



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
August 15, 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

Excused:

Julie Biittig - Supervising Personnel Assistant

Mrs. Dagostino called the meeting to order at 1:08.

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 July 18, 2023.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the Report of Personnel Actions for June (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>
Bus Transportation Technician (2)	Schalmont Schools	Non-Competitive*
Deputy Chief Information Officer	County-IT	Competitive
Confidential Secretary to the Chief Information Officer	County-IT	Exempt*
Principal Account Clerk	Town of Rotterdam	Competitive
Project Aide (5)	Schenectady City Schools	Labor
Public Health Assistant (3)	County-Public Health	Competitive
Real Estate Tax Clerk	City of Schenectady	Competitive

Restorative Practices Specialist (5)	Schenectady City Schools	Competitive
Security Workers (5)	Schalmont School District	Labor
Supervising Motor Vehicle Auditor	County-County Clerk	Competitive
		*pending class

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

<u>Position</u>	<u>Jurisdiction</u>
Confidential Secretary to the CIO	County - IT
Deputy Chief Information Officer	County - IT
Supervising Motor Vehicle Auditor	County – County Clerk

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>
Anti-Violence Coordinator	City of Schenectady-Police
Bus Transportation Technician	Schalmont Schools
Chief Information Security Officer	County - IT
Groundsworker	Town of Niskayuna

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady to waive the residency requirement for the position of Behavioral Health Service Coordinator. The examination will be open to residents of contiguous counties.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady to waive the residency requirement for the position of Anti-Violence Coordinator. The examination will be open to residents of contiguous counties.

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 City Engineer. The examination will be open to residents of Schenectady County.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady to appoint Stephen Caruso to the position of Assistant City Engineer on a temporary basis not to exceed eighteen months based on Section 64.3 of the Civil Service Law.

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

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Supervisor, Town of Niskayuna, to transfer Cody Hansen, Police Officer, from the City of Saratoga Springs to the Town of Niskayuna as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

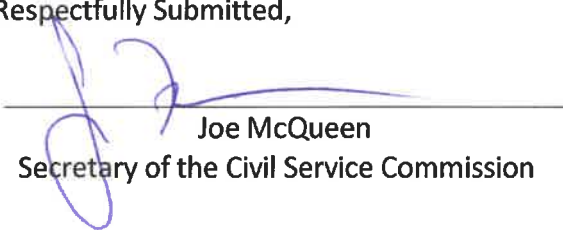
Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Assistant Director of Human Resources for the Schenectady City School District to waive the residency requirement for the purpose of recruiting for the position of NY Gear Up Coordinator. The examination will be open to residents of New York State.

Ms. Leonard referred to the attached list of examinations.

The next regularly scheduled meeting will be held on **Tuesday, September 19, 2023** at 1:00 pm.

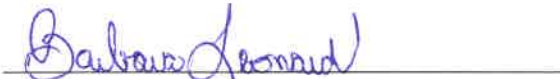
Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to adjourn the meeting.

Respectfully Submitted,



Joe McQueen
Secretary of the Civil Service Commission

By:



Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST:

73-375 Assistant Fire Chief (City Fire)
PROM LE 07/30/20 Expired 08/01/23

71-400 Deputy Fire Chief (City Fire)
PROM LE 07/30/20 Expired 08/01/23

70-505 Fire Chief (City Fire)
PROM LE 07/30/20 Expired 08/01/23

68-817B Maintenance Mechanic (SG Sch)
OC LE 03/03/20 Expired 08/06/23

The following Eligible Lists were established for four years:

77-408 Assistant Fire Chief (City)
PROM Passed: 4 Failed: 1
Established on 08/02/23

300-46 Assistant Nurse Manager (City Sch)
OC Passed: 2 Failed: 0
Established on 07/25/23

69-963 Building Systems Mechanic (MHA)
OC Passed: 6 Failed: 1
Established on 08/08/23

74-136 Building Systems Senior Mechanic (MHA)
PROM Passed: 4 Failed: 0
Established on 08/08/23

62-374 Building Systems Senior Mechanic (MHA)
OC Passed: 3 Failed: 0
Established on 08/08/23

77-430 Deputy Fire Chief (City Fire)
PROM Passed: 1 Failed: 1
Established on 08/02/23

67-237 Director of School Climate and Safety (City Sch)
OC Passed: 1 Failed: 0
Established on 07/17/23

66-164 Facilities Supervisor (Co. Glendale Home)
OC Passed: 1 Failed: 0
Established 08/07/23

77-404 Fire Chief (City)
PROM Passed: 3 Failed: 0
Established on 08/02/23

67-158A Maintenance Mechanic (SG Sch)
OC Passed: 3 Failed: 1
Established on 08/07/23

67-158B Maintenance Mechanic (Mohon Sch)
OC Passed: 2 Failed: 0
Established on 08/07/23

67-158C Maintenance Mechanic (Schalmont Sch)
OC Passed: 3 Failed: 0
Established on 08/08/23

64-975 Maintenance Supervisor (Office of Facilities) (Co. Facilities)
OC Passed: 2 Failed: 0
Established on 08/07/23

62-840 School Safety Command and Control Center Tech (City Sch)
OC Passed: 3 Failed: 0
Established on 07/17/23

66-088 School Safety Officer (City Sch)
OC Passed: 11 Failed: 5
Established on 07/18/23

67-183 Security Monitor (City Sch)
OC Passed: 27 Failed: 25
Established on 07/19/23

67-183A Security Monitor (Schalmont Sch)
OC Passed: 1 Failed: 2
Established on 07/18/23

70-833 Senior Maintenance Mechanic (SG Sch)
PROM Passed: 1 Failed: 0
Established on 08/07/23

There was no Eligible List established for the following:

68-143B Special Patrol Officer (City)
NLE 07/18/23

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

63-627	Epidemiologist (Co. Public Health)	09/14/23	0 names left
800-35	Supervising Public Health Nurse (Co. PH)	09/10/23	4 years old