



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
July 18, 2023**

Present:

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

Mrs. Dagostino called the meeting to order at 1:00.

All Commissioners were present for the meeting.

There were no comments during the Privilege of the Floor for the Public Hearing.

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

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously voted to approve the minutes of June 22, 2023.

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

Mr. Ackerman moved, and Mrs. Dagostino 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>
Information Processing Specialist III	SUNY SCCC	Competitive
Municipal Bingo Inspector	Town of Rotterdam	Non-Competitive*
Public Health Assistant	County-Public Health	Competitive
Public Services Manager	County-Library	Competitive
School Monitor (4)	Duanesburg School District	Non-Competitive
Senior Parent Liaison	Schenectady City Schools	Competitive
Senior School Safety Officer (2)	Schenectady City Schools	Competitive
SSS Project Manager	Schenectady City Schools	Competitive

*pending class

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

<u>Position</u>	<u>Jurisdiction</u>
Public Health Assistant	County – Public Health
Public Services Manager	County - Library
Senior Parent Liaison	Schenectady City Schools
SSS Project Manager	Schenectady City Schools

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>
Civil Engineer	County - DEPW
Computer Technician	County – Information Technology
Court Clerk	Town of Niskayuna
Index and Recording Clerk	County – Co. Clerk
Motor Vehicle Representative II	County – DMV
Parent Liaison	Schenectady City Schools

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from Sheriff, Schenectady County, to transfer David Smith, Police Officer, from the City of Albany to the Sheriff's office as a Patrol 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 the Director of Human Resources, Niskayuna Central School District, to deem the eligible list #61-273, Human Resources Assistant, established on 3/15/23 for Schenectady City School District appropriate for filling a vacancy in the Niskayuna School District.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady to waive the residency requirement for the position of Assistant Planner. The examination will be open to residents of Schenectady County.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Niskayuna, to promote Joseph H. Twitty to the position of Deputy Police Chief in accordance with Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further examination will be required.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Glenville, to amend their residency requirement for all competitive positions with the Town to residents of New York State.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Supervisor, Town of Niskayuna, to abolish one position of Police Lieutenant.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from Sheriff, Schenectady County, to transfer Camron Cimo, Deputy Sheriff, from Montgomery County to the Sheriff's office as a Patrol Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to transfer Dennis Durant, Firefighter, from the City of Amsterdam to the Schenectady Fire 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 Mayor, City of Schenectady, to transfer Noah Schaufelberg, Firefighter, from the City of Amsterdam to the Schenectady Fire Department in accordance with Rule XVII of the Schenectady County Civil Service Rules.

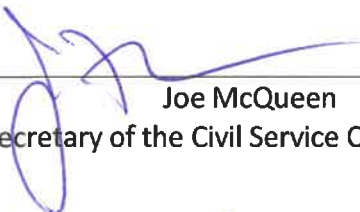
Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources to accept the report and recommendations from a classification study conducted for positions within the Schenectady County Public Library System.

Ms. Biittig referred to the attached list of examinations.


The next regularly scheduled meeting will be held on **Tuesday, August 15, 2023** at 1:00 pm.

Mr. Nebolini moved, and Mr. Ackerman 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:

22177 Computer Helpdesk Specialist (Nisk Sch)
OC LE 10/06/23 Will expire on 10/06/23

20627A Network and Systems Technician (City Sch)
OC LE 01/21/20 Expired 07/06/23

The following Eligible Lists were established for four years:

22712 Business Systems Programmer/Analyst (Co. IS)
PROM Passed: 1 Failed: 0
Established on 07/07/23

22716 Computer Helpdesk Specialist (Nisk Sch)
OC Passed: 2 Failed: 0
Established on 07/07/23

22713 Network Administrator (Co. IS)
PROM Passed: 1 Failed: 0
Established on 07/07/23

22717 Network and Systems Technician (Co. IS)
OC Passed: 1 Failed: 0
Established on 07/07/23

22714 PC Support Specialist (Co. IS)
OC Passed: 4 Failed: 0
Established on 07/07/23

62-460 Public Safety Dispatcher I (Co. UCC)
OC Passed: 15 Failed: 7
Established on 06/16/23

22711 Senior Computer Technician (Mohon Sch)
PROM Passed: 1 Failed: 0
Established on 07/07/23

62-327 Tenant Investigator (MHA)
OC Passed: 1 Failed: 0
Established on 06/29/23

There was no Eligible List established for the following:

70-083 Commissioner of General Services (City)
NLE 06/21/23

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
68-806	Asst. Supervisor of Transp (Schal Sch)	08/11/23	4 years old
68-777	Assistant Transportation Supv (Schal Sch)	08/08/23	4 years old
68-815	Community School Coordinator (City Sch)	08/06/23	4 years old
68-925	Index & Recording Supvr (Co. Clerk's)	08/15/23	4 years old
63-899	Motor Vehicle Representative II (Co. Clk)	07/31/23	0 names left
67-488	Professional Staff Asst. I (T/O Rott)	08/19/23	4 years old
64-420B	School Bus Dispatcher (Mohon Sch)	08/07/23	4 years old
64-396	Transportation Supv (City Sch) (City sch)	08/07/23	4 years old