



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
May 21, 2024**

Present:

Judy Dagostino – Chair of the Civil Service Commission
B. Donald Ackerman – Commissioner
Richard Nebolini – Commissioner
Joe McQueen - Secretary to the Civil Service Commission
Julie Biittig - Supervising Personnel Assistant
Barbara Leonard - Personnel Technician

Mrs. Dagostino called the meeting to order at 1:00. All Commissioners were present.

There were no comments during Privilege of the Floor for the Agenda.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of April 16, 2024.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously voted to approve the Report of Personnel Actions (attached).

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously voted to establish the following titles, based on New Position Duty Statements:

| <u>Position</u> | <u>Jurisdiction</u> | <u>Classification</u> |
|---|--------------------------|-----------------------|
| Accounting Supervisor (Sheriff) | County – Sheriff | Competitive |
| Air Traffic Controller Coordinator | County – Aviation | Competitive |
| Caseworker (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Caseworker (Spanish Speaking) (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Casework Assistant (2) | County – Social Services | Competitive |
| Casework Assistant (HELP-Local) (5) | County – Social Services | Non-Competitive* |
| Caseworker Trainee (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Caseworker Trainee (Spanish Speaking) (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Caseworker (Child Welfare) (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Caseworker (Child Welfare) (Spanish Speaking) (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Communicable Disease Program Coordinator (HELP-Local) | County – Public Health | Non-Competitive* |

| | | |
|--|---------------------------------|------------------|
| Computer Technician | Schalmont School District | Competitive |
| Custodian (HELP-Local) (40) | All School Districts | Non-Competitive* |
| Environmental Health Program Coordinator | County – Public Health | Competitive |
| Intern | County – Engineering | Non-Competitive |
| Manager of Community Services | County – Public Health | Competitive |
| Motor Vehicle Representative II (HELP-Local) (10) | County – Co. Clerk | Non-Competitive* |
| Police Officer | Village of Scotia | Competitive |
| Principal Index and Recording Clerk | County – County Clerk | Competitive |
| Public Health Assistant (HELP Program) | County – Public Health | Non-Competitive |
| Public Safety Dispatcher I (HELP-Local) (20) | County – UCC | Non-Competitive* |
| School Safety Officer (HELP-Local) (30) | All School Districts | Non-Competitive* |
| Security Monitor (HELP-Local) (90) | All School Districts | Non-Competitive* |
| Senior Business Systems Programmer/ Analyst | County – Information Systems | Competitive |
| Social Welfare Examiner (HELP-Local) (25) | County – Social Services | Non-Competitive* |
| Social Welfare Examiner (Spanish Speaking) (HELP-Local) (25) | County – Social Services | Non-Competitive* |

*pending classification

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously voted to adopt the following new job specifications:

| <u>Position</u> | <u>Jurisdiction</u> |
|--|-------------------------------|
| Accounting Supervisor (Sheriff) | County - Jail |
| Air Traffic Controller Coordinator | County - Aviation |
| Caseworker (HELP-Local) | County – Social Services |
| Caseworker (Spanish-Speaking HELP-Local) | County – Social Services |
| Casework Assistant (HELP-Local) | County – Social Services |
| Caseworker Trainee (HELP-Local) | County – Social Services |
| Caseworker Trainee (Spanish-Speaking) (HELP-Local) | County – Social Services |
| Caseworker (Child Welfare) (HELP-Local) | County – Social Services |
| Caseworker (Child Welfare Spanish-Speaking) (HELP-Local) | County – Social Services |
| Communicable Disease Program Coordinator (HELP-Local) | County – Public Health |
| Custodian (HELP-Local) | All School Districts |
| Environmental Health Program Coordinator | County – Public Health |
| Manager of Community Services | County – Public Health |
| Motor Vehicle Representative II (HELP-Local) | County – County Clerk |
| Public Safety Dispatcher I (HELP-Local) | County - UCC |
| School Safety Officer (HELP-Local) | School Districts |
| Security Monitor (HELP-Local) | School Districts |
| Senior Business Systems Programmer/ Analyst | County – Information Services |
| Senior Mail and Accounts Clerk | City of Schenectady - Finance |
| Social Welfare Examiner (HELP-Local) | County – Social Services |
| Social Welfare Examiner (Spanish-Speaking) (HELP-Local) | County – Social Services |

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to revise the following job specifications:

| <u>Title</u> | <u>Requested by:</u> |
|--|-------------------------------|
| Assistant Golf Pro | City of Schenectady |
| Business System Programmer/Analyst | County – Information Services |
| Communicable Disease Program Coordinator | County – Public Health |
| Computer Technician | Schalmont School District |
| Motor Vehicle Representative II | County – Co. Clerk |
| Nursing Assistant Trainee | County - Glendale |
| Plumber’s Helper | County - Facilities |
| Senior Tree Trimmer | City of Schenectady |
| Teacher Aide | Schalmont School District |

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved request from the Mayor, City of Schenectady, to waive the residency requirement for the position of Community Development Supervisor. The exam will be open to residents of Schenectady County.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to reinstate Michael Goldman to the position of Special Patrol Officer under Section 209-V of General Municipal Law based on his previous service as a City of Schenectady Police Officer.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Human Resources to abolish the following positions as of May 24, 2024:

- Caseworker-HELP Program
- Caseworker (Spanish Speaking)-HELP Program
- Casework Assistant – HELP Program
- Caseworker Trainee-HELP Program
- Caseworker Trainee (Spanish Speaking)-HELP Program
- Caseworker (Child Welfare)-HELP Program
- Caseworker (Child Welfare-Spanish Speaking)-HELP Program
- Social Welfare Examiner-HELP Program
- Social Welfare Examiner (Spanish Speaking)-HELP Program
- Public Safety Dispatcher I-HELP Program

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the request from the Mayor, City of Schenectady, to transfer Austin McCrum, Police Officer, from the Town of Rotterdam to the Schenectady Police department in accordance with Rule XVII of the Schenectady County Civil Service Rules.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the request from the Sheriff to reinstate Christopher Scaccia to the position of Special Patrol Officer under Section 209-V of General Municipal Law based on his previous service

as a City of Schenectady Police Officer.

The next regularly scheduled meeting will be held on Tuesday, June 18, 2024, at 1:00 pm.

Mrs. Dagostino called for Privilege of the Floor for the Public Hearing.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to adjourn the meeting.

Respectfully Submitted,



Joe McQueen
Secretary of the Civil Service Commission

By:



Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST:

66-670 Building Inspector/Code Enforcement Off. (T/O Rotterdam)
OC LE 09/30/21 Expired 05/14/24

300-38CLERK Clerk (All Jurisdictions)
OC LE 05/04/23 Expired 05/08/24

66-813 Code Enforcement Officer (City) (City)
OC LE 04/19/21 Expired 05/13/24

300-38IPS I Information Processing Specialist I (All Jurisdictions)
OC LE 05/04/23 Expired 05/08/24

72-562 Public Safety Dispatcher II (Co. UCC)
PROM LE 06/12/23 WILL EXPIRE 06/11/24

300-38TYPIST Typist (All Jurisdictions)
OC LE 05/04/23 Expired 05/08/24

300-42 Wastewater Treatment Plant Operator Trainee (City)
OC LE 05/24/23 WILL EXPIRE 05/23/24

300-18A Wastewater Treatment Plant Operator Trainee (T/O Niskayuna)
OC LE 05/06/21 EXPIRED 05/07/24

300-43 Water Treatment Plant Operator Trainee (City)
OC LE 05/24/23 WILL EXPIRE 05/23/24

300-17B Water Treatment Plant Operator Trainee (T/O Niskayuna)
OC LE 05/04/21 EXPIRED 05/07/24

The following Eligible Lists were established for four years:

88772 Athletic Trainer/Coordinator (City Schools)
OC Passed: 1 Failed: 0
Established on 05/03/24

62-527A Building Inspector (Town) (T/O Rotterdam)
OC Passed: 2 Failed: 0
Established on 05/14/24

62-527B Building Inspector (Town) (T/O Duanesburg)
OC Passed: 1 Failed: 0
Established on 05/14/24

67-465 Building Inspector/Code Enforcement Officer (T/O Rotterdam)
OC Passed: 1 Failed: 0
Established on 05/15/24

300-50CLERK Clerk (All Jurisdictions)

OC Passed: 31 Failed: 5
Established on 05/09/24

69-944 Code Enforcement Officer (City) (City)
OC Passed: 9 Failed: 1
Established on 05/14/24

79-283 Code Enforcement Supervisor (City)
PROM Passed: 1 Failed: 0
Established on 05/13/24

86-391 Director of Development (City)
OC Passed: 1 Failed: 0
Established on 04/12/24

300-50IPS I Information Processing Specialist I (All Jurisdictions)
OC Passed: 31 Failed: 5
Established on 05/09/24

300-51 Mail Clerk (SUNY SCCC)
OC Passed: 3 Failed: 2
Established on 05/09/24

74-208 Public Safety Dispatcher II (Co. UCC)
PROM Passed: 2 Failed: 0
Established on 04/26/24

78-427 Sr. Support Investigator (Co. DSS)
PROM Passed: 2 Failed: 0
Established on 04/24/24

79-221 Support Investigator (Co. DSS)
PROM Passed: 1 Failed: 0
Established on 04/24/24

66-325 Support Investigator (Co. DSS)
OC Passed: 4 Failed: 1
Established on 04/24/24

300-50TYPIST Typist (All Jurisdictions)
OC Passed: 31 Failed: 5
Established on 05/09/24

300-52A Wastewater Treatment Plant Operator Trainee (City)
OC Passed: 3 Failed: 1
Established on 05/08/24

300-52B Wastewater Treatment Plant Operator Trainee (T/O Niskayuna)
OC Passed: 3 Failed: 1
Established on 05/08/24

300-53A Water Treatment Plant Operator Trainee (City)
OC Passed: 2 Failed: 1
Established on 05/08/24

300-53B Water Treatment Plant Operator Trainee (T/O Niskayuna)
OC Passed: 2 Failed: 0
Established on 05/08/24

63-297 Zoning Officer (City) (City)
OC Passed: 1 Failed: 0
Established on 05/13/24

63-741 Zoning Officer (T/O Rott)
OC Passed: 2 Failed: 0
Established on 05/13/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

79-354 Assistant Building Inspector (City) (City)
NLE 05/14/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN JUNE:

| | | | |
|----------------------|--|----------|-------------|
| 69-646 | Computer Services Specialist (Niskayuna Schools) | 06/23/24 | 4 years old |
| 78-432 | Deputy Director of Information. Services (Co. IS) | 06/06/24 | 0 names |
| 75-734 | E&T Financial Coord (Co. SJTA) | 06/06/24 | 0 names |
| 74-497 | Information Technology Infrastructure Manager (Co. Info Services) | 06/06/24 | 0 names |
| 75-038 | Senior Payroll Audit Clerk (SCCC) | 06/07/24 | 0 names |
| 52.7 XII.8 Feeney | Senior Planner (Co. Planning) | 06/21/24 | 0 names |
| 64-670 | Technology Support Assistant (Co. Lib) | 06/23/24 | 4 years old |
| 62-162 | Veterans Services Officer (Co. Veterans) | 06/22/24 | 4 years old |