

# Westchester County Department of Human Resources

2025 Executive Proposed Budget

# Core Programs & Functions

- Support the daily operations of government Human Resources and Civil Service administration, including overseeing pre-employment background checks, and required drug testing.
- Administer New York State Civil Service Law and Westchester County Civil Service Rules for all County departments, Westchester Community College, Westchester Medical Center, and more than 120 local jurisdictions, which includes reviewing classifications, compensation and organizational proposals.
- Audit and maintain all employment records and perform payroll certifications.
- Review applications for roughly 12,000 exam candidates per year and administer written, performance and agility exams, including regularly scheduled Continuous Recruitment exams.
- Prepare certify and audit all civil service eligible lists and list appointments.
- Oversee the Office of Equal Employment Opportunity as well as reviewing Workplace Violence Forms.
- Develop and conduct various trainings throughout the year, including compliance with state mandated trainings.
- Prepare, review and modify all job descriptions and conduct public hearings for jobs recommended to be included in jurisdictional classifications outside the competitive class.
- Oversee Countywide compliance with Family Medical Leave Act.

# Budget Summary

| ITEM                       | 2024             | 2025             |
|----------------------------|------------------|------------------|
| Operating Positions        | 52               | 52               |
| Trust Positions            | 0                | 0                |
| <b>TOTAL POSITIONS</b>     | <b>52</b>        | <b>52</b>        |
|                            |                  |                  |
| Personal Service           | 4,908,373        | 5,130,742        |
| Equipment                  | 0                | 0                |
| Materials & Supplies       | 32,677           | 23,000           |
| Contractual Expenses       | 1,191,887        | 1,390,119        |
| Inter-Departmental Charges | 805,123          | 864,929          |
| <b>TOTAL EXPENDITURES</b>  | <b>6,938,060</b> | <b>7,408,790</b> |
|                            |                  |                  |

# Budget Summary

| ITEM                       | 2024             | 2025             |
|----------------------------|------------------|------------------|
| Inter-Departmental Revenue | 777,932          | 758,087          |
| Departmental Revenue       | 261,600          | 561,600          |
| State & Federal Aid        | 0                | 0                |
| <b>TOTAL REVENUE</b>       | <b>1,039,532</b> | <b>1,319,687</b> |
|                            |                  |                  |
| <b>DEPARTMENT TAX LEVY</b> | <b>5,898,528</b> | <b>6,089,103</b> |
|                            |                  |                  |

# New Initiatives/Program Highlights

- Submitted more than 350 titles to the NY HELPS program to be considered for reclassification as non-competitive (hiring without an exam) to aid in recruitment, as well as retention of provisionals.
- Hired a new Deputy Commissioner of Local Jurisdictions.
- Hired a Recruitment Coordinator who has been crucial to sourcing resumes and posting our job ads on Indeed and LinkedIn.
- Dedicated enormous amounts of resources and time to the CGI system upgrade.
- Revised language and local rules to comply with new state legislation that changed policies and procedures with regard to Civil Service Laws (NYPD transfers, age and education qualifications, provisional time, etc.)
- Updated workplace policies to comply with new legislation.
- Trained County workforce on “First Amendment Auditors” and presented a “Civil Service 101” training to newly elected local officials.
- Collaborated with IT to move the Financial Disclosure Statements online.