

SCHOOL FACILITIES MANAGERS' PERSONNEL MGMT ACADEMY



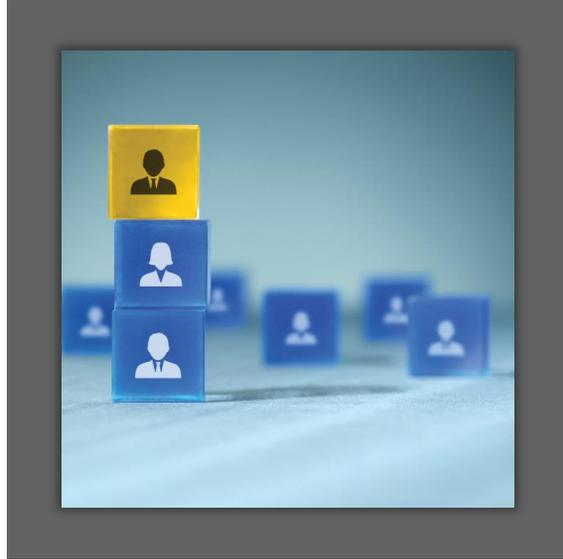


Civil Service Law Round Table

Jennifer M. Wells
December 5, 2018



TODAY'S AGENDA



ADMINISTRATION FRAMEWORK



JURISDICTIONAL CLASSIFICATION

EXEMPT

LABOR

COMPETITIVE

NON-
COMPETITIVE

School District has a set of duties that they need an individual to perform. They describe those duties along with the knowledge, skills and abilities that the individual will need to possess to succeed at that job.

The local Civil Service Dept reviews those duties and classifies the position by giving it an official Civil Service title and creating a job specification that broadly describes the typically work activities and the minimum qualifications that an individual must possess to perform the job upon entry to the position.

The position's classification also dictates how the position will be filled and what rights the position has under CSL.

DIRECTOR OF FACILITIES I

Ensures building and grounds maintenance, repair, and cleaning related tasks are properly performed

Supervision of a unit and may work alongside lower-level employees in carrying out and overseeing work details

May perform manual labor and operate equipment related to the work which may be performed indoors or outdoors

Responsible for direct supervision of staff, and oversee work details, to ensure the work is performed in a safe, efficient, and timely manner.

Work performed under general supervision of a school district administrator, which may include the Superintendent

DIRECTOR OF FACILITIES II

Planning, organizing, and directing the custodial and maintenance activities of a school district's buildings and grounds department

Occasionally performs maintenance, repair, and cleaning related tasks which may be performed indoors or outdoors

Greater scope of responsibility

Typically responsible for the supervision of more than one unit

Supervises custodial and maintenance staff.

May supervise transportation dept and/or building safety and security staff

Supervision is exercised over the work of subordinate staff through subordinate supervisors

DIRECTOR OF FACILITIES III

Administration of a school district's buildings and grounds department

Mostly office based

Visit work sites to ensuring work is being performed and completed in an efficient manner by subordinates and contractors.

May have an Assistant Director of Facilities III to assist with the management of day-to-day activities of the department.

Director of Facilities III has primarily administrative responsibilities

Supervision is exercised over the work of subordinate supervisors.

Temporary & Provisional

- Non-permanent appointments
- Temporary – made for a limited period of time
- Provisional – no eligible list exists
- No property ownership

Permanent

- Subject to the successful completion of a probationary period
- Competitive – appointed from an eligible list
- Property ownership – Ability to transfer; due process rights

What is a Civil Service transfer?

- The movement of a **permanent** competitive class employee from a position in one title to a position in a different title or from a position in one agency to a position in another agency.
 - Only within the competitive class.
 - Requires consent of the employee after nomination by the appointing agency and the approval of the Civil Service.
 - Typically minimum qualifications and exam scopes need to be compared.....but not for these classifications!
 - Subject to a probationary period per local Civil Service Rules
 - Bring your Civil Service seniority with you!

EXAMINATION AND ELIGIBLE LISTS

OPEN COMPETITIVE

*Anticipated
Eligibility

PROMOTIONAL

*Within your
district
*Seniority points

ELIGIBLE LIST – THE RULE OF THREE

1. Jim Jones	95
2. Alice McClelland	95
3. Tory Ames	90
4. Bridget Sherman	85
5. Manuel Santiago	80
6. Timothy Hines	80

Who is reachable?

Director of Facilities I

Building and Ground Maintenance

- Preventive maintenance and minor repair of building structures
- Electrical and mechanical systems, including plumbing
- Grounds maintenance
- Establishing and maintaining accident prevention and safety programs

Supervision

- Assigning and reviewing work
- Evaluating performance
- Maintaining work standards
- Motivating and developing subordinates
- Implementing procedural change
- Increasing efficiency
- Dealing with problems of absenteeism, morale, and discipline

Director of Facilities II & III

Facilities Management

- Principles and practices involved in managing a building maintenance and energy conservation program
- Ability to read and understand typical building plans, layouts, and technical specifications
- Ability to calculate accurate estimates of material and labor costs
- Knowledge of typical contract documents
- Ability to oversee construction contracts and to manage contract compliance
- Establishing and maintaining accident prevention and safety programs
- Principles and practices used by administrators when participating in the budget process

Administrative Supervision

- Assigning work to and coordinating the activities of several units
- Establishing and guiding staff development program
- Evaluating the performance of subordinate supervisors
- Maintaining relationships with other organizational sections

Administrative Techniques & Practices

- Interpreting policies
- Making decisions based on the context of the position in the organization
- Coordinating programs or projects
- Communicating with employees or the public
- Planning employee training
- Researching and evaluating areas of concern

TEST TAKING RESOURCES

<https://nyssfa.com/resources/state-civil-service-test>

How to
take a
Written
Civil
Service
Test

Director of
Facilities
Test Guide

CSEA Test
Preparation
Booklets



National
Learning
Corporation
/Other
outside
materials

Trade
Journals
Professional
/career
magazines

GOOGLE!
Or visit
your
public
library.

Multiple Choice

- Look for key words in questions – many, most, least, some, first (underline them)
- Use process of elimination to reduce answers
- Look for the “correct” answer
- Use your scrap paper...you can write in the book as well!
- Guess! But do not second guess!

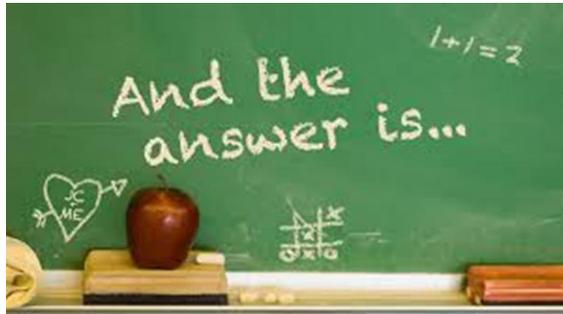
Physical considerations

- Find out where the exam is being held...the day before
- Bring snacks and a drink...mints are especially helpful!
- Get a good night's sleep

- One of the unit employees you supervise tells you that a new piece of equipment was installed improperly by the vendor that supplied it and presents a potential danger to staff. An examination of the equipment leads you to believe that the equipment may be dangerous to use. The equipment is essential to your units' work.

Which one of the following actions should you take first in this situation?

- a. Report the matter to your supervisor
- b. Warn your staff to use extra caution when using the equipment
- c. Withdraw the equipment from use
- d. Notify the vendor that supplied the equipment and have them repair it if needed.

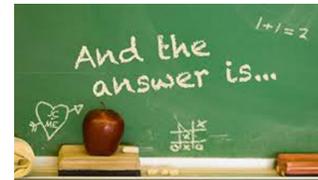


Why?

- You are the supervisor of a unit of 20 employees. Janet Graham, one of the employees, comes to you and says that Mark Bell, her supervisor, is not supervising. She says he does not take the time to give her direction or feedback on her work. Janet also says that she often has had to do assignments that should have been handled by Mark. Janet understands Mark has a large workload, but says that she does too. She has tried to talk to Mark several times about the situation, but says he won't acknowledge that there is a problem. Both Janet and Mark have performed well in the past.

How would you handle the situation?

- a. Inform Janet that she should have not ignored the chain of command by going over Mark's head
- b. Ask Janet to be more understanding of the pressures faced by Mark
- c. Thank Janet for coming to you, but explain there is nothing you can do.
- d. Discuss the situation with Mark



Why?

THE END

Questions?

