



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
July 16, 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 June 18, 2024.

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

Mrs. Dagostino 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>
Clerk	City of Schenectady-Development	Non-Competitive
Dog Control Officer Supervisor (City)	City of Schenectady-Police	Competitive
Intern	City of Schenectady-Finance	Non-Competitive
Intern	City of Schenectady-Fire	Non-Competitive
Legal Clerks (HELPS Program) (8)	County – ALL	Non-Competitive*
Legal Clerks (HELPS Program) (Spanish Speaking)	County – ALL	Non-Competitive*
Recreation Attendant (10)	Town of Duanesburg	Labor
Senior Legal Assistant (Spanish Speaking)	County – Conflict Defender	Competitive
Senior Network Analyst	Town of Niskayuna	Competitive
Sustainability Coordinators (HELPS Program)	County – County Manager	Non-Competitive*
Systems Administrator	BH-BL School District	Competitive

*pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Dog Control Officer Supervisor (City)	City of Schenectady-Police
Legal Clerks (HELPS Program)	County - ALL
Legal Clerks (Spanish Speaking) (HELPS Program)	County - ALL
Senior Legal Assistant (Spanish Speaking)	County – Conflict Defender
Sustainability Coordinators (HELPS Program)	County – County Manager

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

<u>Title</u>	<u>Requested by:</u>
Index and Recording Clerk	County – County Clerk
Index and Recording Supervisor	County – County Clerk
Principal Index and Recording Clerk	County – County Clerk
Senior Tree Trimmer	City of Schenectady
Senior Water Treatment Plant Operator	City of Schenectady
Systems Administrator	BH-BL School District

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Town Supervisor, Town of Niskayuna, to transfer Emily Walker from the City of Cohoes to the Town of Niskayuna as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the from the Town Supervisor, Town of Glenville, to transfer Zachary Mandsager from the Saratoga County Sheriff’s Office to the Town of Glenville as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

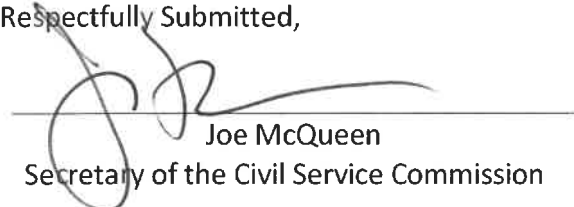
Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from Brent Lecuyer to deem the Albany Airport Fire Department an acceptable provider for administering the Candidate Physical Ability Test for Firefighter candidates.

The next regularly scheduled meeting will be held on Tuesday, August 20, 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:

A handwritten signature in blue ink, appearing to read "Barbara Leonard", is written over a horizontal line.

Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST:

22357 Computer Software Support Asst. (Co. Info. Svs.)
OC LE 12/22/22 Expired 06/05/24

The following Eligible Lists were established for four years:

23324 Computer Software Support Asst. (Co. Info. Svs.)
OC Passed: 4 Failed: 0
Established on 06/06/24

66-432 Engineering Technician I (T/O Nisk)
OC Passed: 1 Failed: 0
Established on 05/21/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

62-833 Assistant Comptroller (Co. Glendale)
NLE 05/22/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN JULY:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>
22712	Business Systems Programmer/Analyst (Co. IS)	07/06/24-0 names left
52.7 XII.8 Twitty	Deputy Police Chief (T/O Nisk)	07/17/24-0 names left
67-237	Director of School Climate and Safety (City Sch)	07/16/24-0 names left
22713	Network Administrator (Co. IS)	07/06/24-0 names left
22717	Network and Systems Technician (City Sch)	07/06/24-0 names left
300-19	Occupational Therapist (Schools) (Nisk Sch)	07/06/24-4 years old
22711	Senior Computer Technician (Mohon Sch)	07/06/24-0 names left