on the eligible lists.

Establishment and extension of the Greene County Civil Service eligible lists are broken down as follows:

	2025	2024	2023
Total Eligible Lists Established	43	57	66
- Open-Competitive	20	37	46
- Promotion	9	11	6
- Non-Competitive Promotion	11	9	14
- T & E Corrections	3		
Eligible Lists Extended	2	4	5

Canvassing and Certification of Names

When a vacancy for a competitive title occurs in an appointing authority, the Commission determines the eligible list appropriate for the vacancy to be filled (in most cases the title for the vacancy and title of the eligible list will be the same). A certification of names is sent to the appointing authority containing a sufficient number of eligible candidates from which selection for appointment may be made. When the name of any eligible candidate is included in a certification for appointment, the names of all other eligible candidates on the list having the same score will be included in such certification.

A certification of names issued by the Commission to an appointing authority is valid for 30 days from the date of its issuance. Certifications issued for the titles of Probation Officer, Probation Officer Trainee, Caseworker, Caseworker Trainee, Corrections Officer, Deputy Sheriff or Police Officer are valid for a period of 60 days from the date of their issuance. After the expiration date of such period, no appointment can be made except from a new certification. The Commission, for good cause shown, may extend a certification for an additional 30 days upon request of an appointing authority.

When the canvassing process is completed in order to establish a certification of names, if a candidate fails to indicate their willingness to accept such appointment within five business days of the date of the canvass letter, the candidate is considered ineligible for selection for appointment. When a candidate fails to respond to two successive canvass letters, their name is restricted from consideration from the eligible list. The candidate may request that their name be restored to active status on such list prior to the expiration of the list.

The name of a candidate who declines appointment is eliminated from further consideration from the eligible list unless declination is for one or more of the following reasons:

1. Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
2. Location of employment;
3. Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing.

Appointments or promotions to Competitive positions must be made from those candidates willing to accept such appointment and whose exam score is equal to or higher than the score of the third highest ranking candidate on the list indicating willingness to accept such appointment. Whenever a vacancy exists in a position in the competitive class and an open-competitive exam results in two or fewer candidates on the eligible list, the list is considered non-mandatory. The appointing authority may choose from one of the candidates, but they are not required to do so and may appoint a candidate provisionally pending the next exam for the title.

The Commission administers the canvassing process and/or provides certification of names for all Greene County departments, municipalities, school districts, libraries and special districts who have vacancies for a title in the Competitive Classification. In 2025, the Commission conducted the canvassing process for 35 vacancies within the appointing authorities served, only one less than the 36 conducted in 2024, and issued 29 certifications of names, which is up one from the 28 issued in 2024. As reported in 2024, the reduction in both certification of names and the number of canvassing's continues to be a result of a few factors:

1. The implementation of the HELP Program has reduced the number of requests for canvassing's to fill positions that previously needed to be filled on a competitive basis.
2. Fewer candidates on eligible lists resulted in the lists being exhausted quicker and provisional candidates needing to be appointed.

3. A higher number of Promotion and Non-competitive promotion vacancies that do not require the canvassing process.

Requests for Examination Appropriateness

The Commission can make a request to NYS Civil Service to support the appropriateness of various merit system administration transactions including transfers/reinstatements, non-competitive promotion, eligible list, and preferred list usage.

Non-competitive promotion 52(7): Non-competitive promotion requests are related only to the examination taken by the candidate and therefore do not require a comparison of minimum qualifications. If the examination scopes are not identical, the Testing Services Division (TSD) is asked to review scopes for the examination taken by the candidate versus the scope of the examination given for promotion to the higher-level title.

Transfers/Reinstatements: Section 70(1) of Civil Service Law prohibits the transfer of an employee to a title for which there is an examination involving essential tests and qualifications that are higher than or different from the essential tests and qualifications involved in the examination for the title held. Municipal civil service rules prescribe reinstatement to the same title once held or to any title an employee was eligible to transfer to; therefore, section 70(1) also applies to reinstatements. This includes reinstatement following resignation, retirement, or layoff. Therefore, transfers and reinstatements involving transfer require a review of the open competitive minimum qualifications for the position by NYS Civil Service staff.

Use of an eligible list or preferred list (pursuant to CSL 23(4); 61; 81): The substitution of an eligible list or preferred list for the purpose of filling a title for which there is an established examination requires the same principle of comparable minimum qualifications. The minimum qualifications for the substitute eligible list or preferred list must be the same as or higher than the minimum qualifications for the title being filled. If the minimum essential test and qualifications are not consistent, an individual could qualify for the examination for the eligible list title and not qualify for the examination that would be held for the position to be filled.

While submission of these requests can be time consuming and require substantial documentation, approval of such requests saves the appointing authority and the candidate time in that the candidate does not have to sit for an exam and the appointing authority does not have to wait for exam results to appoint the person from an eligible list. During 2025, the Commission submitted one request for examination appropriateness to NYS Civil Service and that request was approved. This number is down from the two that were submitted in 2024. The Commission will continue to utilize this tool when appropriate to avoid unnecessary examinations and the long wait time for exam results.

Certification of Payrolls

Pursuant to NYS Civil Service Law §95, §97(1), §97(2), §100 and §101, the Commission has the responsibility of certifying payrolls for all appointing authorities under its jurisdiction to ensure that appointments and employment are in compliance with Civil Service Laws and Rules, identify discrepancies, and provide for resolution of discrepancies. The Commission requires the certifications of payroll for the appointing authorities according to the following schedule:

CIVIL DIVISION	PAYROLL TO BE CERTIFIED:
County	First Full Payroll in January
Towns (14)	First Full Payroll in January
Villages (5)	First Full Payroll in June

School Districts (6)	First Full Payroll in October
Public Libraries and Special Districts (7)	First Full Payroll in January

The certification of payroll consists of reviewing employees' names, position titles and salaries to verify information listed on the wage report matches Civil Service records. Additionally, certifying the payroll involves creation of roster records for newly hired employees and updating existing employees' records including title changes, salary increases and any other relevant employment information.

The Commission investigates any discrepancies between the payroll and the official roster or any other instance where the Commission finds the employment of a person may be in violation of the law and rules. When the Commission finds satisfactory evidence that the employment of a person is in violation of law and rules, or the Commission finds satisfactory evidence of intent to evade the provisions of law or rules, the Commission will refuse certification.

Although our goal is to complete payroll certification for every appointing authority each year, at times there are circumstances that prevent that from happening. In 2023, the turnover of staff in our own department as well as the turnover of staff in many of our appointing authorities continued to result in a lower number of certifications being completed. In 2024, the HR Director assigned this task to a different team member who began the monumental task of communicating with our appointing authorities and cleaning up outstanding payroll certifications. As a result of the diligence shown by our HR Team member, payroll certification data is reflected below:

Payroll Certifications Years Completed: (Pending = 2025 and/or others still needed)

Libraries:

- Cairo Public Library – Pending
- Catskill Public Library – Pending
- Heermance Memorial Library – all years including 2025
- Hunter Public Library – all years including 2025
- D.R. Evarts Library – Pending

School Districts:

- Cairo-Durham CSD – Pending
- Catskill CSD – all years including 2025
- Coxsackie-Athens CSD – all years including 2025
- Hunter-Tannersville CSD – all years including 2025
- Windham-Ashland-Jewett CSD – all years including 2025

Special Districts:

- Catskill Housing Authority – all years including 2025
- Soil & Water Conservation District: all years including 2025

Towns:

- Ashland – all years including 2025
- Athens – all years including 2025
- Cairo – Pending
- Catskill – all years including 2025
- Coxsackie – all years including 2025
- Durham – all years including 2025
- Greenville – Pending
- Hunter – all years including 2025
- Jewett – Pending

- Lexington – Pending
- New Baltimore – Pending
- Prattsville – Pending
- Windham – all years including 2025

Villages:

- Athens – Pending
- Catskill – all years including 2025
- Coxsackie – all years including 2025
- Hunter – Pending
- Tannersville – Pending

This is an ongoing project and our goal is to have all appointing authorities up to date with payroll certification by the end of 2026.

New York State Civil Service Annual Report

NYS Civil Service Law § 26(1) requires all municipal civil service agencies to complete and submit an Annual Report. These local reports are the basis of NYS Department of Civil Service's "Municipal Civil Service in New York State Summary of Annual Reports." On February 26, 2026, Greene County's 2025 Annual Report was submitted to NYS Civil Service.

The local report consists of the local Civil Service Commission's staffing information, finances, meeting information, exam administration information, projects, and goals. Additionally, the bulk of the annual report contains the total number of full-time, part-time and provisional employees classified under the Greene County Civil Service Commission's jurisdiction in all Greene County departments, villages, towns, school districts, libraries and special districts. The figures contained in the table below were outlined in the annual report and were based on the employees' status as of December 31, 2025.

	Greene County Departments	Public Libraries & Special Districts (7)	School Districts (6)	Towns (14)	Villages (5)
Total Employees	608	67	675	420	144
Permanent Competitive	319	25	99	25	28
Provisional	4	4	1	0	1
Non-Competitive	251	34	402	269	82
Exempt	25	2	17	47	7
Labor	0	2	156	79	28
Temporary	9	0	0	0	0

As you can see from the table above, the Greene County Civil Service Commission has jurisdiction over 1914 employees, an increase of 6.45% over the 1798 employees in 2024. Noteworthy is that in 2024, there were 38 provisional employees. In 2025, there were only 10 provisional employees, which is a massive 73.68% reduction. As noted, multiple times in this report, the HELP Program has been a significant contributing factor in being able to successfully fill vacancies and reduce the number of provisional employees hired.

Reports of Personnel Changes from Appointing Authorities (Non-Greene County Departments)

The Greene County Civil Service Commission is tasked with processing all changes to employment status for employees under their jurisdiction. Later in this report you will find these changes for Greene County Departments. The table below reflects these changes processed for all Libraries, School Districts, Special Districts, Towns and Villages in Greene County:

2025	Provisionals*	Non-Competitive	Competitive	Exempt	Labor	Temporary
Jan	2	17	1	2	0	2
Feb	0	6	0	0	2	0
March	9	6	0	1	3	0
April	2	6	8	0	4	0
May	3	11	3	1	5	0
June	1	20	3	1	5	0
July	1	20	0	0	3	4
Aug.	2	10	1	1	7	2
Sept.	4	22	4	0	2	1
Oct	3	12	4	1	5	0
Nov	0	0	0	0	0	0
Dec.	2	37	4	2	16	1
Totals:	29	167	28	9	52	10

*The number of Provisional employees processed is higher than the number of Provisional employees as of December 31, 2025 because they either tested and were appointed from an eligible list or their title was approved in the HELP Program and their position was converted from Provisional to Non-Competitive.

STAFFING AND EMPLOYMENT

Personnel Changes

One of the HR Team's most significant responsibilities is to process personnel changes. These changes include, but are not limited to processing employment applications, completing the onboarding process and paperwork for new hires, and processing promotions, inter-departmental transfers, appointments of current County employees to different titles in different departments, retirements, resignations, terminations and deaths.

Posting/Advertising: HR worked closely with Department Heads to post, advertise, and fill vacancies in compliance with NYS Civil Service Law, Greene County Civil Service Rules and Regulations, applicable provisions of the seven CBAs and County policies/procedures. When filling vacancies for titles covered by a CBA, HR is required to post within an agency, on a countywide basis or to refer to an existing eligible list generated by Civil Service examination. Job announcements are sent to the departments for posting in accordance with Civil Service Rules and applicable union contract language, placed on the HR website and posted on the HR Facebook page. In 2025 HR continued to send job announcements to departments via email for distribution when possible or posting on a bulletin board when all department employees do not have access to email. This procedure was implemented in 2021 as part of the County's initiative to go paperless when possible. When, and if, the search for candidates requires external advertising, we utilize as many free alternatives as possible, before consulting with a Department Head about paid advertising options.

As was the case in 2024, due to ongoing recruitment AND retention difficulties, the HR team spent a lot of time in 2025 posting and advertising for vacancies. In some cases, multiple advertisements were needed over the course of months to fill a vacancy. Free advertisements are listed on a number of different websites dedicated to recruitment, such as Indeed, NYS Job Bank, LinkedIn, etc. as well as different educational websites. When paid advertising is utilized, the HR team provides the department with several

different paid options. The department then decides which option they feel will work best for them from a recruitment standpoint as well as from a budgetary standpoint.

The chart below shows the 2025 numbers as compared to 2024:

	2025	2024	Percentage Change
Notice of Vacancy	37	53	30.20% decrease
Job Announcement – Free	55	48	14.58% increase
Job Announcement - Paid	5	2	150% increase

The significant increase in the amount of paid advertising that was needed in 2025 can be attributed to specific positions that are difficult to fill throughout New York State, and even on a national level, including nursing titles.

During the annual review of procedures for 2022 a decision was made that the HR team would keep track of when a vacancy is filled by posting, free advertising or paid advertising to assist the HR Director in making needed changes to our recruitment process. The chart below demonstrates our first three years of data on this topic:

Vacancy Filled via:	2025	2024	2023
Notice of Vacancy	6	10	22
Job Announcement – Free	53	56	31
Job Announcement – Paid	0	0	0
Unknown	15	17	N/A

Our team will continue to track this information and will evaluate any necessary changes to the existing recruitment process and the platforms that are utilized (i.e. use of QR codes, modification to existing templates, etc.).

Processing Personnel Changes: Historically, vacancies have been filled from a Civil Service eligible list or an internal posting at a higher rate than those filled as a result of advertising. As noted in the previous section of this report regarding the HELP Program, the temporary change of Competitive titles to Non-competitive has allowed for less provisional appointments but also less vacancies filled from an eligible list.

When HR does need to fill a vacancy for a Competitive title, hiring from an eligible list is preferable to hiring a candidate provisionally since there is a risk the incumbent may not pass the test or be “reachable” on the list. This outcome can be devastating to the employee, and an unnecessary use of resources by the employer. When possible, appointing authorities have been encouraged to wait for an eligible list to be established rather than appointing provisionally.

As you can see in the chart below, the HR team processed approximately 22% less personnel changes than we did in 2024. The largest change was in the number of employees who changed titles, with almost 50 fewer than in 2024.

	New Hires	Change in Title	Rehired	Resigned	Retired	Terminated	Declined/ No Show	Deceased	Total
2023	78	50	15	50	15	11	2	1	222
2024	87	82	12	58	12	10	1	2	264

2025	79	36	9	49	11	14	2	5	205
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Pre-employment Screenings

Upon a conditional offer of employment to a candidate, HR orders a background check as well as a physical and drug screen for all prospective new hires, including elected and appointed officials. The background checks ordered by the HR Department are conducted by the Greene County Sheriff's Office. (Note: Sheriff's Office, Jail, Mental Health, Probation, and DSS complete their own background checks and forward the results to HR.) Once HR receives an appropriate background check, physical and drug screen, the candidate is contacted, and an appointment is scheduled for them to come to HR to complete the onboarding paperwork with one of our team members.

As an addition to the background check for prospective employees holding a commercial driver's license, a query of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse is conducted as required by federal regulation. The Clearinghouse is a secure online database that gives employers, the Federal Motor Carrier Safety Administration (FMCSA), State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse contains records of violations of drug and alcohol prohibitions in [49 CFR Part 382, Subpart B](#), including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information is also recorded in the Clearinghouse.

Promotional Opportunities

The HR Director continued to collaborate with Department Heads, the County Administrator and the Civil Service Commission on promotional staffing needs as the County filled vacancies created by resignations and retirements in 2025. As part of this process the HR Director evaluated the need for newly created bargaining unit titles and assigned pay grades accordingly. Additionally, the HR Director participated in establishing appropriate salaries for any newly created management/confidential titles. In total, the HR team processed 24 promotional appointments during 2025, a decrease of almost 56% from the 54 processed in 2024.

Employment Outreach

The HR team continued efforts towards outreach to local high school students regarding employment opportunities with Greene County, completing employment applications and the Civil Service examination process, and how to interact with a potential employer. As part of this process HR team members attended the Coxsackie-Athens Central School District's Annual Readiness Day on March 13, 2025. Catskill has one planned for 2026, and our team looks forward to attending their event as well. Our hope is that more Greene County school districts will offer events similar to this event.

As most of the younger generation are using technology to interact, our department created a QR Code that brings a candidate directly to our Webpage. This QR code is now in our brochure as well as part of the department banner utilized for outreach.

As was the case in 2025, the HR team attended three Capital Region Virtual Career Fairs through the New York State Department of Labor, where the HR team can interact virtually in real time with candidates. Additionally, we were also represented at the Dr. King Career Fair, held at the Empire Plaza, two Career Fairs on SUNY campuses, a Career & College fair at Columbia-Greene Community College and two mini Career Fairs hosted by the NYS Department of Labor in Albany. These are great opportunities for our team to reach out to candidates who may not know the employment opportunities available in neighboring Greene County.

The HR team returned to the Greene County Youth Fair from July 24-July 27, 2025. Our team enjoyed manning our table with information on HR and Civil Service opportunities, as well as interacting with other Greene County agencies in attendance. However, the most meaningful part of this event was interacting with the public, providing them with information and answering their questions. We look forward to participating in this event again in 2026.

As we are made aware of other opportunities for outreach, we will pack up our “swag” and hit the road to get the word out about employment opportunities in Greene County!

Reclassifications/Reallocations

NYS Civil Service Law Section 22 and Greene County Civil Service Rule XXIII provide the Civil Service Commission with the authority to reclassify or reallocate positions/titles. In 2024, two requests for reallocation of a title to a higher pay grade (one of which required reallocation of two higher level titles) were submitted to the Civil Service Commission. The HR Director, working in her capacity as Executive Secretary to the Civil Service Commission, presented the requests and supporting documentation to the Civil Service Commission for review. The Commission recommended approval of all requests and the County Administrator acted in accordance with the recommendations of the Commission.

In 2025, there were no requests submitted to the Commission for reclassification of a position.

Salary Analysis

The HR Director works very closely with the County Administrator and the Deputy Budget Officer regarding the salary for Management/Confidential (M/C) employees. Any requests for salary adjustments or setting salary for new titles go through a salary analysis conducted by the HR Director. The analysis may include comparisons of salary, duties and qualifications of similar titles used by the County or may require comparisons to titles used by other counties in New York. Once the analysis is complete, a recommendation is submitted to the County Administrator who issues the final determination. In 2025, the HR Director conducted 13 salary analyses (excluding those required for encroachment) for existing or newly created M/C titles.

Encroachment of employees covered by a bargaining agreement and their closest non-union member supervisor is another situation that requires salary analysis. The HR Director works with the County Administrator to correct encroachment as soon as possible upon full ratification of any collective bargaining agreements or when subordinate union employees are promoted to a higher-grade union title. There were 3 encroachment issues due to a subordinate union employee's promotion in 2025.

Random Drug Screens

A random drug screening program initiated for employees in the Management/Confidential (M/C) group in 2017, was expanded to members of the CSEA General and CSEA Dispatch/Probation Units in 2018. Resulting from contract negotiations in 2019, the UPSEU random drug screen program, which previously only applied to nurses at the Jail, was expanded to all members of the bargaining unit effective January 1, 2020. The COVID-19 pandemic prevented the contractor who performs our random drug screening for these groups of employees from coming on site during 2020, 2021, and 2022. The HR Director contacted our vendor to resume these services during 2023. Unfortunately, due to the staffing level in the HR Department, we were not able to conduct the screening in 2023. Late in 2024, the HR Office and the vendor were able to set a date in February 2025 to resume the screenings.

On February 27, 2025 HR successfully conducted a random drug screening in conjunction with 2 medical staff from EmergencyOne. Employee restrooms located on the 3rd floor were closed off and sinks were turned off to be certain specimens were not tampered with. Tables were set up with sanitary wipes in each restroom; in addition, each restroom had 1 EmergencyOne staff member present. Each employee,

selected randomly by the vendor, was given the choice to be seen by either a male or female provider from EmergencyOne. The HR Director and Deputy Director contacted employees first thing in the morning notifying them they were randomly selected for a drug screening. Employees were instructed on what documentation they needed to bring with them and where to report. In the process of calling employees and not reaching them we then reached out to their supervisors to have them call us if they were out in the field working. Some employees were on scheduled vacation days or out of work sick on that day, so we moved to an alternate call list provided to HR by the vendor in the event the first selected 35 employees were not available. We were able to successfully move down the list to have a total of 35 employees randomly tested. We did encounter employees who could not provide the required sample. In these cases HR provided bottled water and the employee was required to stay with us until they were able to provide the sample. We communicated throughout the event with supervisors and Department Heads to let them know that their employees were with us during this time. We staggered the appointment times for selected employees to appear for the drug screening, so we didn't have employees waiting extensive time periods to be seen. The HR Director remained by testing rooms to ensure privacy and continuous flow of testing was conducted without any delays. The Deputy Director continued to call employees and follow up with supervisors and Department Heads about their staff.

A total of 35 employees were screened and once results were received, they were strictly and confidentially released only to the HR Director. On March 2, 2025, the HR Director sent a letter to each employee tested to advise them of their results.

Employees of the County's Highway and Solid Waste Management Department, the Sheriff's Office/Jail and certain employees of the Human Services Department participated in separate, agency-specific random drug screen programs throughout 2025.

License Event Notification Service (LENS)

The Principal Human Resources & Civil Service Aide monitored the LENS Program through the NYS DMV, checking the system daily, entering new hires and deleting employees who have retired, resigned or were terminated. LENS is a data service that gathers information daily from the DMV's files and reports any new information to us regarding the status of a license (e.g., suspensions, expirations, renewals, accidents etc.). Accordingly, we can monitor the NYS license records of CDL holders and other employees that drive for the County in the course of their work duties or are required to maintain a valid NYS driver's license as part of their job description. When our team member is alerted to an issue, the employee and Department Head are notified and given a specific deadline to rectify the situation. This service is free to government agencies and helps reduce the County's insurance rates.

Employee Performance Appraisals

Employee performance appraisals are a valuable tool used to recognize an employee's strengths and encourage that employee to continue to strive for improvement. They can also be used to assist employees in addressing deficiencies in the performance of their duties, and to assist departments with performance needs. An ongoing goal for the HR team has been to increase the number of employee performance appraisals. To address this goal HR sent out quarterly reminders and monitored the completion of employee performance appraisals by department managers and supervisors. The HR Director also continued to stress the importance of the completion of performance appraisals during monthly Department Head Meetings.

As noted above, one of the HR team's continuing goals is to increase the number of appraisals completed annually. We are proud to report that in 2025, 259 performance appraisals were received, which is just over a 22% increase from the 212 received in 2024. The HR team appreciates the department heads, managers and supervisors who collaborated with us to make this a reality. We will continue in our efforts to increase that number even more.

Employee Exit Survey

As part of the off-boarding process the Deputy HR Director provides employees with the opportunity to complete a survey upon retirement or voluntary separation from employment. The procedure for distribution is to provide employees with the survey as soon as HR is notified of an intention to separate from County employment. This approach is based on the idea that the initial feeling of emotion has eased but we are catching the employee before they completely “check out.” The Deputy HR Director then follows up with a phone call to the employee to see if there are any questions, or if the employee would prefer to meet with an HR team member in person rather than completing the survey. The HR Director provides Department Heads with three key points concerning the survey process:

1. The Exit Survey is an HR function, not a departmental function.
2. The Exit Survey is **confidential**.
3. The Exit Survey provides employees leaving County employment with an opportunity to provide beneficial data/information.

Of the 80 surveys distributed in 2025, 8 were returned compared to 2024 where 94 surveys were distributed and 7 were returned. The HR team will continue to think “outside the box” for creative ways to generate a higher return rate.

Employee Portal

One of the continuous goals for HR is to go paperless in as many aspects of our daily work that we can. Part of the process has included use of the employee portal as much as possible to notify the HR office when changes are needed from employees including: address changes, direct deposit change requests, beneficiary change requests, phone number changes and email address changes. The Deputy HR Director processed a total of 162 change requests submitted by employees for the 2025 plan year.

In addition to the features mentioned above that the portal allows, employees have access to their paystubs and benefit time accruals. When a new hire is onboarded with the HR office during their orientation, they are provided with a step by step, “how to register” form to allow them access to the employee portal and the ability to access their information. This is all part of the process to move towards paperless and have access to information electronically. Employees have the option at any time to go paperless versus receiving a paper check and paper paystub by contacting the Treasurer’s office to make this change to their employee account, if not elected during the hiring process.

New York State Association of Counties (NYSAC) Annual Salary Survey

The HR Director responded to a request in June to assist in updating the NYSAC Annual County Official Salary and Employee Benefits Surveys. The request included logging into a secure website and updating the information for Greene County. As a result of our participation, the 2025 NYSAC County Salary Survey and Employee Benefits Report contained accurate information for Greene County.

Freedom of Information Law (FOIL) Requests and Police Discovery Requests

The HR Director collected data for the County Attorney in response to seven Freedom of Information Law (FOIL) requests received during the year. Additionally, as a result of various police reform legislation, HR has the additional duty of collecting data for the District Attorney’s office in response to discovery requests for information contained in the personnel files of the employees of certain County departments. In 2025, the HR Director responded to 23 such requests from the DA’s Office, an increase of 28% over the 18 requests received in 2024.

COMPENSATION AND BENEFITS

Affordable Care Act (ACA)

Greene County continued in 2025 with the same self-insured health insurance plan. The Deputy HR Director fully implemented all necessary measures to make sure we were and continue to be ACA compliant. This includes the tracking of “Covered Individuals” in detail (which had formerly been done by the insurance carrier) in addition to the “Offer and Coverage” information for 1095 reporting. Careful tracking, review and entry of *all covered employees and dependent(s) information* into the personnel/payroll system for individuals subject to the reporting requirements, is completed on a monthly basis. Additionally, the Deputy HR Director continued updating the records of all staff in the County’s database as employment status and/or health insurance coverage changes occurred throughout the year, equating to approximately **842** manual changes.

HR continued to closely monitor activity at the federal level concerning possible amendments or repeal, replacement, and/or repair plans. Beyond that, the Deputy HR Director persisted in managing the myriad of tasks needed to successfully achieve compliance with the ACA’s many mandates, including:

1. Monitoring the hours worked of all on-going part-time and per diem employees during the County’s “Standard Measurement Period” in order to evaluate their eligibility for health insurance
 - a. Part time = 60 employees
 - b. Per Diem = 65 employees
2. Monitoring the hours worked of all newly hired variable hour part-time and per diem employees during their “Initial Measurement Period” in order to evaluate their eligibility for health insurance
 - a. Employees cannot work more than 30 hours per week or 130 hours per month.
3. Conducting “Affordability” calculations for each of the health plans offered by the County
 - a. The Internal Revenue Service (IRS) set the 2025 Affordability Percentage to 9.02%
 - b. The IRS sets the affordability percentage each year, which contains the inflation adjusted amounts for 2025 to determine whether employer-sponsored coverage is “affordable” for purposes of the Affordable Care Act’s (ACA) employer shared responsibility provisions and premium tax credit program.
 - c. Under the ACA, applicable large employers (ALEs) must offer health insurance coverage to full-time employees. If an ALE does not offer coverage or does not offer affordable coverage, it may be subject to a penalty. An ALE is an employer that employed 50 or more full-time equivalent employees on average in the prior calendar year. Coverage is considered affordable if the employees required contribution for self only coverage under the employer’s lowest-cost, minimum value plan does not exceed 9.02% of the employees household income in 2025.
 - d. Greene County is considered an applicable large employer, we offer health insurance coverage to full-time employees, and our health insurance plan is considered “affordable” under the ACA requirements.
4. Regularly re-evaluating the “Offer and Coverage” and “Safe Harbor” codes being used to ensure our selections are appropriate for each individual’s circumstances, in order for our end product to be as precise as possible.

Health Insurance

As in the past, HR administered the following health insurance plans in 2025 for **approximately 1,544** Greene County employees, retirees and dependents:

- 1) Anthem BCBS Medicare Advantage Plan with Senior Rx
- 2) Anthem BCBS Non-Deductible PPO and EPO
- 3) Anthem BCBS Deductible PPO and EPO

Note: The Teamsters Health and Hospital Fund Select Plan is managed by the Greene County Department of Highway and Solid Waste for Teamsters bargaining unit members.

The administration of all of these plans is manually processed in-house by the Deputy HR Director. This includes manually processing all enrollments including changes due to qualifying events such as marriage, divorce, birth of child, loss of health insurance coverage, resignation, termination, retirement, death and COBRA administration is processed for all eligible members.

Non-Deductible PPO and EPO plan for Retirees: The carrier for our retirees who are still on the active health insurance plan (not Medicare eligible) and part of the Non-Deductible group remained the same. The mail order pharmacy, CarelonRx, also remained the same. Prescription drugs remained consistent with 3-tier rate intervals of \$10/ \$30/ \$45. Mandatory mail order remained in place unless a member preferred to use CVS Pharmacy, Walmart Pharmacy, Greene Medical Arts Pharmacy or **newly** added Windham Pharmacy for their maintenance medications and have medications prescribed as a 90-day refill. Office visit copays for Primary Care Physician and Specialist copays remained the same at \$20 per office visit.

Medicare Advantage Plan (MAP): The carrier for our MAP plan, Anthem BlueCross BlueShield MediBlue Freedom PPO with Senior Rx remained the same. There were no plan changes. There were approximately 394 active members enrolled in this plan in 2025, a slight increase from the 389 active members enrolled in 2024.

The Deputy HR Director continues to monitor when benefit eligible retirees and their benefit eligible dependents become qualified for Medicare Part B in order to appropriately transition them to the County's Medicare Advantage Plan. Notification is sent to retirees, spouses and disabled dependents 2-3 months prior to their eligible date, to begin the process of applying/registering for Medicare. In addition, a phone call is made to each applicant to work through the process of filing for Medicare, how to sign up, the dates to enroll in Medicare parts A and B. Often appointments are made with the Deputy HR Director to provide guidance to the employee/retiree as they carefully register for the correct benefit that is needed. The employer forms required for this registration process are also completed at this time and faxed to the Social Security Office located in Hudson, NY to begin the process for the applicant. This can be a very cumbersome process. The Deputy HR Director works with retirees and their eligible dependents each step of the way to ensure as smooth a transition as possible.

Creditable Coverage Notices: The Deputy HR Director sent annual compliance notices to all Medicare eligible actively working individuals and their dependents, Medicare eligible COBRA individuals and their dependents, Medicare eligible disabled individuals and their dependents, and retirees and dependents covered by the Greene County Prescription Drug Plan, informing them that the Greene County plan is a creditable plan so they need not join a Medicare Prescription Drug Plan. This resulted in a total of 696 mailings by September 26, 2024 for the 2025 plan year. In addition, the 2nd piece to the creditable coverage mandatory compliance online requirement for 2025 Notice of Disclosure to CMS (Centers for Medicare & Medicaid Services) was fulfilled on December 2, 2025.

Health Insurance Buyout: the Deputy HR Director continued to process applications and maintain records for the Health Insurance Buyouts for employees providing proof of alternative health care coverage. Total number of employees enrolled for January 1, 2025 was 117, but with dependent tracking added, the total number of enrollees in the County Health Insurance Buyout was 316, up from 114 and 307 in 2024. A buyout cap has now been established for all bargaining units. Rather than the health insurance buyout being tied to health insurance premiums which continually rise, the caps are fixed dollar amounts. The Teamsters do not have a buyout option.

Each year recertification is required in order to remain enrolled in the Greene County Health Insurance Buyout. This includes a letter sent out to each employee currently enrolled in the buyout and supplying the Deputy HR Director with the signed letter as well as updated health insurance cards and/or proof of alternate health insurance coverage for the covered dependents on the buyout.

Dental Insurance

The dental insurance carrier, MetLife Dental, remained the same for plan year 2025. In 2025 409 employees were enrolled in the dental plan. In addition to the 409 employees, there were 243 dependent children all under the age of 25 that have to be carefully tracked. Total enrollment in the dental plan for 2025 was 652. All qualifying events ranging from new hire, marriage, divorce, birth of a child, resignation and terminations are processed in house by the Deputy HR Director. In addition to these changes, age and full-time student status are recorded and maintained as well, to ensure dependents continue to remain eligible to stay on the plan. Once a dependent child turns 19, they must provide proof of full-time student status twice per year/each semester in the Spring and the Fall, to show updated school enrollment in at least 12 college credits. Letters are sent out to all employees who are affected by this with multiple follow-up reminders to ensure dental coverage remains active for dependents. In certain instances where dependents are 19 or older and no longer full-time students, COBRA letters are sent to the employee and dependent letting them know about their COBRA rights and enrollment in the plan, if interested in continuation.

Vision Insurance

The Vision insurance carrier BlueView Vision remained the same. In the plan year 2025 there were approximately 1,422 members enrolled including active employees, retirees, spouses and dependent children under the age of 19 (unless full time students and then covered up to the age of 25), which is an increase from 2024 which had 1402 members. All qualifying events ranging from new hire, marriage, divorce, birth of a child, resignation and terminations are processed in house by the Deputy HR Director. In addition to these changes, age and full-time student status are recorded and maintained as well, to ensure dependents continue to remain eligible to stay on the plan. Requirements for dependents 19 and/or older up until the age of 25 also must provide proof of full-time student status twice per year or each semester. This is tracked and monitored closely each month with the same process as the letters for dental insurance. HR tracks dependents with follow-up letters sent by the Deputy HR Director to all employees who are affected by this and multiple follow-up reminders to ensure vision coverage remains active for dependents. In certain instances where dependents are 19 or older and no longer fulltime students, COBRA letters are sent to the employee and dependent letting them know about their COBRA rights and enrollment in the plan if interested in continuation.

Open Enrollment

The Deputy HR Director developed, coordinated and successfully expanded our in-person Employee Benefits Fair between 2 offices, 16 outside vendors and added in 2025 was a "slip & fall" simulator trailer for demonstration and educational purposes provided by our workers compensation carrier (PERMA). Additionally, HR was able to provide lunch including wraps, drinks, chips and cookies for all employees that visited the Employee Benefits Fair and hand out appreciation gifts to all employees who stopped by the fair. The food and appreciation gifts were in part provided by a grant the Deputy HR Director successfully applied for and was notified we were awarded, in conjunction with Wellness funds from the HR budget.

We had our workers' compensation carrier, PERMA set up a table as well and bring a video for each room about safety within the workplace. Our team sent advance notice to employees by email and through payroll notices, informing them of our onsite and in-person Benefits fair. We continued to have phenomenal informational takeaways and raffle prize giveaways for our employees. HR also sent out information

biweekly through email to all employees, including links for all insurance/benefit related carriers for quick access. We posted all insurance and benefit related information with quick links on the Greene County employee portal as another method of outreach.

The Deputy HR Director also processed all enrollment changes made during Open Enrollment for a January 1st start date.

Life Insurance

The Deputy HR Director continued to oversee the life insurance plan through the TheHartford, formerly with TheStandard. The Management/Confidential (M/C) group initially were the only employees allowed to sign up for this benefit. However, in 2024 that changed. Life insurance continued to be available as an elective benefit for all non-M/C employees interested in signing up. The Deputy HR Director handled the manual processing of enrollments for members and cancellations, including generating COBRA notices for those retiring or terminating employment. The retirement benefit remained in place with no change to the \$10,700 for 10 years into retirement for the M/C group. In the plan year 2025 we had a significant increase in enrollment with approximately 199 active members and 23 enrollments in the retiree subgroup, compared to 184 active members and 18 in the retiree subgroup in 2024.

Flexible Spending Plan (FSA)

The Deputy HR Director continued to administer the FSA in 2025. Enrollees enjoyed an approved increase in the 2025 annual maximum medical FSA designation to \$3,400 from \$3,300. There was a total of 168 initial enrollments in 2025, an increase from 149 initial enrollments in 2024. Enrollments and disenrollments including COBRA notices as applicable, tracking of claims and unsubstantiated receipt request reminders were sent to employees to help them manage their account and to prevent their FSA card from being locked. Help was offered to all employees enrolled in the FLEX account with the processing of receipts and claim substantiation as needed.

The Dependent Care FSA for 2025 had the dependent care maximum allowance increased to \$7,500 from \$5,000 if single or if married and filing jointly. There was a total of 8 enrollments in the Dependent care account, which increased by 1 from 2024.

COBRA Administration

The Deputy HR Director routinely extends health, dental and vision insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to covered employees and their family members when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan (e.g., resignation, loss of dependent care status, divorce, death, etc.). The COBRA amount is equal to the full cost of the monthly insurance premiums. HR continues to use separate and distinct COBRA notices for the Flexible Spending Account (FSA), Life Insurance Plan, health insurance plans, dental insurance and vision insurance plans.

Premium Assistance Program

HR updated and posted a mandated notice on the employee portal, and sent the same to all departments for posting, regarding potential employee eligibility for a program available through New York State that can help those struggling to pay their insurance premiums. NYS uses funds from its Medicaid or Children’s Health Insurance Programs (CHIP) to help people who are eligible for employer-sponsored health coverage but need assistance in covering the cost of their health premiums. This premium assistance program became effective for local government employees on September 1, 2010.

NYS Statutory Disability Insurance

Greene County’s short term disability carrier in 2025 changed to Shelterpoint, formerly TheHartford. Distribution, completion and filing of short-term disability claims are processed by the Deputy HR Director.

A total of 17 claims were filed in 2025, a significant increase of 112.5% from 2024 in which there were 8 claims filed. The claim is followed closely throughout the duration of the employees leave and once an employee returns to work or if their leave is extended, updated medical documentation has to be sent to the disability carrier to ensure the employee continues to be paid. In addition, continuous communication must be made with the Treasurer's office to ensure they are aware the employee has opted into short term disability to be certain the employee is not "over paid."

Americans with Disabilities Act (ADA)

As co-ADA Coordinators, the HR Director and County Attorney processed 15 requests for accommodation in 2025, which was the same number of requests processed in 2024. In addition to these 15 requests, the co-ADA Coordinators continued in the required interactive process with two employees regarding modifications to their granted accommodation(s) or additional accommodation requests.

Employee Assistance Program

The Employee Assistance Program (EAP) is a free, confidential service available to Greene County employees and their immediate family members that provides a way to cope with issues such as stress, grief, anxiety, family/marital concerns, substance abuse and work-related issues. A report of aggregate data received for the 2025 plan year revealed utilization increased in 2025.

	2023	2024	2025
Greene Co. Employees Utilization	0.5%	0.68%	2.64%

Note: 3% is slightly above the national average.

Paid Family Leave vs Family and Medical Leave Act

The County opted not to participate in the New York Paid Family Leave program, which became effective in 2018. The program is optional for public employers in New York State. There is currently no collective bargaining obligation to provide the Paid Family Leave benefit to Greene County employees. Employees are extended leave benefits under the Family and Medical Leave Act (FMLA), the Greene County Administrative Manual and the CBAs covering County employees.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty," **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The HR Director and the Deputy HR Director processed a total of 78 new requests for leave under the FMLA in 2025, which was an increase of approximately 62.5% from the 48 requests the previous year.

FMLA leave is a very intricate and highly confidential aspect of the work completed in the HR office, which is all closely monitored by the HR Director, especially for the FMLA requests that are more intricate and involve multiple FMLA events in 1 qualifying period. The HR Director currently handles all Non-FMLA and Military Leave requests in conjunction with Department Heads and the County Administrator. An HR team member handles the annual recertification processing of FMLA forms and submits to the Deputy HR Director for review and signature.

Careful tracking and attention to the amount of FMLA hours used are monitored by both the Director and Deputy HR Director. The amount of work researching FMLA requests, processing the paperwork and tracking leaves requires many hands-on deck, often taking up more than 50% of the workday to ensure all leaves are processed correctly and in a timely fashion to meet the needs of our employees. Once FMLA requests are approved all Department Heads and personnel in charge of handling that employee's payroll are notified so they can keep track of the employees FMLA leave time to ensure they monitor their time usage. When the allotted FMLA leave time begins to run low, the HR office is notified, and we send a letter to the employee, department head and payroll person within the department. Often a request for an extension of the FMLA leave is required in order for the employee to be out for additional time. HR works very hard to try to accommodate our employees all while ensuring operational needs of the departments can continue and are notified timely when their employees will be out of work. Communication between HR, the employee out on FMLA or non-FMLA and the department they work for, is critical to ensure proper processing of payroll and record keeping of FMLA hours.

	2025	2024	Percentage + or -
Total FMLA Requests Approved	78	48	+62.5%
- Full-time	43	26	+65.38%
- Intermittent	35	22	+59.09%
FMLA Military Leave	0	0	+
Non-FMLA leave requests	11	5	+120%

Workers' Compensation

The Deputy HR Director continued to guide claimants and department representatives through the Workers' Compensation claims process, transmit paperwork to the County's Third-Party Administrator (TPA), and follow-up as needed. In January 2026, HR completed the SH900 and SH900.1 forms for 2025, distributed them to County departments in compliance with posting mandates, and sent copies to the NYS Department of Labor. The Deputy HR Director also maintained records of all existing and new work-related injuries and illnesses that occurred throughout the 2025 calendar year. In 2025, Greene County had the following experience:

- **0 deaths (no change from 2024)**
- **13 cases of missed work (a 69% reduction from the 42 cases reported in 2024)**
- **0 job transfer or restriction cases (no change from 2024)**
- **10 other reportable cases (a 23% decrease from the 13 cases reported in 2024)**

These occurrences resulted in 23 total incidents reported for 2025, a 58% decrease from the 55 reported in 2024. Due to requirements resulting from the national COVID-19 pandemic, 5 of the 23 incidents reported were related to COVID-19.

Unemployment Claims

HR and the County Attorney's office processed all claims for unemployment insurance benefits in 2025. Beginning in 2021, a result of the pandemic was a huge increase in the number of fraudulent claims

received by the County, and in some cases notifications to the employees directly. We were very pleased that 2025 had no fraudulent claims submitted.

	2025	2024	2023	Percentage + or -
Total Unemployment Claims Received	10	8	12	+25%
- Legitimate	10	7	12	+43%
- Fraudulent	0	1	0	-100%

Retirement: New York State Voluntary Defined Contribution Program

The HR Department continued to offer this alternative to membership in the NYS and Local Retirement System (NYSLRS) to all eligible new hires. (General eligibility: Non-union employees hired on or after July 1, 2013 that make \$75,000 or more and are not already enrolled in the NYSLRS.) Defined contribution plans are retirement savings vehicles that provide benefits “defined” by employer and employee contributions to the plan and the investment earnings on those contributions. Participants are responsible for managing the investments in their accounts. Their retirement benefits are based on the success of their investments. This is different from the NYSLRS, which is a defined benefit plan that provides a fixed and predictable lifetime monthly income at retirement. **In 2025, there were 0 employees who elected to participate in this alternative program, slight decrease from 2024 which had 1.**

Compliance Postings

HR conducted its annual audit of federal and state employment posting mandates and distributed new and updated postings to all departments at that time and as required throughout the year.

HR continued with our goal in 2025 of ensuring all department bulletin boards are fully up to date with regard to compliance posting. Working together with the Safety Officer, an in-person audit was conducted of each department's boards, including satellite locations. Once the audit was completed by the Safety Officer, he contacted HR to receive any missing materials from department boards. Those materials were taken by the Safety Officer to the location and placed on the board, bringing all department boards up to date.

Employee Wellness

Wellness Committee: The Wellness Committee met twice in 2025, however all goals were far surpassed by the number of activities, information and material presented to employees. One main goal for the 2025 year was ensuring information reached ALL employees throughout Greene County and the Deputy HR Director made sure of this! Some of our outreach over and above our monthly wellness board included:

- 5/1/2025: 600 Mental Health Awareness bracelets, stress balls and employee assistance flyers were distributed by the HR team to employees as they walked into the building at 411 Main Street.
 - All off-site departments and satellite locations had boxes made up with enough to be distributed to each employee.
 - Boxes for Mental Health, Emergency Services and Veterans Department were hand delivered by the HR Team.
- Push of information sent out regarding:
 - 5/31/2025 10am-2pm Youth Health Fair at Catskill Historical Point
 - 5/20/2025 & 6/12/2025 10am-2pm at 411 Main St. free nicotine patches, lozenges, gum and breath carbon monoxide.
 - Mental Health/Prevention Calendar of events provided by Twin County distributed
 - Employee Assistance Program flyer sent out to be posted by each department
 - Mental Health: Credible Mind Wellbeing Resource, a one stop shop for Mental Wellbeing information sent out to all employees.

- Columbia Greene Suicide prevention Coalition relaunched 5/12/2025.
- HR was awarded PERMA Wellness Grant for \$400.
 - 600+ appreciation gifts dispersed to each employee consisting of EAP flyer, personalized pen, bracelet, sticker and snack.
 - HR team member delivered gifts to each department, in addition to each Highway barn and Solid Waste transfer station
- Move on Main Street Mental Health Association block party 8/16/2025
- Columbia Greene Out of the darkness walk to fight suicide 10/5/2025
- Mental Health Credible Mind Launched 7/7/2025 with other 326+ registrations

Wellness Station: The HR Wellness Station created by the Deputy HR Director that was started in March 2024, continued strongly into 2025. The Wellness station continuously changed each month with informative health and wellness tips. The wellness station is located on the 3rd floor by HR's Operation Affirmation Board and by each door in the front and rear stairwells as well as each elevator.

Be Well Incentive Program: The *Be Well Incentive* program continued in full effect during 2025. This incentive program allows employees who had physicals completed to receive a \$25 gift card. The incentive program is based on an idea the County Administrator has been promoting for some time for all active employees enrolled in the County's primary health insurance plans. For 2025, there were 161 employees who participated in the program, an approximate 5% increase from the 154 participants in 2024. HR will continue to encourage all employees to participate in their annual physical.

Operation Affirmation: This Wellness program, which began in August 2021, continued with tons of enthusiasm from employees! The program focuses on the importance of overall wellbeing, including mental health. HR set up a bulletin board titled "Appreciation Station" located on the 3rd floor of 411 Main Street. The board is used as an opportunity for employees to acknowledge each other. Submissions are collected via email to hr@greencountyny.gov or for those who don't have access to email, there is a drop box for anonymous submissions located beneath the board on the 3rd floor. The person submitting the affirmation remains anonymous however their name is entered into a monthly raffle drawing. An email is sent to all staff on the first workday of each month with the names of those acknowledged for the previous month, a picture of the board (with a new theme each month), and a link to the HR website where each individual "shout out" is posted. HR's goal was to make this positive, uplifting and cheerful, while recognizing the employees who shine through their hard work and dedication to their job. We have received nothing but positive feedback on this program and you can see from the numbers below, the employees are enjoying acknowledging their coworkers just as much as they did when the program started almost five years ago.

- January – 24 acknowledgements (compared to 7 in 2024)
- February – 23 acknowledgements (compared to 7 in 2024)
- March – 63 acknowledgements (compared to 25 in 2024)
- April – 14 acknowledgements (compared to 14 in 2024)
- May– 25 acknowledgements (compared to 30 in 2024)
- June – 18 acknowledgements (compared to 29 in 2024)
- July – 72 acknowledgements (compared to 17 in 2024)
- August – 22 acknowledgements (compared to 18 in 2024)
- September – 37 acknowledgements (compared to 14 in 2024)
- October – 26 acknowledgements (compared to 15 in 2024)
- November – 38 acknowledgements (compared to 17 in 2024)
- December – 20 acknowledgements (compared to 26 in 2024)

Thank you to the amazing Greene County employees who have shown their appreciation for each other. The HR team continues to truly enjoy this program. We hope the number of submissions each month continues to grow!

Miscellaneous: Assistance continued throughout 2025 in helping employees enroll in the telemedicine program through Anthem BlueCross BlueShield (formerly Empire), and travel size first aid kits continued to be dispersed to all new employees participating in the County's primary health insurance plans during 2025.

Onsite Events

- Human Resources & Civil Service set up an informational table at the Greene County Historic Point during the Veteran's Day Event. It was an all-day event with many vendors and great opportunities for career outreach and recruitment for Greene County.
- HR organized and implemented visits from NYS Deferred Compensation by scheduling (2) all day events in Catskill at 411 Main Street and in Cairo at Greene County Mental Health and Emergency Services to offer one-on-one sessions with employees to plan/prepare for retirement.
- HR organized and implemented visits from AFLAC by scheduling (2) all day events in Catskill at 411 Main Street and also in Cairo at Greene County Mental Health and Emergency Services to offer one-on-one sessions with employees.
- HR restarted our annual blood drive with the American RedCross, available for Greene County employees located at 411 Main Street, Catskill. The event was held on March 26, 2025 from 10am-4pm and we successfully filled all 25 time slots available!

Blood Borne Pathogens

The Blood Borne Pathogens committee resumed their meeting schedule in 2025. HR continued to work with the Public Health Department and the Safety Officer to coordinate and track training for County employees in 2025.

LABOR AND EMPLOYEE RELATIONS

Union Contract Negotiations

The HR Director maintains an active role on the management teams for union contract negotiations, including assisting with the development of the County's proposals and analyzing the proposals of each union. The HR Director is also responsible for the preparation of the employee data sheets for each bargaining unit, including hire and longevity dates, leave time accrued and taken, overtime earned, health insurance enrollment information, etc. Upon ratification of each contract, the HR Director assists in checking the final document for accuracy, works with the Payroll Department to establish the pay schedules, and implements new or amended terms of each CBA, as required.

AFSCME: The CBA expired on December 31, 2025. Due to scheduling conflicts between Greene County's Labor Relations Counsel and AFSCME's Labor Relations Specialist, the first negotiation session did not occur until December 29, 2025, at which time the parties set ground rules, exchanged proposals and scheduled subsequent meetings. Although the bulk of the negotiations took place in 2026 and will be fully explained in the 2026 Annual Report, I'm pleased to report that the parties signed an MOA on March 11, 2026 outlining the terms of a three-year successor agreement. The Union ratified the MOA on March 19, 2026. The MOA is scheduled for the agenda of the Legislative Public Works and Finance Committees on April 13, 2026. If passed by both committees, it will be placed on the agenda for the full Legislative Board meeting on April 15, 2026 for ratification. More to come in the 2026 Annual Report.

In addition to CBA negotiations, the following items were also addressed in 2025:

- MOA – approved by the union and adopted by the Legislature on May 21, 2025, to implement summer hours for the Highway Department of 6:00 AM to 4:30 PM, four days per week effective June 2, 2025 through August 29, 2025.
- MOU – signed December 1, 2025 to clarify overtime and use of Town and/or Village employees for hauling assignments during County milling operations.

Corrections Unit (Council 82): The CBA expired on December 31, 2025. The negotiating teams began meeting on June 26, 2025, during which the parties set ground rules and exchanged proposals. Additional meetings were held on July 25, 2025, August 5, 2025 and September 5, 2025. The parties could not come to an agreement as of September 5, 2025 with one issue remaining. Council 82 advised that they would work with their membership regarding the issue at hand. In November of 2025, Council 82 and the Greene County team came to a tentative agreement. On December 9, 2025 the parties signed an MOA with the agreed upon terms. The MOA was brought to the union membership on December 23, 2025, where it was passed. On January 21, 2026, the legislature ratified the MOA. The terms of the MOA were put into effect retroactive to January 1, 2026. At the time of this report, the draft successor agreement is still under review and has not officially been signed yet. The noteworthy provisions of the successor CBA were:

- Term of agreement is January 1, 2026 – December 31, 2027
- Pay rate increases as follows:
 - 2.75% for 1/1 – 12/31/2026
 - 2.75% for 1/1 – 12/31/2027
- Change to how pay rate steps are calculated when an employee moves to a title in a higher pay grade
- Additional increments for longevity payments
- Increase to the Shift Differential
- Addition of a “Recruitment Incentive Bonus”
- Deletion of Election Day and addition of Juneteenth as a paid holiday
- Clarification of vacation leave accrual transfer when a Holiday falls on an employee’s regular day off
- Clarification of bereavement leave for services held outside of the immediate time of death
- Addition of language for starting rates of pay when an employee enters employment as a lateral transfer
- Clarifying language for the emergency closure of all County offices
- Modification of General Municipal Law Section 207c language/procedure

CSEA General Unit 7000: The current CBA is not due to expire until December 31, 2027.

- MOA –signed on June 19, 2025 extending existing MOA, for the remaining term of the current CBA, that created a new career ladder in the Mental Health Department and outlines details of employer provided training for higher credentials.

CSEA Dispatch and Probation Unit 7002: The current CBA is not due to expire until December 31, 2027.

- MOA – signed April 16, 2025 regarding Greene County employee serving as a state officer for CSEA. MOA outlines terms of employee remaining on Greene County’s payroll with Greene

County receiving reimbursement from CSEA for all costs associated with payroll including salary, benefit costs, and applying employee contributions as needed.

- MOA – signed September 22, 2025 clarifying procedure for equalization of overtime and open shifts in the 911 Center as well as establishing a “Member in Charge” stipend as required by the updated Public Safety Answering Point (PSAP) standards.

Deputy Sheriff’s (Council 82): The CBA expired on December 31, 2025. Due to scheduling conflicts for Council 82’s Organizing Director the initial meeting for negotiations is not scheduled until April 23, 2026.

Teamsters (Solid Waste Management): The current CBA is not due to expire until December 31, 2026.

UPSEU (Nurses): The CBA expired on December 31, 2025. Due to a number of issues for each team, the initial negotiations meeting did not take place until January 16, 2026. The details of these negotiations will be provided in the 2026 Annual Report.

- MOA – signed July 1, 2025 to provide an additional period of review for an employee whose probationary period was ending.
- MOA – signed July 31, 2025 extending the MOA signed July 1, 2025 to provide an additional period of review for an employee whose probationary period had ended.

Contract Grievances

The HR Director was present at all Step 2 grievance meetings at the request of the County Administrator. A total of 6 on-going or new grievances were processed in 2025, which is 25% reduction from the 8 processed in 2024. These actions resulted in the following outcomes:

- Accepted at Step 1 – 1
- Denied at Step 1. No further action taken by the union – 2
- Accepted at Step 2 – 1
- Denied at Step 2. No further action taken by the union – 1
- Denied at Step 2. Demand for arbitration filed. Demand for arbitration withdrawn by the union prior to a date for arbitration being scheduled – 1

Labor-Management Meetings

The HR Director participated with the County Administrator and/or several department heads in labor-management meetings to discuss a number of department-specific policy development issues and grievance-related matters. Many issues were settled with clear communication and mutual agreements among the parties.

Management Team Support

The HR Director continued to be regularly engaged with department heads and supervisors in a consultation and support role regarding staffing and employee relations matters. This continued to be vitally important in 2025 as veteran Department Heads and High-Level Supervisors retired or resigned, necessitating discussions about changes to department procedures.

Disciplinary Actions

The HR Director assisted department heads in processing **16** new or continuing disciplinary actions in 2025, the same number as were processed in 2024. The following is a breakdown of 2024’s actions:

- Notice of Discipline – 10-workday unpaid suspension – 1

- Notice of Discipline – 5-workday unpaid suspension – 1
- Notice of Discipline – 2-workday unpaid suspension – 1
- Notice of Discipline – Letter of Reprimand – 1
- Notice of Discipline – Demotion – Arbitration scheduled for April 2026 – 1
- Notice of Discipline – 10 workday unpaid suspension – Step 2 adjustment to 5 workday unpaid suspension with 5 workdays held in abeyance for 12 months – 5 workdays held in abeyance implemented 2 months later – 1
- Notice of Discipline – 10 workday unpaid suspension – Step 2 adjustment to 5 workday unpaid suspension with 5 workdays held in abeyance for 90 days – 1
- Notice of Discipline – 2 workday unpaid suspension – Step 2 adjustment to 1 workday unpaid suspension with 1 workday held in abeyance for 60 days – 1
- Notice of Discipline – 3 workday unpaid suspension – Step 2 adjustment to 3 workdays held in abeyance for 90 days – 1
- Stipulation of Settlement in Lieu of Disciplinary Hearing – 30 calendar day unpaid suspension – 1
- Stipulation of Settlement in Lieu of Disciplinary Hearing – 2 workday unpaid suspension and transfer to a different work location – 1
- Stipulation of Settlement in Lieu of Disciplinary Hearing – letter of reprimand, remedial training and loss of 60 hours of vacation accruals – 1
- Stipulation of Settlement in Lieu of Disciplinary Hearing – letter of reprimand and loss of 24 hours of vacation accruals – 1
- Stipulation of Settlement in Lieu of Disciplinary Hearing – letter of reprimand and loss of 12 hours of vacation accruals – 1
- Resignation in lieu of discipline – 1
- Termination – 1

Workplace Investigations, Administrative Proceedings and Hearings

The HR Director serves as the County's Sexual Harassment Compliance Officer, the Discriminatory Harassment Compliance Officer, the American with Disabilities Act Co-coordinator in partnership with the County Attorney and is a member of the Workplace Violence Hazard Reduction team. In these capacities, the HR Director participated in a number of interactive process meetings, workplace investigations, administrative proceedings, and hearings.

Employee Awards

HR produced the annual employee awards event on behalf of the Legislature in collaboration with the County Administrator's office. Service award pins and certificates were conferred within the departments and most departmental ceremonies were held in close proximity to the February Legislature meeting to announce the Employee of the Year, Team of the Year, and Chairman's Award Winner. In 2025, an employee from the County Administrator's Office/Legislature was awarded Employee of the Year in recognition of more than 30 years of outstanding work, knowledge, support and dedication to the Greene County Legislature and many departments that work closely with the Legislature on a monthly basis. The Team of the Year recognition was given to employees from the Department of Social Services for their work in developing an AI product called EVA to assist clients and department employees.. Finally, the Chairman's Award was given to the Early Intervention Team from Greene County Public Health for their hard work and dedication to the infants and toddlers in Greene County in the midst of a provider shortage and staffing difficulties.

STAFF TRAINING AND DEVELOPMENT

HR coordinated the following on-line classes in 2025, and continued to administer a database to track employee participation in County-sponsored compliance (i.e., sexual harassment and discrimination

harassment training, workplace violence prevention, Active Shooter, HIPAA, Title VI, etc.) and other training:

Sexual Harassment Prevention

In 2025, the HR department continued to facilitate compliance with the annual sexual harassment prevention training and related mandates as set forth in the 2018 New York State Budget. As was the case in 2024 HR provided the mandated training in an on-line format for all Greene County staff members and elected officials in 2025. HR staff utilized a known resource with whom the County already had an affiliation that offers access to its entire database of on-line classes and related tools at no cost.

NOTE: NYS Human Rights Law also protects those providing services in the workplace from sexual harassment. Therefore, the policies and an acknowledgement form were also made available by the County Attorney's Office to contractors, subcontractors, vendors, consultants or others providing services to Greene County. These documents can be found in the Legal Notices section of the Greene County website.

Workplace Violence Prevention Training

The HR team took over coordination of the mandated Workplace Violence Prevention Training from the County Attorney's office in 2021. Utilizing the on-line platform, this training was assigned with the Sexual Harassment Prevention training giving employees the opportunity to complete both trainings at their convenience.

The following rates of completion were achieved in 2025 for the employees enrolled in the mandated training courses:

	Enrolled	Completed	Percentage	Difference from 2024
NYS Discrimination & Harassment	610	434	71%	+ 4%
Sexual Harassment	612	463	76%	+11%
Acknowledgement of Discrimination & Harassment Prevention Policy	606	459	76%	
Workplace Violence Prevention Training	604	449	74%	+ 8%
Title VI of the 1964 Civil Rights Act for Municipalities	616	459	76%	+ 28%
Active Shooter	598	404	68%	
Complying with HIPAA	367	303	83%	
Bloodborne Pathogens	410	340	83%	+ 31%
Stress Management	26	19	73%	

HR's goal is to continuously strive to achieve 100% completion rate for these mandated training courses. We continue to review new ways to increase communication between the HR team and department liaisons to increase completion rates. Although all completion rates increased in 2025, we will work towards even higher rates for 2026.

Training Records

A new project started by the HR team in 2024 was the digitization of all training records. Due to the need to reduce paper in the employees' personnel files, training records are now being scanned into a centralized digital location and a "Training Transcript" has been created for each employee. Individual

certificates are kept in a digital format but for personnel record keeping, all trainings are listed in a single document. All past records were scanned by the end of 2025 completing the digitization project. This new procedure will be continued for future trainings.

New York State Association of Personnel and Civil Service Officers (NYSAPCSO) 2025 Annual Conference

The HR Director attended the NYSAPCSO Annual Conference held in Saratoga Springs, NY from June 1-4, 2025. The topics covered during the conference were:

- Updates from NYS Civil Service: Civil Service Administration, Special Projects/Initiatives
- Partnering with your Center for Careers in Government
- Civil Service Speed Learning for new local Civil Service employees
- Civil Service Unplugged: Tackling Today's Challenges Together
- Today's Labor Legal Topics: A Mash-up
- AI-Powered HR: A Step-by-Step Guide to Transforming HR Processes with AI
- Supporting Mental Health in the Workplace: HR's Role in Creating a Healthy Environment
- Ethics & Integrity in Public Service – Navigating Conflicts of Interest and Ethical Dilemmas
- Fire Districts: What are they? Your responsibilities for civil service administration.
- Dealing Effectively with Difficult Conversations
- Small Civil Service Agency Challenges
- Civil Service Unpacked: Your Questions, Expert Answers

In addition to the valuable information obtained from the various sessions held, the HR Director was able to network with her peers, which is the most valuable part of this conference as we continue to move through uncertain times necessitating new and innovative policies and procedures.

HR Team Training

The HR team participated in a number of professional development trainings throughout 2025. Topics included:

- HR Strategies
 - NYSAC: Tapping into SUNY's Talent: Solutions for Critical Workforce Gaps
 - HR strategy sessions 2025 compliance in review & preparing for what's next
 - CGCC/The Columbia-Greene Economic State of the Counties
 - Bond, Schoeneck & King: Business in 2025 Webinar Series
 - Bond, Schoeneck & King: 2025 Labor, Employment & HR Conference
 - NYSAC: Discover collaborative solutions to control municipal health care cost
 - SHRM: Dollars and sense/ Keeping the Human in HR
 - SHRM: What trends are impacting HR in 2025?
 - CGCC Workforce NY HR Roundtable Labor & Employment Law update
 - SHRM: Navigating the FMLA/ A practical toolkit for HR
 - SHRM: Navigating title VII Compliance amid recent DEI policy changes
 - SHRM: Understanding the Opportunity of AI in HR
- Employee Benefits
 - Affordable Care Act Information reporting 1094/1095
 - Employee Benefits Trends: Insights & Innovation from the 2025 Employee Benefits Survey
 - Gallagher – Maximizing your health plan design using data driven insights

- NYS Voluntary Defined Contribution Plan Training Guide Resource
- OSHA recordkeeping & injury tracking application updates
- PERMA Annual 2025 Conference
- Flexible Spending Account
- How HR can help employees use their FSA funds before runout periods
- SHRM 207 informational seminar 207a & 207c
- Leadership
 - SHRM Managers & Supervisors: HR's frontline
 - Lead loud & clear: communication strategies that inspire action
 - SHRM NYS Conference 2025: Leading in times of change
 - Gallagher – Women's Leadership Series: "Breaking the Cycle of Rust-Out: Reignite Passion and Purpose at Work"
 - NYS Civil Service Institute

LOOKING AHEAD

The HR team is always striving to improve the services provided to Greene County's employees, retirees and members of the public while streamlining our procedures. Looking ahead to 2026, our team has set the following goals:

1. Digitization:

- The continuing goal for 2025 into 2026 is to digitize all closed roster records. One of the HR team members has begun this monumental task that we hope to have finalized by the end of 2027.
- Continuing review and updating of all active job specifications with the end goal of having them available on HR's webpage.
- Updating the Civil Service Rules for Greene County and the Greene County Civil Service Commission Rules Appendices so they can be placed on HR's webpage. This is an ongoing goal that has been placed on hold during the Transformation as we are unsure of how the new process will affect our Rules.
- Working with the Records Management Director towards Greene County's common goal of the digitization of all records. In 2024, we identified over 150 boxes dating back to the 1940s that were not properly labeled. The HR team began going to the Records building to sort through the boxes and determine what documents must be retained and those that can be scheduled for destruction. We will finish this task before the end of 2026. Additionally, we will meet with the Records Management Director to begin digitizing current records.
- As noted in this report, we will continue to work towards implementation of our Civil Service software and will work to have our exam and employment application process fully available online by the end of 2026 depending on how the new state software system interacts with our system.

2. Training:

- Continue training for all employees in accordance with NYS law and train as many staff as possible in an on-line format with a goal of 100% completion rate.

- Work with the Safety Officer to coordinate mandatory Occupational Safety & Health - Mandated Training - Active Shooter.
3. **EAP:**
- While we were happy to see an increase in utilization of the EAP, we will continue to think creatively of ways to increase utilization of this valuable resource for employee well-being. Work with our vendor to update material and notify employees on a monthly basis of the resources available to them.
4. **Civil Service Payroll Certifications:**
- A continued goal is to bring all appointing authorities up to date on their payroll certifications. We will work closely with the appointing authority to compare records and identify missing information, including on-site visits to the appointing authority if needed.

For the first time in a number of years, there was no turnover in the staff of our department. As the HR Director, I cannot express how proud I am of the work the amazing HR team accomplished this year. As you can see from the information contained in this report, our team was busy on many different fronts. We are responsible for an enormous amount of activities related to services for our employees and the residents of Greene County. In 2026, we look forward to the continuation of the projects our team is working on as well as the unknown that is a standard part of our days in HR. We will continue to conquer challenges while improving on our success through innovative thinking and improved efficiency.