



AGENDA
 SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION MEETING
 April 16, 2024 – 1:00 PM

1. Privilege of the Floor for the Public Hearing.
2. Privilege of the Floor for the Agenda.
3. Review and approve minutes of March 19, 2024.
4. Review and Approve Report of Personnel Actions (attached).
5. The following New Position Duty Statements were reviewed, and the following positions are to be established:

<u>Position</u>	<u>Jurisdiction</u>	<u>Classification</u>
Computer Operations Support Specialist	Mohonasen School District	Competitive
Confidential Investigator (Sheriff)	County – Sheriff	Non-Competitive*
Director of Security Operations	County – Information Systems	Competitive
Education and Support Specialist	County – District Attorney	Competitive
Facilities Aide	County – Facilities	Competitive
Senior Working Team Leader: Maintenance	County – Highway	Non-Competitive*
Signal Superintendent	City of Schenectady	Competitive
Webmaster	City of Schenectady	Competitive

*pending classification

6. The following job class specifications are to be adopted:

<u>Position</u>	<u>Jurisdiction</u>
Director of Security Operations	County – Information Systems
Education and Support Specialist	County – District Attorney
Webmaster	City of Schenectady

7. The following job class specifications are to be revised:

<u>Title</u>	<u>Requested by:</u>
Chief Information Officer	County – Information Systems

Facilities Aide
Senior Confidential Investigator

County – Facilities
County

8. Consider the request from the Mayor, City of Schenectady, to waive the residency requirement for the position of Signal Superintendent. He would like to open the exam to residents of contiguous counties.
9. The next regularly scheduled meeting will be **Tuesday, May 21, 2024 at 1 pm.**

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

22716 OC	Computer Helpdesk Specialist (Nisk Sch) LE 07/07/23 WILL EXPIRE 07/06/24
60-506 OC	Crisis Prevention Team Assistant (City Sch) LE 08/2/22 Expired 03/24/24
63-777 OC	Employment and Training Asst. (Co. SJTA) LE 07/26/22 Expired 03/27/24
65-996 OC	Facilities Assistant (Co. Facilities) LE 08/02/22 Expired 03/26/24
66-136 OC	Firefighter-EMT (Village of Scotia) LE 04/27/23 WILL EXPIRE 04/26/24
66-097 OC	Firefighter-Paramedic (Village of Scotia) LE 04/28/23 WILL EXPIRE 04/27/24
68-160 OC	Paralegal (County) (Co. Depts) LE 05/27/22 Expired 03/31/24
63-346B OC	Senior Civil Engineer (T/O Nisk) LE 12/17/21 Expired 03/13/24
64-034 OC	Senior Clerk (Co. Depts.) LE 08/01/22 Expired 03/24/24
66-040 OC	Technical Resource Officer (Co. DA) LE 05/26/22 Expired 03/28/24
62-794 OC	Unit Clerk (Co. Glendale Home) LE 08/01/22 Expired 03/25/24

The following Eligible Lists were established for four years:

64-634 OC	Admissions Coordinator (Co. Glendale) Passed: 2 Failed: 0 Established on 03/20/24
60-522 OC	Assistant Director of Nursing (Co. Glendale) Passed: 1 Failed: 0 Established on 03/28/24
66-961 OC	Assistant Fire Coordinator PT (Co. Emergency Mgmt.) Passed: 2 Failed: 0 Established on 03/21/24
62-313 OC	Budget Analyst (Co. Finance) Passed: 1 Failed: 0

Established on 03/19/24

23231 Computer Helpdesk Specialist (Nisk Sch)

OC Passed: 2 Failed: 0

Established on 04/01/24

23229 Computer Technician (Co. Info. Svs)

PROM Passed: 1 Failed: 0

Established on 04/01/24

60-862 Coordinator of Parks and Senior Programs (T/O Rott)

OC Passed: 2 Failed: 0

Established on 03/19/24

69-957 Crisis Prevention Team Assistant (City Sch)

OC Passed: 2 Failed: 0

Established on 03/25/24

61-349 Dir. of Activities, Volunteers and Pastoral Care (Co. Glendale)

OC Passed: 1 Failed: 0

Established on 03/19/24

73-288 Director of Bureau of Engineering (Co. Eng & PW)

PROM Passed: 1 Failed: 0

Established on 03/18/24

66-373 Director of Operations and Compliance (Co. Public Health)

OC Passed: 1 Failed: 0

Established on 03/27/24

69-807 Director of the Child Advocacy Center (Co. DA)

OC Passed: 1 Failed: 2

Established on 03/19/24

62-338 E&T Assistant (Co. SJTA)

OC Passed: 2 Failed: 0

Established on 03/28/24

67-443 E&T Counselor Trainee (Co. SJTA)

OC Passed: 8 Failed: 1

Established on 03/28/24

68-709 Facilities Assistant (Co. Facilities)

OC Passed: 2 Failed: 1

Established on 03/27/24

65-847 Fire Coordinator (Co. Emergency Mgmt)

OC Passed: 1 Failed: 0

Established on 03/21/24

86-389 Firefighter-EMT (Village of Scotia)

OC Passed: 14 Failed: 0

Established on 03/18/24

86-537 Firefighter-EMT Trainee (Village of Scotia)
OC Passed: 23 Failed: 0

Established on 03/18/24

86-388 Firefighter-Paramedic (NFD#1)
OC Passed: 15 Failed: 0

Established on 03/18/24

85-302 Motor Vehicle Rep II (Co. Clerk)
OC Passed: 8 Failed: 4

Established on 03/25/24

23230 Network Administrator (Co. Info. Svs)
OC Passed: 3 Failed: 0

Established on 04/01/24

63-029 Paralegal (County) (Co. Depts.)
OC Passed: 3 Failed: 3

Established on 04/01/24

85-064 Parking Meter Attendant (City)
OC Passed: 2 Failed: 0

Established on 03/25/24

68-127 Senior Civil Engineer (T/O Niskayuna)
OC Passed: 1 Failed: 0

Established on 03/14/24

68-127A Senior Civil Engineer (Co. Engineering)
OC Passed: 1 Failed: 0

Established on 03/14/24

68-874 Senior Clerk (Co. Depts)
OC Passed: 5 Failed: 1

Established on 03/25/24

63-626 Sr. Legal Assistant (Co. Conflict Def)
OC Passed: 3 Failed: 3

Established on 04/01/24

85-981 SSS Project Manager (City Sch)
OC Passed: 2 Failed: 1

Established on 03/19/24

23228 Systems Administrator (Co. Info. Svs.)
OC Passed: 2 Failed: 0

Established on 04/01/24

65-560 Technical Resource Officer (Co. DA)
OC Passed: 3 Failed: 0

Established on 03/29/24

76-660 Transportation Routing Specialist (BH-BL Sch)
PROM Passed: 1 Failed: 0
Established on 03/25/24

64-090 Unit Clerk (Co. Glendale Home)
OC Passed: 1 Failed: 0
Established on 03/26/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

61-927 Community Development Program Monitor (City)
NLE 03/19/24

66-314 Director of Family Health (Co. Public Health)
NLE 03/27/24

60-641 Payroll Manager (City)
NLE 03/19/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN MAY:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>
64-129 0 names	Deputy Comptroller (T/O Rott)	05/02/24
76-808 0 names	Deputy Commissioner of Finance (City)	05/02/24
69-498 0 names	Nutritionist (Co. PH)	05/11/24
52.7 XII.8 0 names Henry	Planner I (T/O Nisk)	05/15/24
77-337 0 names	Purchasing Agent (Co. Purchasing)	05/23/24
52.7XII.8 0 names Robertson	Senior Planner (T/O Nisk)	05/15/24
67-862 0 names	WIC Program Coordinator (Co. PH)	05/11/24

Civil Service Law: Section 22: Certification for new positions.
 Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
 Effective April 13, 1957.

**SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION District
2. DESCRIPTION OF DUTIES		

PERCENT OF WORK TIME	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
	Computer Operations Support Specialist
30%	Installs and maintains software and hardware and other peripheral equipment.
30%	Diagnoses and resolves end-user problems with computer hardware, software, software, networks, or peripheral equipment and/or referring to appropriate staff for additional support.
20%	Creates user identification names and passwords for school district personnel to maintain network security.
10%	Provides training and orientations for computer users on new software and equipment.
10%	Does related work as required.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Jamie Dilbone

Director of Technology

Direct

4. Names and Titles of Persons Supervised by Employee in this position.

NAME

TITLE

TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

Name

Title

Location

6. What minimum qualifications do you think should be required for this position?

Education:

- A) Graduation from a NYS college or university with an Associate's Degree in any field which must have included twelve (12) credit hours in management information systems, computer science, computer technology, information resource management, data processing or related computer field **and** one (1) year of experience installing, maintaining, diagnosing, and resolving problems related to computer hardware, software, networks and peripheral equipment or in designing, programming and customizing databases. OR;
- B) Graduation from High School or possession of a high school equivalency diploma and three (3) years of experience as defined by the limits of (A) and (B) above. OR;
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Essential knowledge, skills and abilities:

Good knowledge of computer hardware, software, networks and peripheral equipment; ability to operate a personal computer and utilize common office software programs; ability to adapt to a changing environment. Ability to install and maintain hardware and software other peripheral equipment.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 4-5-24

Title: Assistant Superintendent for Business

Signature:

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date:

Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
SHERIFF'S OFFICE

Location of Position
320 Veeder Ave.
Schenectady, NY 12307

JOB TITLE: CONFIDENTIAL INVESTIGATOR (SHERIFF)

2. Description of Duties: This position involves research and field investigation of any individuals currently employed as members of the Schenectady County Sheriff's Office in any capacity. Incumbents are responsible for duties involving employment and/or applicant background investigations, administrative and personnel related investigative matters including 207-C cases and any other confidential investigative matters as deemed necessary by the Sheriff or his designee. The work is performed under general directions from the Sheriff with broad discretion permitted in carrying out the details of the work.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	•Conducts employee and applicant background investigations
20%	•Conducts administrative and personnel related investigations
15%	•Interviews employees, applicants or other witnesses and obtains statements in accordance with proper procedure as necessary and gathers information relative to assigned investigative matters
15%	•Secures any affidavits or evidence required by the Sheriff or his designee
15%	•Prepares reports for any investigative matters describing all steps taken and facts established for submission to the Sheriff or other appropriate authorities
10%	•Assists the Sheriff, his designee or other appropriate authorities in providing investigative information for administrative assessment or action and provides assistance for case preparation for hearings or other administrative matters and appears or provides testimony as needed
5%	•Answers correspondence and inquiries relative to assigned investigative matters with the Sheriff or other government agencies

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Dominic Dagostino	Sheriff	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
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Wayne Calder Confidential Investigator None

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Sociology, Psychology, or Criminal Justice or a related field and a minimum of five years of experience in police work, at least one of which shall have been in the investigation of felonies as well as one year of experience in an Administrative Management capacity; OR

(B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree and a minimum of 10 years of experience in police work, at least two of which shall have been in the investigation of felonies as well as one year of service in an Administrative Management capacity; OR


(C) High school graduation and a minimum of twenty years of experience in police work, at least five of which shall have been in the investigation of felonies as well as two years of service in an Administrative Management capacity; OR

(D) Combination of training and experience as defined by the limits of (A), (B) and (C) above.

Essential knowledge, skills and abilities: Good knowledge of investigative techniques; good knowledge of office terminology and modern methods used in keeping and checking records and reports; ability to be courteous yet firm with the public; ability to develop materials for administrative or legal actions according to prescribed regulations; ability to prepare written reports; ability to analyze facts and use them in making judgments in support of administrative and/or legal action taken by the Sheriff or other appropriate authorities.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 4/9/24 Title: Sheriff Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: CONFIDENTIAL INVESTIGATOR (SHERIFF)


Jurisdictional Classification: Non-Competitive (pending classification)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature: 

<p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p>		<p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p align="center">NEW POSITION DUTIES STATEMENT</p>
		<p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p>
<p>1. Department SCHENECTADY COUNTY</p>	<p>Bureau, Division, Unit or Section INFORMATION SYSTEMS</p>	<p>Location of Position 620 State St. Schenectady, NY 12305</p>

DIRECTOR OF SECURITY OPERATIONS

2. Description of Duties: The Director of Security Operations (DSO) is responsible to oversee the activities of the cyber security staff, including those who may not perform those duties in daily operations during a cyber event. The DSO will be responsible to ensure the policies and procedures established by the Chief Information Security Officer (CISO) are implemented and adhered to. The DSO will ensure the tools uses to implement policy and ensure the security of County assets are up to date and viable. The DSO will report to directly to the CISO. General supervision is exercised over subordinate personnel. Does related work as required.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left colum, estimate how the total working time is divided.
50%	•Oversee the daily operation of the cyber division of the County.
10%	•Implement software and hardware solutions that meet the need to ensure the County assets are protected.
10%	•Ensure all cyber-related policies and procedures are being followed by Information Services staff.
10%	•Monitor all systems for cyber threats and respond as needed.
10%	•Evaluate new technologies and stay abreast of the ever-changing cyber security landscape to make recommendations to the CISO.
10%	•Identify and track County cyber assets to ensure all are accounted for and protected.
10%	•Assist in the maintenance of the County Information Services Continuity of Business Plans as they pertain to the response in the event of a cyber incident.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Gabriel Benitez	Chief Information Officer	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Vacant	Information Security Analyst	Direct

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

6. What minimum qualifications do you think should be required of this position?

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of professional experience in the following computer related areas: information security systems analysis, cyber incident response, cyber awareness training, information security procedures; OR
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree and four (4) years of professional experience as defined in (A) above, OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (A) above, OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Essential knowledge, skills and abilities:

- Thorough knowledge of server and desktop operating systems, and security tools such as EDR software, web and email filtering, patch management software, log monitoring, and access controls.
- Knowledge of information security standards (NIST, PCI, HIPAA), rules and regulations related to information security and data confidentiality, and desktop, server, application, database, network security principles for risk identification and analysis.
- Ability to train end users in security policies and procedures.
- Ability to administer inventory, patch management, SEIM, EDR, O365, filtering and monitoring applications, servers

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 4/9/2024 Title: Chief Information Officer Signature: *Laura Baker*

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: DIRECTOR OF SECURITY OPERATIONS

Jurisdictional Classification: Competitive

Date: Signature:


Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date:

Signature:

A handwritten signature in cursive script, appearing to read "Tony Flan", is written over the signature line.


Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.

**SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
District Attorney	Child Advocacy Center (CAC)	388 Broadway, Schenectady, NY
2. DESCRIPTION OF DUTIES		
PERCENT OF WORK TIME	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.	
60%	<p>Job Title: Education and Support Specialist</p> <p>Job Summary: The Education and Support Specialist at the Schenectady County Child Advocacy Center plays a pivotal role in providing comprehensive assistance to child victims and their non-offending caregivers in cases related to child sexual abuse, serious physical abuse and neglect, and child fatalities. The incumbent coordinates child victim services, provides support and education, and actively contributes to prevention initiatives aimed at reducing instances of child abuse, child exploitation, and child fatalities within the community.</p> <p>Key Responsibilities:</p> <p>Analyze trends in child abuse, human trafficking, child exploitation, and child fatalities within the county to develop new education and outreach goals aimed at reducing such incidents. Act as an integral part of the Schenectady County Child Fatality Review Team, contributing expertise and insights to analyze child fatality cases and identify and track systemic issues and trends. Provide information and support regarding prevention strategies and identify risk factors associated with child abuse, child exploitation, and child fatalities. Work with the Director to strengthen professional practices and policies within the Child Advocacy Center by offering support and guidance to Multidisciplinary Team members. Collaborate with community stakeholders to implement prevention programs and initiatives effectively. Conduct outreach and educational initiatives in schools, hospitals, and other community organizations to raise awareness and prevent child abuse.</p>	
40%	<p>Provide direct support and assistance to child victims and their non-offending caregivers, which may include: Accompaniment throughout case investigation and possible court proceedings. Provide support services and accurately track services for the duration of child's involvement with the Child Advocacy Center and possible court proceedings. Facilitate access to essential services for child victims and their families by collaborating with the Multidisciplinary Team and external agencies. Provide trauma-informed individualized education and prevention support to families.</p> <p>Required Knowledge, Skills, and Abilities:</p> <p>Extensive knowledge of child advocacy practices, child welfare systems, and the roles of Multidisciplinary Team partners. In-depth understanding of child sexual and physical abuse dynamics, trauma-informed care principles, and evidence-based intervention strategies. Ability to effectively communicate and interact with diverse populations, including children, families, professionals, and community members. Strong organizational skills with the ability to manage multiple tasks and prioritize effectively in a fast-paced environment. Excellent verbal and written communication skills for delivering presentations, writing reports, and communicating with stakeholders. Leadership abilities to implement initiatives, coordinate with MDT and CFRT members, and inspire positive change within the community.</p>	

(Attach additional sheets if more space is needed) 

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Robert M. Carney	District Attorney	General
Susan P. Casey	Director of CAC	Direct

4. Names and Titles of Persons Supervised by Employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education:

High school years

College years, with specialization in

Other years, with specialization in Masters in Social Welfare, Social Work, Crim. Justice, Education

Experience: (list amount and type)

A masters degree in the above listed (or comparable) area of study.

Essential knowledge, skills and abilities:

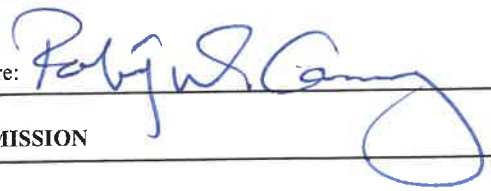
Extensive knowledge of child advocacy practices, child welfare systems, and the roles of Multidisciplinary Team partners. Candidate should have experience working with at-risk youth, or children who have been abused.

Type of license or certificate required: Driver's License

7. The above statements are accurate and complete.

Date: March 24th, 2024

Title: District Attorney

Signature: 

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is EDUCATION + SUPPORT SPECIALIST

Date:

Signature:


ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date:

Signature: 

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
OFFICE OF FACILITIES

Location of Position
620 State St.
Schenectady, NY 12305

Job Title: FACILITIES AIDE

2. Description of Duties: This position exists in Schenectady County and involves the responsibility for assisting in the coordination of clerical tasks. This position involves the responsibility for using and maintaining a computer-based work order management system; maintains labor and material records for various construction projects performed by the department. The incumbent answers help desk questions and routes the call to the appropriate worker. Supervision is received from the Director of Facilities with leeway given on routine matters for carrying out the details of the work.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	•Answers help desk questions and routes the call to the appropriate department;
20%	•Accepts work orders from departments and triages their importance;
20%	•Keeps track of work schedules and work assignments;
10%	•Processes time, attendance and payroll information using the County's MUNIS system software;
10%	•Responds to complaints or requests for repairs, alterations and improvements and reports progress or problems to the supervisor;
10%	•Coordinates the work of outside contractors as it relates to cleaning and maintenance;
10%	•Process payments for operating and contracts utilizing the Munis System and through Finance Vouchers.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Stephen Luciano	Director of Facilities	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from a regionally accredited or New York State College with an Associate's degree in Business Administration, Secretarial Science, Engineering Technology or a related field; OR


(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the fields of construction management, engineering, or facilities management, which shall have involved the use of dedicated computer software to process work orders and/or manage inventory control; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Essential knowledge, skills and abilities: Good knowledge of record keeping techniques; good knowledge of office terminology, procedures and computerized office systems; working knowledge of work order Tracking software programs; working knowledge of equipment repair and/or parts terminology; ability to adapt packaged software products to department needs; ability to express ideas orally and in writing; skill in producing computer generated reports, charts and graphs; accuracy; tact and courtesy.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 4/9/21 Title: Director of Facilities Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: FACILITIES AIDE

Jurisdictional Classification: Competitive

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature: 

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department SCHENECTADY COUNTY	Bureau, Division, Unit or Section HIGHWAY	Location of Position 100 Kellar Ave. Schenectady, NY 12306
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2. Description of Duties: Participates in and oversees the work of, semi-skilled and/or labor class crews in the maintenance, repair and construction of roads, bridges, parks, airports and other facilities assigned to a Public Works Department. Operates trucks and other heavy automotive equipment. Direct supervision is received from the various levels in the Public Works Department. Direct supervision is exercised over a variety of subordinate staff. Incumbent does related work as required.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	•Oversees and assists in the application of materials for road construction and repairs;
20%	•Oversees and participates in the repairing, resurfacing and cleaning of roads;
20%	•Oversees and assists in the building, maintenance and repairing of storm sewers, culverts, bridges;
20%	•Operates a full range of heavy equipment including dump trucks, trucks with plows and material spreaders, rotary snow plows, tractors for mowing road sides, street sweepers;
10%	•Performs minor repairs and maintenance work on equipment;
10%	•Performs various manual tasks in connection with the operation of equipment;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Paul Sheldon	Director of Public Works	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Working Team Leader-Maintenance	General

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from high school or possession of a high school equivalency diploma and five years of experience involving road and bridge maintenance, repair and construction activities, and operation of heavy automotive equipment; OR

(B) Seven years experience as outlined in (A) above; OR


(C) An equivalent combination of training and experience as outlined in (A) and (B) above.

Essential knowledge, skills and abilities: Good knowledge of bridge and road maintenance practices; good knowledge of the tools, materials, equipment and terminology used in such activities; good knowledge of the operation and care of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to oversee the work of road maintenance men; ability to understand and follow written directions; reliability.

Type of license or certificate required:

1. Possession of a valid New York State C.D.L. Class B driver's license prior to appointment and must maintain such license throughout employment,
2. Prior to appointment, operator must demonstrate proficiency driving a C.D.L vehicle and proficiency with one person plowing operations.

7. The above statements are accurate and complete

Date: 4/11/24 Title: DIRECTOR OF PUBLIC WORKS Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: SENIOR WORKING TEAM LEADER-MAINTENANCE

Jurisdictional Classification: Non-Competitive* (*pending class)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature:



<p>Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.</p>	<p>SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p>NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Commission.</p>
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1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Utilities- Admin, Signal Superintendent	Engineering & Public Works	105 Jay st, Schenectady

2. DESCRIPTION OF DUTIES

PERCENT OF WORK TIME	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	<ul style="list-style-type: none"> • Instructs employees in the operation and maintenance of signal equipment; • Oversees the installation and repair of underground and overhead wiring necessary for operation of signal systems and technology network;
20%	<ul style="list-style-type: none"> • Assigns and lays out work for employees of the Department of Utilities; • Prepares yearly budget and oversees ordering of necessary supplies and equipment;
25%	<ul style="list-style-type: none"> • Supervises and participates in the maintenance and repair of traffic control systems; • Conducts traffic studies and research, assists with traffic accident investigations and traffic management; • Reviews and evaluates plans and traffic studies for private and public development projects;
30%	<ul style="list-style-type: none"> • Oversees the design, maintenance and repair of citywide fiber optic communications network • Plans, designs and initiates projects for improvement of signal systems; • Maintains close liaison with power, telephone companies and railroads with regard to aerial and underground electrical circuits running on joint ownership poles;
5%	<ul style="list-style-type: none"> • Performs a variety of related duties as required.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Gary McCarthy	Mayor	Administrative
John Coluccio	Signal Superintendent	Administrative/General/Direct

4. Names and Titles of Persons Supervised by Employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education:

High school years

College years, with specialization in Engineering, or Electrical Technology

Other years, with specialization in _____

Experience: (list amount and type)

Installation, operation, maintenance and repair of traffic signals or other related electrical control equipment;

Essential knowledge, skills and abilities:

Thorough knowledge of approved methods of installing and operation signal traffic control systems; thorough knowledge of the maintenance and repair of signal and traffic control systems; thorough knowledge of the common practices, tools, terminology and accident precautions of the electrical trade; ability to work from plans and

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 3/27/2024 Title: Personnel & Benefits Admin Signature: Mary Ann Alli

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date: 3/27/2024 Signature: Gary McCarthy

<p>Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.</p>		<p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p align="center">NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Commission.</p>			
<p>1. DEPARTMENT Finance Dept- Web Master (1)</p>		<p>BUREAU, DIVISION, UNIT OR SECTION IT</p>		<p>LOCATION OF POSITION 105 Jay Street, Schenectady NY</p>	
<p>2. DESCRIPTION OF DUTIES</p>					
<p>PERCENT OF WORK TIME</p>		<p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>			
<p>25%</p>		<ul style="list-style-type: none"> • Designs, develops and maintains project web sites; • Updates information in web pages and databases; • Critiques and develops the web's mission; • Works directly in creating/maintaining higher web levels; 			
<p>25%</p>		<ul style="list-style-type: none"> • Keeps current with Internet literature and emerging trends and technologies; • Conducts ongoing experimentation with emerging technologies related to website maintenance; • Carries out basic and advanced web browser functions, including Web search; • Assesses new trends in the micro-computer field and formulates response strategies; • Assesses strengths and weaknesses of current web implementation and operation; • Checks for bugs and problems (non-working links, maps, and pictures), and makes diagnoses and effects repairs; 			
<p>25%</p>		<ul style="list-style-type: none"> • Keeps links to the Internet up-to-date; searches/finds new links and adds as needed; • Sends edited work to the web server; • Checks links to ensure they are current and changed as needed; • Acts as technical focal point for the district web site; • Designs, develops and maintains project web sites; 			
<p>25%</p>		<ul style="list-style-type: none"> • Develops tools for data collection and analysis related to web site operations; • Maintains databases used in the web site. 			
<p align="right">(Attach additional sheets if more space is needed)</p>					

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Bawan Karn	Chief Technology Officer	Administrative/Direct

4. Names and Titles of Persons Supervised by Employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
N/A		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
N/A		

6. What minimum qualifications do you think should be required for this position?

Education:

High school years
 College years, with specialization in _____
 Other years, with specialization in _____

Experience: (list amount and type)

designing, developing and constructing micro-computer web sites

Essential knowledge, skills and abilities:

Type of license or certificate required: _____

7. The above statements are accurate and complete.

Date: 1/4/2024

Title: Personnel & benefits Admin

Signature: [Handwritten Signature]

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is _____

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date: 1/5/2024

Signature:

[Handwritten Signature]

DIRECTOR OF SECURITY OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The Director of Security Operations (DSO) is responsible to oversee the activities of the cyber security staff, including those who may not perform those duties in daily operations during a cyber event. The DSO will be responsible to ensure the policies and procedures established by the Chief Information Security Officer (CISO) are implemented and adhered to. The DSO will ensure the tools used to implement policy and ensure the security of County assets are up to date and viable. The DSO will report directly to the CISO. General supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

- Oversee the daily operation of the cyber division of the County.
- Implement software and hardware solutions that meet the need to ensure the County assets are protected.
- Evaluate new technologies and stay abreast of the ever-changing cyber security landscape to make recommendations to the CISO.
- Ensure all cyber-related policies and procedures are being followed by Information Services staff.
- Monitor all systems for cyber threats and respond as needed.
- Identify and track County cyber assets to ensure all are accounted for and protected.
- Assist in the maintenance of the County Information Services Continuity of Business Plans as they pertain to the response in the event of a cyber incident.
- Test all required backup and response plans annually as required and provide feedback to the CIO and CISO
- Oversee the implementation of HIPAA and PCI controls within the network environment.
- Identify software and hardware considered obsolete and send those to the CIO to recommend replacement. If no replacement is readily available, maintain those items in a list of identified risks and recommend the best course of action to secure those assets
- Oversee the response to any cyber incident from within the Information Services department, bringing in resources as needed to respond to an event.
- Interface with outside organizations (DHSES, CIRT, CISA, FBI, NYS Troopers) often to stay informed of threats and to understand what they can offer in the way of assistance.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of server and desktop operating systems, and security tools such as EDR software, web and email filtering, patch management software, log monitoring, and access controls.
- Knowledge of information security standards (NIST, PCI, HIPAA), rules and regulations related to information security and data confidentiality, and desktop, server, application, database, network security principles for risk identification and analysis.
- Ability to train end users in security policies and procedures.

- Ability to administer inventory, patch management, SEIM, EDR, O365, filtering and monitoring applications, servers and SaaS systems.
- Ability to direct cyber incident management and provide relevant information clearly and concisely to stakeholders as needed.
- Ability to establish and maintain effective working relationships with others.
- Ability to plan and supervise the work of others.
- Strong analytical and problem solving skills.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of professional experience in the following computer related areas: information security systems analysis, cyber incident response, cyber awareness training, information security procedures; OR
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree and four (4) years of professional experience as defined in (A) above, OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (A) above, OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted

CSC 4/16/24

JC: COMPETITIVE

EDUCATION AND SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Education and Support Specialist at the Schenectady County Child Advocacy Center plays a pivotal role in providing comprehensive assistance to child victims and their non-offending caregivers in cases related to child sexual abuse, serious physical abuse and neglect, and child fatalities. The incumbent coordinates child victim services, provides support and education, and actively contributes to prevention initiatives aimed at reducing instances of child abuse, child exploitation, and child fatalities within the community. This position reports to the District Attorney and the Director of the Child Advocacy Center.

TYPICAL WORK ACTIVITIES:

- Analyze trends in child abuse, human trafficking, child exploitation, and child fatalities within the county to develop new education and outreach goals aimed at reducing such incidents.
- Act as an integral part of the Schenectady County Child Fatality Review Team, contributing expertise and insights to analyze child fatality cases and identify and track systemic issues and trends.
- Provide information and support regarding prevention strategies and identify risk factors associated with child abuse, child exploitation, and child fatalities.
- Work with the Director to strengthen professional practices and policies within the Child Advocacy Center by offering support and guidance to Multidisciplinary Team members.
- Collaborate with community stakeholders to implement prevention programs and initiatives effectively.
- Conduct outreach and educational initiatives in schools, hospitals, and other community organizations to raise awareness and prevent child abuse.
- Provide direct support and assistance to child victims and their non-offending caregivers, which may include: Accompaniment throughout case investigation and possible court proceedings.
- Provide support services and accurately track services for the duration of child's involvement with the Child Advocacy Center and possible court proceedings.
- Facilitate access to essential services for child victims and their families by collaborating with the Multidisciplinary Team and external agencies.
- Provide trauma-informed individualized education and prevention support to families.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of child advocacy practices, child welfare systems, and the roles of Multidisciplinary Team partners. Good knowledge of child sexual and physical abuse dynamics, trauma-informed care principles, and evidence-based intervention strategies. Ability to effectively communicate and interact with diverse populations, including children, families, professionals, and community members. Strong organizational skills with the ability to manage multiple tasks and prioritize effectively in a fast-paced environment. Excellent verbal and written communication skills for delivering presentations, writing reports, and communicating with stakeholders. Leadership abilities to implement initiatives, coordinate with MDT and CFRT members, and inspire positive change within the community.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Criminal Justice, Education or related field and one (1) year of experience working with at-risk youth and their families.

SPECIAL REQUIREMENT: Candidate must possess a valid driver's license issued by the New York State Department of Motor Vehicles at the time of appointment, and must maintain such license throughout employment.

Adopted
CSC 4/16/24

JC: COMPETITIVE

WEBMASTER

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the City of Schenectady and is responsible for overseeing the maintenance of the organization's computer technology and websites. The employee maintains the websites to allow the organization to readily share information regarding various aspects of its business activities. This position reports to the Chief Technology Officer of the City of Schenectady with considerable leeway allowed for performing work independently. There is no responsibility for supervision over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Designs, develops and maintains project websites;
- Collaborate with web professionals, other departments, and stakeholders to assess and implement new design requirements and web content.
- Review website content and SEO regularly and make adjustments on the website as needed. Train users on updating department web pages.
- Ensure optimal security by monitoring, troubleshooting, and optimizing hardware and software issues.
- Setup, update, upgrade, and manage software and hardware for the end users.
- Maintain a secure and efficient organization network. Knowledge of network switch operation.
- Occasionally work on the server for the software and hardware maintenance.
- Work on the Active Directory to create, update and delete users.
- Understanding of Domain Controller and ability to join workstations to domain.
- Work with teams to improve operational efficiency with technology solutions.
- Manage and update the organization's website with timely and relevant content, using various programming languages and web management tools.
- Conduct tests and other performance measures to evaluate website functionality and user satisfaction, and implemented improvements based on data analysis.
- Work with ticketing system and have ability to troubleshoot the issue over the phone as well as in person.
- Occasionally available for after hour upgrades and troubleshooting
- Performs computer operation and troubleshooting for the end users on daily basis

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Team player with good knowledge of the Microsoft windows operating systems, world wide web and web searching techniques; good knowledge of HTML programming language, creative writing and visual design; good knowledge of web site design strategies; working knowledge of goals and objectives of the agency; web development software; ability to troubleshoot Microsoft office applications; ability to communicate effectively, both orally and in writing; ability to design web site pages and organize work effectively; ability to design develop and manage multi-tiered web sites; ability to present meaningful and well written content; ability to install, maintain, evaluate and troubleshoot web server software; ability to develop and maintain databases; ability to design the workflow of a web site including meta-
vision, flowcharts and navigation templates; computer literacy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Information Systems Management, Information and Computer Science, Computer Science, Computer Applications, or related field and two (2) years of experience involving designing, developing and constructing micro-computer web sites; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Computer System Technology, Information and Computer Systems Technology, Computer Engineering Technology, Computer Science Technology, Computer Science, Computer Programming and Analysis, or related field and four (4) years of experience as outlined in (A) above; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

ADOPTED
CSC 4/16/24

JC: COMPETITIVE

CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and coordinating countywide information technology (IT) services and activities. The incumbent plans, directs, and coordinates all IT activities, establishes policies, procedures and standards, and coordinates and administers IT contracts. The incumbent also either directly provides or assigns staff to provide technical assistance and advice to county departments regarding the identification and solution of a variety of data processing and systems design and analysis problems. The work is performed under the general direction of the County Manager, with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, directs, supervises and manages the activities of the countywide information technology operations and activities, providing leadership, direction, and guidance for development and operational activities to achieve the department and the county's long and short range goals and objectives;
- Establishes, reviews and modifies information technology policies, programs, procedures and standards and establishes standards for the daily operational duties of the department; Evaluates proposals submitted by department heads regarding the purchase of data processing equipment, prepares the necessary RFIs and RFPs, and makes recommendations as to the purchase thereof;
- Coordinates and administers contracts for information technology services provided by outside vendors;
- Assigns, directs, reviews and evaluates the work of subordinate technical and support staff;
- Plans, designs, develops and implements systems working closely with department managers or designees to implement technology solutions;
- Provides or assigns staff to provide technical assistance, advice and training to county departments regarding information technology problems;
- Provides and/or arranges for a wide variety of ongoing technical training programs for staff;
- Installs, modifies and maintains network related equipment as required;
- Directs and oversees the installation of computer and related peripheral equipment in various County offices;
- Performs object-oriented and/or command language-oriented programming as required;
- Prepares and monitors the department's annual budget, and prepares cost justifications for both the operational and capital improvement budgets;
- Coordinates the inventory and management of county IT equipment and resources and maintains and updates the inventory as necessary;
- Creates and maintains a variety of records and reports related to departmental operations;
- Oversee operation of the Records Management department.
- Responsible for maintenance and organization of County permanent record storage.
- Keeps current with changes in the field by attending training conferences and seminars.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of current principles, techniques, concepts and practices in management information systems; Thorough knowledge of the installation and application of network-related equipment, including both hardware and software; Good knowledge of object-oriented and language-oriented programming and skill in the writing of

both; Ability to plan, organize, coordinate, administer, and evaluate the effectiveness of equipment, program, plans and provision of information technology services; Ability to analyze, evaluate, plan and put into effect systems solutions in diversified municipal government departments; Ability to train personnel in the use of installed equipment and operating systems; Ability to develop competitive bid specifications and evaluate and recommend resources for purchase; Ability to plan and supervise the work of others; Ability to prepare budgets within prescribed guidelines; Ability to analyze and organize data, and to prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

- A. ~~Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science or a related degree, or in business Administration with a concentration in information technology, or in a closely related information technology field and eight years of professional experience in information systems management, five years of which shall have been at a management level including supervision and project management~~ Possession of a masters degree and ten (10) years of professional computer systems administration and networking experience in risk management or information security, three (3) of which shall have been in a senior level computer support role including unit management and staff supervision; OR
- B. ~~Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or a related degree, or in Business Administration which shall have included 15 credits in computer science, or in a closely related information technology field and ten years of professional experience in information systems management, five years of which shall have been at a management level including supervision and project management~~ Possession of bachelors degree and twelve (12) years of professional computer systems administration and networking experience in risk management or information security, five (5) of which shall have been in a senior level computer support role including unit management and staff supervision; OR
- C. Possession of an associate degree and fourteen (14) years of professional computer systems administration and networking experience in risk management or information security, seven (7) of which shall have been in a senior level computer support role including unit management and staff supervision.

NOTE: ~~The essential functions for this position are determined by the department in which the position exists. Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.~~

Adopted -Title Structure Change from Director of Info Services CSC 12/1/14

Revised
CSC

04/16/24

JC: Non-Competitive

FACILITIES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in Schenectady County and involves the responsibility for assisting in the coordination of clerical tasks. **This position involves the responsibility for using and maintaining a computer-based work order management system; maintains labor and material records for various construction projects performed by the department.** The incumbent answers help desk questions and routes the call to the appropriate worker. ~~The work is performed under the direct supervision of a higher-level employee~~ **Supervision is received from the Director of Facilities** with leeway given on routine matters for carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Answers help desk questions and routes the call to the appropriate department;
- Accepts work orders from departments and triages their importance;
- Keeps track of work schedules and work assignments;
- Processes time, attendance and payroll information using the County's MUNIS system software;
- Orders ~~and maintains inventory of~~ supplies and equipment necessary to the performance of department functions **as directed by the Maintenance Supervisor and the Director of Facilities;**
- Processes stock orders, billing reports, work orders and related documents;
- **Responds to complaints or requests for repairs, alterations and improvements and reports progress or problems to the supervisor;**
- **Coordinates the work of outside contractors as it relates to cleaning and maintenance;**
- **Process payments for operating and contracts utilizing the Munis System and through Finance Vouchers.**
- Verifies work orders as to accuracy **and completion;**
- Acts as liaison to the Director of Facilities and the Facilities Engineer;
- Compiles, prepares and analyzes a variety of reports, logs and statistics;
- Performs document imaging and fingerprint image processing;
- Assists customers who cannot fill out applications;
- Performs routine clerical tasks as necessary **and other duties as assigned by the Department Head.**

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of record keeping techniques; good knowledge of office terminology, procedures and computerized office systems; working knowledge of work order Tracking software programs; working knowledge of equipment repair and/or parts terminology; ability to adapt packaged software products to department needs; ability to express ideas orally and in writing; skill in producing computer generated reports, charts and graphs; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State College with an Associate's degree in Business Administration, Secretarial Science, Engineering Technology or a related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the fields of construction management, engineering, or facilities management, which shall have involved the use of dedicated computer software to process work orders and/or manage inventory control; OR

- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Note: Permanent appointment is contingent upon successful completion of a criminal background check.

Adopted
12/19/06
CSC
08/26/14

JC: Pending Class

SENIOR CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves securing the attendance of witnesses for grand jury and trial, interviewing and taking statements from witnesses and suspects, collaboration with law enforcement agencies in the investigation of crime, assisting prosecutors in the trial of criminal cases, participating in the acquisition, maintenance and storage of evidence, and undertaking audio, video and physical surveillance.

TYPICAL WORK ACTIVITIES:

- Conducts investigations as directed;
- Interviews crime victims, witnesses, and obtains statements from each;
- Prepares reports for each case describing all steps taken, visits made, witnesses questioned, and facts established for submission to appropriate authorities.
- Attempts to locate missing witnesses;
- Assists the attorneys in preparing for cases for court hearings and attends/testifies in court hearings when necessary;
- Performs a variety of duties as required.

ADDITIONAL WORK ACTIVITIES WHEN IN THE DISTRICT ATTORNEY'S OFFICE:

- Secures evidence and affidavits required by the District Attorney for indictment and prosecution.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: ~~Firm~~ **Thorough** knowledge of state and local criminal laws and procedures; a good knowledge of investigative techniques and the ability to conduct detailed confidential investigations; a good knowledge of interviewing techniques and how to take a witness and a suspect statement; possess the ability to communicate clearly, both verbally and in writing; have the capability to testify as required in court and grand jury proceedings; be capable of working collaboratively with other law enforcement agencies; be able to maintain effective working relationships with a wide variety of people including witnesses, informants, and crime victims; have the ability to use and care for firearms; and be in physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS WHEN IN DISTRICT ATTORNEY'S OFFICE:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in criminal justice, and at least one (1) year experience in police work which shall have been in the investigation of felonies, AND seven (7) years of experience as a Confidential Investigator in the Schenectady County District Attorney's Office; OR
- (B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in criminal justice and at least three (3) years' experience in police work which shall have been in the investigation of felonies, AND seven (7) years of experience as a Confidential Investigator in the Schenectady County District Attorney's Office; OR
- (C) High school graduation or high school equivalency diploma plus at least five (5) years' experience in police work which shall have been in the investigation of felonies; AND seven (7) years of experience as a Confidential Investigator in the Schenectady County District Attorney's Office.

MINIMUM QUALIFICATIONS WHEN IN PUBLIC DEFENDER OR CONFLICT DEFENDER'S OFFICE:

- (A) Two (2) years of experience as a Confidential Investigator in a municipal government office.

SPECIAL REQUIREMENT: Candidates must possess a valid driver's license issued by the New York State Department of Motor Vehicles at the time of appointment, and must maintain such license throughout employment.

Adopted
CSC
12/18/18

JC: Non-Competitive – County



MEMORANDUM

**TO: Schenectady County- Civil Service Commission
Schenectady County Human Resources Department
620 State Street, Schenectady NY 12305**

**FROM: City of Schenectady- Human Resources Department
MaryAnn Alli, Personnel & Benefits Administrator
105 Jay Street, Room 105, Schenectady NY 12305**

SUBJECT: Brian Cannon, Waiver of Residency

DATE: Wednesday- March 27th, 2024

To whom it may concern,


We are seeking a residency waiver for employee Brian Cannon, who currently resides at 1101 Foxwood Drive, Clifton Park NY 12065.

Mr. Cannon was appointed on March 25th, 2024 as the Signal Superintendent. He was the only eligible and qualified candidate to fill this position in the City of Schenectady, Utilities Department.

We would like to extend the Signal Superintendent exam to all contiguous counties.

Should you need additional information, please do not hesitate to contact me at (518) 382-5199 Ext: 5362 or via email malli@schenectadyny.gov

Thank you for your cooperation in this matter.



MaryAnn Alli, Personnel & Benefits Administrator