



**MEETING MINUTES  
SCHENECTADY COUNTY  
CIVIL SERVICE COMMISSION  
September 19, 2023**

**Present:**

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

**Excused:**

Judy Dagostino – Chair of the Civil Service Commission

Mr. Ackerman called the meeting to order at 1:00.

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 August 15, 2023.

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

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

<b><u>Position</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Classification</u></b>
Assistant District Attorney I	County- District Attorney	Exempt*
Building Systems Senior Mechanic	Municipal Housing Authority	Competitive
Computer Helpdesk Specialist	Niskayuna School District	Competitive
Confidential Secretary to the Director of Public Works	County – Engineering and Public Works	Competitive
Grants Writer	City School District	Competitive
Human Resources Assistant	Burnt Hills-Ballston Lake School District	Competitive
Intern	County – Social Services	Non-Competitive
Junior Business Systems Programmer/Analyst	Niskayuna School District	Competitive
Manager of Data, Reporting and Information	City School District	Competitive

Systems		
Painter	Municipal Housing Authority	Non-Competitive
Plumber's Helper	County – Facilities	Non-Competitive
Principal Account Clerk	County – Highway	Competitive
Principal Public Works Accounts and Benefits Assistant	County – Engineering and Public Works	Competitive
Senior Account Clerk	County – Glendale	Competitive
Senior Account Clerk	County – Public Health	Competitive
Senior Project Manager	County – Facilities	Competitive
Senior Transportation Assistant	City School District	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>
Grants Writer	City School District
Junior Business Systems Programmer/Analyst	Niskayuna School District
Manager of Data, Reporting and Information Systems	City School District
Principal Public Works Accounts and Benefits Assistant	County - DEPW
Senior Project Manager	County - Facilities
Senior Transportation Assistant	City Schools

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

<u>Title</u>	<u>Requested by:</u>
Community School Coordinator	City Schools
Confidential Secretary to the Director of Public Works	County – DEPW
Plumber's Helper	County - Facilities

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Assistant Superintendent for Human Resources and Professional Learning, Schenectady City School District, to promote Sandra Coleman to the position of Senior Human Resources Specialist 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 Assistant Superintendent for Human Resources and Professional Learning, Schenectady City School District, to promote Jenny Fink to the position of Human Resources Specialist 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. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from Supervisor, Town of Niskayuna, to transfer Michael Tommasone, Police Officer, from the City of Schenectady to the Town of Niskayuna in accordance with Rule XVII of the

Schenectady County Civil Service Rules.

Ms. Biittig referred to the attached list of examinations.

The next regularly scheduled meeting will be held on Tuesday, October 17, 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:**

69-351 OC	Administrative School Aide (Mohon Sch) LE 07/27/21 Expired 08/21/23
68-148 OC	Correction Officer (Co. Jail) LE 09/19/22 Expired 09/18/23
69-072 OC	Correction Officer (Spanish Speaking) (Co. Jail) LE 08/21/21 Expired 08/17/23
75-092 PROM	Patrol Sergeant (County) LE 09/14/22 Expired 09/13/23
76-579A PROM	Police Sergeant (City) LE 09/14/22 Expired 09/13/23
76-579C PROM	Police Sergeant (Village of Scotia) LE 09/14/22 Expired 09/13/23
65-497A OC	Senior Library Clerk (Co. Library) LE 07/29/21 Expired 08/22/23
75-327 PROM	Senior Social Welfare Examiner (Co. DSS) LE 05/10/23 Will Expire 05/09/24

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

68-962 OC	Administrative Assistant (County DA) Passed: 9 Failed: 2 Established on 08/23/23
67-680 OC	Administrative School Aide (Mohon Sch) Passed: 5 Failed: 1 Established on 08/22/23
74-148 PROM	Asst. Dir. of Innovation, Equity and Engagement (City Sch) Passed: 1 Failed: 0 Established on 08/22/23
63-080 OC	Correction Officer (Co. Jail) Passed: 16 Failed: 7 Established on 08/18/23
63-206 OC	Correction Officer (Spanish Spk) (Co. Jail) Passed: 2 Failed: 0 Established on 08/18/23

65-643 Farm to School Project Manager (City Sch)  
OC Passed: 2 Failed: 0  
Established on 08/18/23

63-748 Innovation, Equity and Engagement Spec (City Sch)  
OC Passed: 2 Failed: 0  
Established on 08/18/23

73-103 Patrol Sergeant (Co. Sheriff)  
PROM Passed: 6 Failed: 0  
Established on 08/17/23

75-854 Police Sergeant (City)  
PROM Passed: 2 Failed: 0  
Established on 08/10/23

75-854A Police Sergeant (Village of Scotia)  
PROM Passed: 3 Failed: 0  
Established on 08/10/23

62-993 Probation Officer 1 (Co. Probation)  
OC Passed: 11 Failed: 0  
Established on 08/31/23

65-058 Restorative Practices Specialist (City Sch)  
OC Passed: 8 Failed: 2  
Established on 08/22/23

68-609 Senior Library Clerk (Co. Library)  
OC Passed: 6 Failed: 1  
Established on 08/23/23

75-327 Senior Social Welfare Examiner (Co. DSS)  
PROM Passed: 2 Failed: 0  
Established on 09/12/23

79-368 Staff Development Supervisor (Co. Glendale Home)  
PROM Passed: 1 Failed: 0  
Established on 08/28/23

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

65-377 Confidential Asst. to the UCC Director  
NLE 08/23/23

65-408 Instructional Support Specialist (City Sch)

NLE 08/22/23

**THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:**

<b><u>EXAM #</u></b>	<b><u>TITLE</u></b>	<b><u>EXPIRE</u></b>	
68-510	Asst. Dir. of Nursing (Co. Glendale)	10/16/23	0 names left
20482	Computer Systems Analyst/Prog (SCCC)	10/21/23	4 years old
60-608	Dir of Prog for Child w/Special Needs (Co. Public Health)	10/16/23	0 names left
63-572	Head Automotive Mechanic (Duane Sch)	10/23/23	0 names left
22178	Network Analyst (Co. Info. Svs)	10/06/23	0 names left
PREFERRED LIST	School Safety Officer (City Schools)	10/02/23	0 names left