



**MEETING MINUTES  
SCHENECTADY COUNTY  
CIVIL SERVICE COMMISSION  
December 19, 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 1:01. All Commissioners were present.

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

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of November 21, 2023.

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

Mr. Nebolini 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>
Assistant Planner-Office for the Aging	County – Senior & Long-Term Care	Competitive
Assistant Project Manager	County - Facilities	Competitive
Assistant Purchasing Agent (Schools)	Schenectady City School District	Competitive
Confidential Assistant to the Comptroller	Town of Rotterdam	Exempt*
Confidential Assistant to the Director of Veterans' Service Agency	County – Veteran's Service Agency	Exempt*
Deputy Commissioner of Public Works	Town of Glenville	Competitive
Director of Operations	County – Public Library	Competitive
Discovery Clerk	County – District Attorney	Non-Competitive PI/C*
District Registrar	Niskayuna School District	Competitive
Executive First Deputy County Attorney	County – Law	Exempt*
Family Opportunity Center Coordinator	Schenectady City School District	Competitive
Health Office Assistant	Mohonasen School District	Non-Competitive*
HVAC - Direct Digital Control Technician	County – Facilities	Competitive
Senior Real Property Tax Clerk	Town of Niskayuna	Competitive
Student Engagement and School Attendance	Schenectady City School District	Competitive

Specialist (2)  
Support Services Manager

County – Library

Competitive  
\*pending class

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

<u>Position</u>	<u>Jurisdiction</u>
Assistant Planner-Office for the Aging	County – Senior and Long-Term Care
Assistant Project Manager	County - Facilities
Assistant Purchasing Agent (Schools)	Schenectady City School District
Deputy Commissioner of Public Works	Town of Glenville
Director of Operations	County - Library
Discovery Clerk	County – District Attorney
District Registrar	Niskayuna Central School District
Family Opportunity Center Coordinator	Schenectady City School District
Senior Real Property Tax Clerk	Town of Niskayuna
Support Services Manager	County - Library

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

<u>Title</u>	<u>Requested by:</u>
Assistant Project Manager (Town)	County – Civil Service
Communicable Disease Program Coordinator	County – Public Health
Director of Operations (Town)	County - Civil Service
HVAC - Direct Digital Control Technician	County - Facilities
Supervising Public Health Nurse	County – Public Health

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Glenville to promote James Pangburn to the position of Building Inspector in accordance with Section 52.7 of New York Civil Service law, and Rule XII.8 of the Schenectady County Civil Service Rules. No further examination will be required.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Director of Human Resources, Schenectady County, to suspend Rule VII Section 1.a of the Schenectady County Civil Service Rules, through December 31, 2024.

Ms. Biittig referred to the attached list of examinations.

The next regularly scheduled meeting will be held on **Thursday, January 18, 2024**, at 1:00 pm.

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

Respectfully Submitted,

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Joe McQueen

Secretary of the Civil Service Commission

By:

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Barbara Leonard  
Personnel Technician

**ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST**

None

**The following Eligible Lists were established for four years:**

86497 Air Traffic Controller (Co. Aviation)  
OC Passed: 2 Failed: 0  
Established on 12/12/23

**The following Preferred Eligible Lists were established for four years:**

Clerk (Town of Rotterdam)  
Established on 11/10/23 Will Expire 11/09/27

**There was no Eligible List established for the following:**

None

**THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:**

69-299	Assistant Planner (T/O Nisk)	01/29/24	0 Names
71-232	Community Development Supv. (City)	01/29/24	0 Names
66-409	Conf. Asst. to the Mgr. of Sr. and LTC	01/29/24	0 Names
300-13A	Mail Clerk (City Sch)	01/16/24	4 years old
300-13B	Mail Clerk (City Sch)	01/16/24	4 years old
22387	Network and Systems Tech (BH-BL Sch)	01/03/24	0 Names
52.7 XII.8	Senior Data Analyst (City Sch) Gallardo Vega	01/18/24	0 Names
22389	Systems Administrator (BH-BL Sch)	01/03/27	0 Names