

## The New York City Civil Service Sector Labor Market Profile

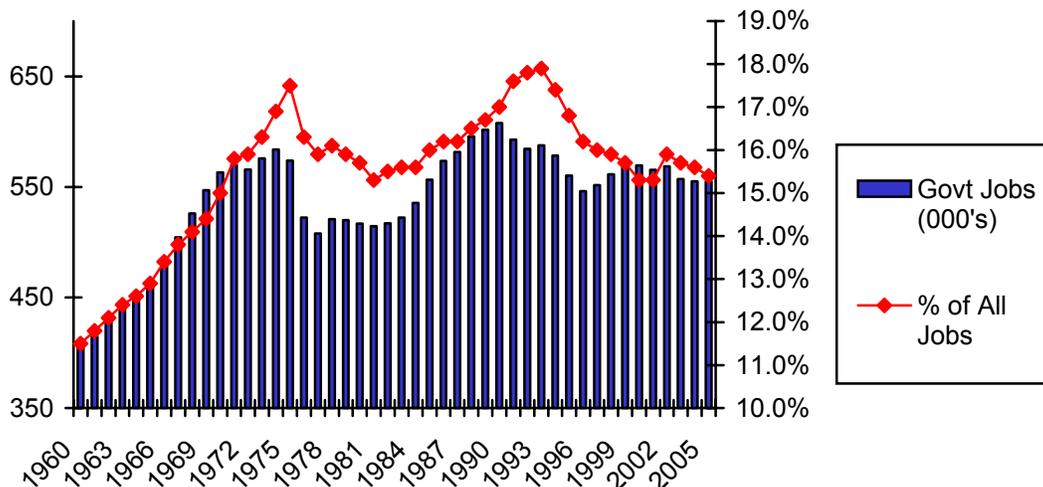
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### Overview

Federal, state and local government employs about 550,000 people in New York City (15.4% of all wage and salary jobs). These numbers have been relatively stable over the last few years, but government employment has more typically followed a boom or bust cycle.

Government jobs rose in the 1960's and early 1970's before declining by 75,000 in the mid-1970's. Another period of strong hiring occurred in the second half of the 1980's and was followed by the loss of 60,000 jobs between 1990 and 1995. The strong economy of the late 1990's saw more modest government hiring (20,000) which has largely been retraced since 2002. Because government tax revenues are sensitive to the strength of the economy, fluctuations in government employment have generally lagged employment changes in the private sector as budgets adjust to changes in tax revenues.



Source: Current Employment Statistics (CES), NYS Department of Labor

These fluctuations in employment have largely occurred at the local level. Federal government employment fell steadily from about 3.3% (116,000) of all jobs in the early 1960's to just 1.6% (57,000) in 2005. State employment climbed steadily from under 1% (34,000) of employment in the 1960's to 1.7 percent in 1994 (57,000) and has slowly declined since, reaching 49,000 in 2005.

***New York City's Public Sector by Level of Government (2005)***

<b>Government</b>	<b>Employment</b>	<b>Share</b>	<b>Average Wages</b>
<b>Federal</b>	57,076	10.5%	\$60,336
<b>State</b>	41,936	7.7%	\$49,602
<b>Local</b>	444,542	81.8%	\$50,939

***New York City's Public Sector by Industry Segment (2005)***

<b>Industry Segment</b>	<b>Employment</b>	<b>Share</b>	<b>Average Wages</b>
<b>Education (K-12 and college)</b>	185,589	34.1%	\$43,522
<b>Justice &amp; Public Safety</b>	98,331	18.1%	\$64,281
<b>Transportation &amp; Waste Disposal</b>	83,248	15.3%	\$58,902
<b>Administrative &amp; Regulatory</b>	65,185	12.0%	\$52,276
<b>Health Care (public health and hospitals)</b>	56,623	10.4%	\$49,980
<b>Executive, Legislative &amp; Public Finance</b>	24,498	4.5%	\$52,964
<b>Finance, Insurance &amp; Real Estate</b>	17,487	3.2%	\$46,569
<b>Leisure &amp; Hospitality (parks and concessions)</b>	9,837	1.8%	\$33,641

***Employment Trends in New York City's Public Sector (2000-2005)***

<b>Industry Segment</b>	<b>Absolute Change</b>	<b>Percent Change</b>
<b>All Public Sector</b>	-5,104	-0.9%
<b>Education</b>	+3,068	+1.7%
<b>Justice &amp; Public Safety</b>	+378	+0.4%
<b>Transportation &amp; Waste Disposal</b>	-5,136	-5.8%
<b>Administrative &amp; Regulatory</b>	-3,893	-5.6%
<b>Health Care</b>	+766	+1.4%
<b>Executive, Legislative &amp; Public Finance</b>	-2,766	-10.2%
<b>Finance, Insurance &amp; Real Estate</b>	-971	-5.3%
<b>Leisure &amp; Hospitality</b>	+3,694	+60.1%*

(\*Note: The 60.1% increase in Leisure and Hospitality is largely due to more seasonal hiring and WEP assignments during the last few years.)

**Note:** Data in the above tables are based on the unemployment insurance tax records (ES-202 series) and are not completely comparable with the nonagricultural wage and salary series referenced on the first page. Some workers such as railroad employees and students in work-study programs are included in the CES data, but not covered by unemployment insurance.

***Public Sector Employment by Borough (2004)***

<b>Borough</b>	<b>% of Employed Residents Working in Public Sector</b>	<b>% of Public Sector Workers Living in Borough</b>	<b>% of City Population</b>
<b>Bronx</b>	18.0%	17.0%	17.0%
<b>Brooklyn</b>	17.0%	34.0%	31.0%
<b>Manhattan</b>	10.0%	14.0%	19.0%
<b>Queens</b>	14.0%	27.0%	28.0%
<b>Staten Island</b>	21.0%	8.0%	6.0%

Source: Census Bureau's American Community Survey

Not surprisingly, the distribution of public sector workers is close to the distribution of the overall population with a bias away from the most expensive borough. It is interesting to note that the Staten Island residents are most dependent on the public sector.

**Worker Demographics**

***Public Sector Workforce by Sex and Age, New York City (2002-2004)***

<b>Male</b>	45.0%
<b>Female</b>	55.0%
<b>16-24 Years Old</b>	6.0%
<b>25-44 Years Old</b>	42.0%
<b>45+ Years Old</b>	52.0%
<b>Median Age</b>	44

Source: Analysis of pooled American Community Survey data 2002-2004

***Public Sector Workforce by Race and Ethnicity, New York City (2000)***

<b>White, Non-Hispanic</b>	49%
<b>Black, Non-Hispanic</b>	28%
<b>Hispanic</b>	16%
<b>Asian, Non-Hispanic</b>	5%
<b>Other</b>	5%

Source: U.S. Census EEO files for Public Administration Industry Group

The Census EEO files do not include public sector employees working in areas such as health, education or transportation, but only those employed in ***uniquely government operations*** (e.g., courts, police, etc.)--operations in which there is no private sector equivalent. Therefore, Black, Non-Hispanic and Hispanic individuals working in the public sector are underrepresented by the data.

**Government Employment by Occupational Group, New York City (2003-2004)**

<b>Education and Library</b>	26%
<b>Office and Administrative Support</b>	18%
<b>Protective</b>	10%
<b>Medical</b>	7%
<b>Management</b>	6%
<b>Janitorial and Cleaning</b>	4%
<b>Transportation</b>	4%
<b>Community and Social Service</b>	4%
<b>Computer and Mathematical</b>	3%
<b>Food Preparation and Serving</b>	3%
<b>Construction and Extractive</b>	3%
<b>All Other Occupations</b>	13%

Source: Analysis of pooled American Community Survey data 2003-2004

**Occupational Projections for Occupations Where the Public Sector is a Dominant Employer, New York City (2002-2012)**

<b>Title</b>	<b>Estimated Employment 2002</b>	<b>Projected Employment 2012</b>	<b>Percent Change</b>	<b>Median Annual Wage</b>	<b>Annual Total Openings</b>
<b>Postsecondary Teachers</b>	56,880	71,650	26.0%	\$70,300	2,770
<b>Primary, Secondary, &amp; Special Educ. Teachers</b>	114,190	127,630	11.8%	\$79,300	4,680
<b>Librarians</b>	3,520	3,800	8.0%	\$49,500	110
<b>Library Technicians</b>	2,660	2,880	8.3%	\$33,530	120
<b>Teacher Assistants</b>	61,050	65,930	8.0%	\$23,300	1,670
<b>First-Line Supervisors of Protective Workers</b>	11,890	12,380	4.1%	\$45,700	430
<b>Fire Fighting, Prevention</b>	6,240	6,280	0.6%	NA	180
<b>Law Enforcement</b>	49,410	53,450	8.2%	NA	1,590
<b>Bus Drivers, Transit</b>	15,110	15,220	0.7%	NA	340
<b>Locomotive Engineers</b>	810	800	-1.2%	NA	20
<b>Court, Municipal, and License Clerks</b>	2,880	2,830	-1.7%	\$60,380	60
<b>Postal Clerks</b>	2,340	2,360	0.9%	\$50,300	60
<b>Postal Mail Carriers</b>	8,900	8,990	1.0%	\$47,300	290
<b>Postal Mail Sorters</b>	10,240	9,080	-11.3%	\$45,900	270

Source: NYS Department of Labor

***Clerical Employment in the Public Sector, New York City, 2004***

<b>SOC</b>	<b>Title</b>	<b>Employment</b>	<b>Median Annual Wage</b>
43-1011	First Line Managers of Office and Administrative Support Workers	4,400	\$47,669
43-3031	Bookkeeping, Accounting and Auditing Clerks	900	\$35,044
43-3051	Payroll and Timekeeping Clerks	100	\$42,206
43-3061	Procurement Clerks	100	\$40,069
43-4071	File Clerks	400	\$33,195
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	400	\$38,275
43-4199	Information and Record Clerks, All Other	1,900	\$42,725
43-5051	Postal Clerks	2,400	\$50,289
43-5052	Postal Mail Carriers	9,000	\$47,315
43-5053	Postal Mail Sorters, Processors, and Machine Operators	8,600	\$45,865
43-5061	Production, Planning and Expediting Clerks	300	\$50,877
43-5071	Shipping, Receiving and Traffic Clerks	200	\$50,773
43-5081	Stock Clerks and Order Fillers	1,400	\$35,622
43-5111	Weighers, Measurers, Checkers and Samplers, Recordkeeping	100	\$42,044
43-6012	Legal Secretaries	500	\$46,900
43-6014	Secretaries, Except Legal, Medical and Executive	8,500	\$39,149
43-9011	Computer Operators	300	\$51,408
43-9021	Data Entry Keyers	300	\$33,964
43-9022	Word Processors and Typists	1,500	\$31,366
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	200	\$32,674
43-9061	Office Clerks, General	25,900	\$29,080

Source: NYS Department of Labor

**Civil Service Hiring Process**

Most hiring for Public Sector jobs is governed by the New York State or Federal Civil Service laws. These laws were intended to limit patronage appointments to government

jobs and establish a merit-based hiring system for most government positions. The City and State Civil Service systems do most hiring by exam. However, when an eligible list is not in place, many individuals are hired provisionally. In practice, a significant percentage of employees in the competitive class begin as provisionals.

If an exam is administered, the relevant Civil Service department establishes an eligible list following the exam. This list consists of all candidates who pass the exam by rank order and is available to each agency with open positions in the corresponding title. Candidates are contacted for interviews as the needs of these agencies require. New York State Civil Service Law requires agencies to review the top three scorers remaining on the list for appointment to a vacant position, a procedure known as the One-in-Three rule. However, an individual may only remain on the list for three selections. If s/he is passed over three times, then s/he is removed from the list. Examinations are generally listed as either open (the general public may take the exam) or promotional (limited to persons who already hold a civil service position).

The City and State also fill some positions based on an evaluation of an applicant's education, skills and experience rather than through a testing procedure. This process is generally used for positions requiring special technical skills and/or educational credentials. It is also common to use this method for positions that are difficult to fill or need to be filled immediately.

### **Continuously Recruited State Positions**

Information on positions with the State that are continuously recruited because of high demand or difficulty finding workers may be found at:

<http://www.cs.state.ny.us/jobseeker/public/cr.cfm>. These positions are grouped by educational requirements.

Examples of entry level positions for which the State is currently continuously accepting applications include: **Mental Health Therapy Aide Trainee, Mental Health Therapy Aide Trainee (Spanish Speaking)** and **Developmental Aide Trainee**. These positions do not require a degree, but do require applicants to pass a written test which is given in English only. The starting salary for these positions is \$24,963 with an automatic increase to \$27,933 after completion of the 12-month traineeship.

The State is also continuously accepting applications for **Keyboard Specialist I**. This position also has no education requirement but does require a written test on interpreting information, spelling, grammar and punctuation. Persons who pass the test will be given a typing test during their first interview and must average 35 wpm with 96% accuracy. The starting salary for this position is \$23,614.

**Food Service Worker I** is another position for which the State is continuously accepting applications. This position also has no education requirement, but does require a written test on interpreting food service and storage, reading gauges and dials, and reading schedules and other written material. The starting salary is \$22,319.

All Civil Service positions with New York State offer health benefits, a pension plan, deferred compensation plan, paid leave and a \$1,302 geographic location differential for positions located in the NY metropolitan area. Upon being hired the employee may be subject to fingerprinting and a criminal background check.

## Continuously Recruited City Positions

Information on the **July 2006-June 2007 NYC Civil Service Exam schedule** can be found at: <http://www.nyc.gov/html/dcas/html/employment/examschedule.shtml>. *This list is tentative and subject to change.* Please consult the **Monthly Exam Schedule** at: <http://www.nyc.gov/html/dcas/html/employment/monthlyexamschedule.shtml>, during the filing period to obtain an Official Notice of Examination. Civil service lists established from these examinations will be available to fill future vacancies for at least one, to as many as four, years after they are established.

The City of New York is continuously recruiting for **Correction Officers**, which requires a high school diploma and two years of additional schooling, law enforcement or military experience. The starting salary is \$26,667 with an automatic increase to \$34,742 after six months of employment. The City is also currently hiring for **Computer Aide**, which requires a High School diploma and a minimum of 6 months of relevant experience, or a valid A+/Network + certificate, or graduation from a relevant program at an approved technical school. The minimum annual salary is \$29,203.

Civil service positions with New York City offer at least health benefits, a pension plan and paid leave. Positions such as Correction Officer offer additional benefits such as holiday pay and a uniform allowance. The City of New York also hires for seasonal positions, such as **Lifeguard** and **Recreation Worker**. Starting pay for lifeguard positions (which the City usually has trouble filling) is \$10.71 an hour for a 48-hour week.

## Federal Government Positions

Federal government jobs follow a similar procedure with most positions filled by examination and certain high demand occupations filled based on education and experience. Information on federal jobs is available at <http://www.usajobs.opm.gov/>.

The U.S. Census Bureau is currently recruiting **Field Representatives** who earn \$11.39-\$14.31 an hour conducting Census Bureau surveys. The job requirements include passing a written test, the ability to speak, read and write English well, and a valid drivers license with a car available for your use (except in Manhattan). Reimbursement for mileage (\$.405 per mile) is available. The U.S. Bureau of Labor Statistics just finished a similar recruitment for **part-time workers** (23 hours a week maximum) to gather information for the Consumer Price Index with pay of \$13.58-\$17.66 an hour.

The U.S. Postal Service periodically hires **Casual workers**. These are not Civil Service positions, but rather temporary hires aimed at handling seasonal fluctuations in mail volume. Employment is generally limited to two 90-day appointments a year plus 21 days at Christmas time. Casual workers at Primary Mail Processing Centers may be appointed for 359 days then must take a six day break before another appointment. These jobs may be applied for online at <http://www.usps.gov>, or by calling 1-866-999-8777. Postal Service employment climbs by as much as 1,000 in New York City during the fourth quarter of the year.