



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
October 17, 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.

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 September 19, 2023.

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

Mr. Ackerman moved, and Mr. Nebolini 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 District Attorney I (2)	County- District Attorney	Exempt*
Cleaner (10)	Mohonasen School District	Non-Competitive
Director of Fiscal Operations (Public Health)	County – Public Health	Competitive
District Initiatives, Planning and Accountability (DIPA) Project Manager	Schenectady City School District	Competitive
Executive Secretary I	Town of Niskayuna	Competitive
Executive Secretary II	SUNY SCCC	Competitive
Firefighter EMT - Trainee (10)	Village of Scotia	Competitive
Food Service Helpers (10)	Mohonasen School District	Non-Competitive
Human Resources Clerk	County – Human Resources	Competitive
Manager of Fiscal Operations (Public Health)	County – Public Health	Competitive
Patrol Officer (2)	County – Sheriff	Competitive
Purchasing Aide	Schenectady City School District	Competitive

School Monitor (10)	Mohonasen School District	Non-Competitive
Security Monitors (20)	Schenectady City School District	Competitive
Senior Accountant	County – Glendale	Competitive
Senior Billing and Audit Clerk	County – Glendale	Competitive
Special Patrol Officer (5)	County – Sheriff	Competitive
Water and Sewer Maintenance Worker	Town of Rotterdam	Competitive *pending class

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>
Director of Fiscal Operations (Public Health) District Initiatives, Planning and Accountability (DIPA) Project Manager	County – Public Health Schenectady City School District
Firefighter EMT - Trainee	Village of Scotia
Manager of Fiscal Operations (Public Health)	County – Public Health

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

<u>Title</u>	<u>Requested by:</u>
Mail Clerk	Mohonasen Schools
Comptroller	County - Glendale
Facilities Supervisor	Burnt Hills-Ballston Lake School District
Public Health Specialist	County – Public Health

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Niskayuna, to reinstate Trisha Bergami to the position of Executive Secretary I in accordance with Rule XVIII of the County Civil Service Rules based on her previous permanent competitive class status with the Niskayuna School District.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to reinstate Jeffery Remillard to the position of Special Patrol Officer in accordance with Section 209-V of New York General Municipal Law based on his previous permanent competitive class status as a Police Officer.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from Sheriff, Schenectady County, to transfer Joseph Rorick from the Cobleskill Police Department 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 Mr. Nebolini seconded, and the Commission unanimously approved the request from the from the Assistant Superintendent of Human Resources and Professional Learning, Schenectady City School District, to promote Jenna Mancari 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.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam, to deem the eligible list #68-124, Payroll Audit Clerk, established on 10/3/23 for the City of Schenectady appropriate for filling a vacancy in the Town of Rotterdam.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam, to transfer Tyler Malagasi from the Village of Scotia to the Town of Rotterdam as a Police Office 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, November 21, 2023, at 1:00 pm.

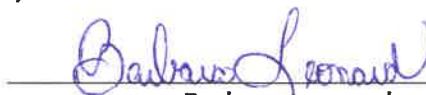
Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to adjourn the meeting.

Respectfully Submitted,



Joe McQueen
Secretary of the Civil Service Commission

By:



Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

300-26AC OC	Account Clerk (All Jurisdictions) LE 10/27/21 Expired 09/25/23
300-26ACT OC	Account Clerk-Typist (All Jurisdictions) LE 10/27/21 Expired 09/25/23
71-486 PROM	Fire Captain (City Fire) LE 10/13/21 Expired 10/03/23
76-031 PROM	Fire Captain-Paramedic (NFD #1) LE 10/13/21 Expired 10/04/23
71-506 PROM	Fire Lieutenant (City Fire) LE 10/13/21 Expired 10/03/23
76-078 PROM	Fire Lieutenant-Paramedic (NFD #1) LE 10/13/21 Expired 10/04/23
64-365 OC	Index and Recording Clerk (Co. Clerk) LE 10/28/21 Expired 10/03/23
68-124 OC	Payroll Audit Clerk (City) LE 10/28/21 Expired 10/02/23

The following Eligible Lists were established for four years:

300-47AC OC	Account Clerk (All Jurisdictions) Passed: 14 Failed: 4 Established on 09/26/23
300-47ACT OC	Account Clerk-Typist (All Jurisdictions) Passed: 14 Failed: 4 Established on 09/26/23
75-284 PROM	Case Supervisor, Grade A (Co. DSS) Passed: 11 Failed: 1 Established on 09/15/23
75-320 PROM	Case Supervisor, Grade B (Co. DSS) Passed: 13 Failed: 3 Established on 09/15/23
67-507 OC	Data Collector (City) Passed: 2 Failed: 1 Established on 09/25/23
71-302 PROM	Fire Captain (City) Passed: 10 Failed: 1

Established on 10/04/23

74-378 Fire Captain-Paramedic (NFD #1)
PROM Passed: 1 Failed: 1

Established on 10/05/23

71-446 Fire Lieutenant (City)
PROM Passed: 22 Failed: 3

Established on 10/04/23

74-390 Fire Lieutenant-Paramedic (NFD #1)
PROM Passed: 6 Failed: 2

Established on 10/05/23

62-111 Index and Recording Clerk (Co. Clerk)
OC Passed: 3 Failed: 0

Established on 10/04/23

69-619 Information and Statistics Clerk (City)
OC Passed: 4 Failed: 2

Established on 10/02/23

68-124 Payroll Audit Clerk (City)
OC Passed: 2 Failed: 1

Established on 10/03/23

73-366 Payroll Coordinator (County) (County Finance)
PROM Passed: 2 Failed: 0

Established on 10/02/23

60-786 Public Health Sanitarian (Co. Public Health)
OC Passed: 3 Failed: 1

Established on 09/20/23

66-144 Radio Network Technical Support Specialist (Co. UCC)
OC Passed: 1 Failed: 0

Established on 10/10/23

300-49 School Attendance Clerk (Mohon Sch)
OC Passed: 3 Failed: 3

Established on 09/26/23

60-754 Senior Payroll Audit Clerk (Co. Depts)
OC Passed: 8 Failed: 0

Established on 10/02/23

68-130 Senior Public Health Tech (Co. Public Health)
OC Passed: 3 Failed: 0

Established on 09/20/23

65-507 Wastewater Treatment Plant Lab Tech (City)

OC Passed: 5 Failed: 0
Established on 10/11/23

61-783 Wastewater Treatment Plant Lead Laboratory Tech (City)
OC Passed: 3 Failed: 0
Established on 10/11/23

There was no Eligible List established for the following:

300-48 Public Health Technician (Co. Public Health)
NLE 09/26/23

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

67250	Athletic Coordinator/Trainer (city sch)	11/29/2023	0 names
300-31	Caseworker (Co. Depts)	11/15/2023	0 names
300-33	Caseworker Trainee (Co. Depts)	11/15/2023	0 names
52.7 XII.8 A. McDonald	IPS II (Co. Probation)	11/14/2023	0 names
300-35	Occupational Therapist (Schalmont Sch)	11/29/2023	0 names
52.7 XII.8 McDonald	Senior Accountant (Co. Sheriff's Off)	11/14/2023	0 names
52.7 XII.8 Murphy	Senior Account Clerk (Co. Jail)	11/14/2023	0 names
74-997	Sr. Reservation Specialist (SUNY SCCC)	11/28/2023	0 names
65-887	Social Welfare Examiner (County)	11/17/2023	0 names
63-798	Transportation Director (Duanes Sch)	11/09/2023	0 names