

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
PUBLIC DEFENDER

Location of Position
519 STATE ST.
SCHENECTADY, NY 12305

Job Title: ASSISTANT PUBLIC DEFENDER VI (3 positions)

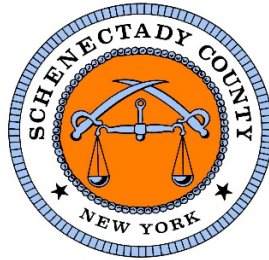
2. Description of Duties:

Percentage of Work Time

DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

100%

An attorney with at least 9-14 years of prosecutorial experience with this of another Public Defender's office, or the equivalent legal experience.



AGENDA
 SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION MEETING
 February 20, 2025 – 1:00 PM

1. Privilege of the Floor for the Public Hearing.
2. Privilege of the Floor for the Agenda.
3. Review and approve minutes of January 23, 2025.
4. Review and Approve Report of Personnel Actions (attached).
5. The following New Position Duty Statements were reviewed, and the following positions are to be established:

| <u>Position</u> | <u>Jurisdiction</u> | <u>Classification</u> |
|--|----------------------------------|-----------------------|
| Assistant Public Defender VI (3) | County – Public Defender | Exempt* |
| Assistant Public Defender VII (7) | County – Public Defender | Exempt* |
| Confidential Investigator (Sheriff) (HELPS Program) | County – Sheriff | Non-Competitive* |
| Deputy Public Health Director (HELPS Program) | County – Public Health | Non-Competitive* |
| Deputy Receiver of Taxes and Assessments | Town of Rotterdam | Exempt* |
| Discovery Clerks (Town) | Town of Glenville | Non-Competitive* |
| Pistol Permit Operations Manager | County – County Clerk | Competitive |
| Pistol Permit Operations Managers (HELPS Program) | County – County Clerk | Non-Competitive* |
| School District Network Analyst | Schenectady City School District | Competitive |
| School Safety Officers (HELPS Program) (10) | Schenectady City School District | Non-Competitive* |
| Senior Account Clerks (HELPS Program) | County – All departments | Non-Competitive* |
| Threat Assessment and Management Team Coordinators (HELPS Program) | County – Sheriff | Non-Competitive* |

*pending classification

6. The following job class specifications are to be adopted:

| <u>Title</u> | <u>Jurisdiction</u> |
|--|--------------------------|
| Confidential Investigators (Sheriff) (HELPS Program) | County - Sheriff |
| Deputy Public Health Director (HELPS Program) | County – Public Health |
| Discovery Clerk (Town) | Town of Glenville |
| Pistol Permit Operations Manager | County – County Clerk |
| Pistol Permit Operations Managers (HELPS Program) | County – County Clerk |
| Senior Account Clerks (HELPS Program) | County – All departments |
| Threat Assessment and Management Team Coordinators (HELPS Program) | County – Sheriff |

7. The following job class specifications are to be revised:

| <u>Title</u> | <u>Requested by:</u> |
|---|----------------------|
| Automotive Mechanic Helper | Town of Rotterdam |
| Heavy Equipment Mechanic | Town of Rotterdam |
| Motor Equipment Operator (Heavy) | Town of Rotterdam |
| Senior Heavy Equipment Mechanic | Town of Rotterdam |
| Senior Legal Clerk | Public Defender |
| Senior Mail Clerk | SUNY SCCC |
| Senior Motor Equipment Operator (Heavy) | Town of Rotterdam |
| Senior Water and Sewer Maintenance Worker | Town of Rotterdam |
| Water and Sewer Maintenance Worker | Town of Rotterdam |

8. Consider the request from the Sheriff, Schenectady County to promote Joshua Quesada to the position of Senior Technical Resource Officer in accordance with Section 52.7 of the New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
9. Consider the request from the Nursing Home Administrator, Schenectady County Glendale Home, to promote Krista Sondrup to the position of Senior Long Term Care Billing Clerk in accordance with Section 52.7 of the New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
10. Consider the request from the Mayor, Village of Scotia, to promote Adam Halbfinger to the position of Police Chief in accordance with Section 52.7 of the New York State Civil Service Rules. He has qualified on a similar exam and no further written exam is required.
11. Consider the request from the Supervisor, Town of Niskayuna, to transfer Evan Pettus, Deputy Sheriff, Saratoga County, to the Town of Niskayuna as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

12. Consider the request from the Director of Human Resources to appoint Karen Crandell to serve as hearing officer to make findings and recommendations as to whether or not to disqualify Robert Henderson for the position of Correction Officer pursuant to Section 50.4 (a) of Civil Service Law and Rule IX of the Schenectady County Civil Service Rules.
13. Consider the request from the Director of Human Resources to appoint Karen Crandell to serve as hearing officer to make findings and recommendations as to whether or not to disqualify Octavia Banks for the position of Correction Officer pursuant to Section 50.4 (a) of Civil Service Law and Rule IX of the Schenectady County Civil Service Rules.
14. Consider the request from the Director of Human Resources to change the title of the position Commissioner of Planning to Commissioner of Economic Development and Planning to accurately reflect the title for this position in the County Charter.
15. Consider the request from the Director of Human Resources to correct the title of the position Confidential Assistant to the Commissioner of Planning to Confidential Secretary to the Commissioner of Economic Development and Planning.
16. Consider the request from the Mayor, City of Schenectady, to promote Derek Gugumuck to the position of Commissioner of Finance in accordance with Section 52.7 of the New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
17. Consider the request from the Director of Human Resources, Niskayuna Central School District, to deem eligible list #62-198A for Senior Account Clerk established 7/9/24 for County positions appropriate for filling a vacancy in the School District.
18. Consider the request from the Mayor, City of Schenectady, to transfer Nikolaus Miller, Deputy Sheriff, Saratoga County, to the City of Schenectady as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules
19. The next regularly scheduled meeting will be **Tuesday, March 18, 2025 at 1 pm.**

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

| | |
|---------------|---|
| 61-273 OC | Human Resources Assistant (City Sch) LE 03/15/23 Expired 02/03/25 |
| 63-553 OC | Personnel and Benefits Administrator (T/O Rott) LE 03/15/23 Expired 02/04/25 |
| 63-553A OC | Personnel and Benefits Administrator (City) LE 03/15/23 Expired 02/04/25 |
| 63-626 OC | Senior Legal Assistant (Co. Conflict Defender) LE 04/01/24 Will Expire 03/31/25 |

The following Eligible Lists were established for four years:

| | |
|------------------|--|
| 86291-010 OC | Human Resources Assistant (BH-BL Sch) Passed: 2 Failed: 0 Established on 02/04/25 |
| 86291-010A OC | Human Resources Assistant (City Sch) Passed: 3 Failed: 0 Established on 02/04/25 |
| 88538-010 OC | Personnel and Benefits Administrator (T/O Rott) Passed: 4 Failed: 1 Established on 02/05/25 |
| 88538-010A OC | Personnel and Benefits Administrator (City) Passed: 1 Failed: 1 Established on 02/05/25 |
| 88889-010 OC | Senior Legal Assistant (Co. Depts.) Passed: 3 Failed: 0 Established on 02/04/25 |

The following Preferred Eligible Lists were established for four years:

None

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN March:

| <u>EXAM #</u> | <u>TITLE</u> | <u>EXPIRE</u> |
|----------------------|---------------------|----------------------|
|----------------------|---------------------|----------------------|

| | | | |
|---------|--|----------|---------|
| 60-522 | Asst. Dir. of Nursing (Co. Glendale) | 03/27/25 | 0 Names |
| 62-313 | Budget Analyst (Co. Finance) | 03/18/25 | 0 Names |
| 61-349 | Dir. of Activities, Volunteers And Pastoral Care (County) | 03/18/25 | 0 Names |
| 73-288 | Director of Bureau of Eng (County) | 03/17/25 | 0 Names |
| 69-807 | Dir. of the Child Advocacy Ctr. (Co. DA) | 03/18/25 | 0 Names |
| 66-373 | Dir of Operations & Comp (Co. PH) | 03/26/25 | 0 Names |
| 65-847 | Fire Coordinator (Co. Emer. Mgmt) | 03/20/25 | 0 Names |
| 77-758 | Principal E&T Counselor (Co. SJTA) | 03/21/25 | 0 Names |
| 68-127 | Sr. Civil Engineer (T/O Nisk) | 03/13/25 | 0 Names |
| 68-127A | Sr. Civil Engineer (Co. Eng) | 03/13/25 | 0 Names |
| 76-660 | Transportation Routing Specialist (BH-BL) | 03/24/25 | 0 Names |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-----------------|-----------------|----------------------------|
| Stephen Signore | Public Defender | Direct |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

6. What minimum qualifications do you think should be required of this position?

Graduation from an accredited college or university with a law degree.

Essential knowledge, skills and abilities:

Type of license or certificate required:

License to practice law in New York State

7. The above statements are accurate and complete

Date: 2/10/25 Title: Public Defender Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: ASSISTANT PUBLIC DEFENDER VI

Jurisdictional Classification: Exempt*

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

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1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
PUBLIC DEFENDER

Location of Position
519 STATE ST.
SCHENECTADY, NY 12305

Job Title: ASSISTANT PUBLIC DEFENDER VII (7 positions)

2. Description of Duties:

Percentage of Work Time

DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

100%

An attorney with at least 15 or more years of prosecutorial experience with this of another Public Defender's office, or the equivalent legal experience.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-----------------|-----------------|----------------------------|
| Stephen Signore | Public Defender | Direct |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

6. What minimum qualifications do you think should be required of this position?

Graduation from an accredited college or university with a law degree.

Essential knowledge, skills and abilities:

Type of license or certificate required:

License to practice law in New York State

7. The above statements are accurate and complete

Date: 2/10/15 Title: Public Defender Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: ASSISTANT PUBLIC DEFENDER VII

Jurisdictional Classification: Exempt*

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

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| | | |
|--|--|---|
| 1. Department SCHENECTADY COUNTY | Bureau, Division, Unit or Section SHERIFF'S OFFICE | Location of Position 320 Veeder Ave. Schenectady, NY 12307 |
|--|--|---|

JOB TITLE: CONFIDENTIAL INVESTIGATOR (SHERIFF) (HELPS Program)

2. Description of Duties: This position involves research and field investigation of any individuals currently employed as members of the Schenectady County Sheriff's Office in any capacity. Incumbents are responsible for duties involving employment and/or applicant background investigations, administrative and personnel related investigative matters including 207-C cases and any other confidential investigative matters as deemed necessary by the Sheriff or his designee. The work is performed under general directions from the Sheriff with broad discretion permitted in carrying out the details of the work.

| Percentage of Work Time | DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |
|--------------------------------|--|
| 20% | •Conducts employee and applicant background investigations |
| 20% | •Conducts administrative and personnel related investigations |
| 15% | •Interviews employees, applicants or other witnesses and obtains statements in accordance with proper procedure as necessary and gathers information relative to assigned investigative matters |
| 15% | •Secures any affidavits or evidence required by the Sheriff or his designee |
| 15% | •Prepares reports for any investigative matters describing all steps taken and facts established for submission to the Sheriff or other appropriate authorities |
| 10% | •Assists the Sheriff, his designee or other appropriate authorities in providing investigative information for administrative assessment or action and provides assistance for case preparation for hearings or other administrative matters and appears or provides testimony as needed |
| 5% | •Answers correspondence and inquiries relative to assigned investigative matters with the Sheriff or other government agencies |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| Name | Title | Type of Supervision |
|-------------------|--------------|----------------------------|
| Dominic Dagostino | Sheriff | Direct |
| | | |

4. Names and Titles of Persons Supervised by Employee in this Position

| Name | Title | Type of Supervision |
|-------------|--------------|----------------------------|
| None | | |
| | | |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| Name | Title | Type of Supervision |
|-------------|--------------|----------------------------|
| | | |

Wayne Calder Confidential Investigator None

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Sociology, Psychology, or Criminal Justice or a related field and a minimum of five years of experience in police work, at least one of which shall have been in the investigation of felonies as well as one year of experience in an Administrative Management capacity; OR

(B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree and a minimum of 10 years of experience in police work, at least two of which shall have been in the investigation of felonies as well as one year of service in an Administrative Management capacity; OR

(C) High school graduation and a minimum of twenty years of experience in police work, at least five of which shall have been in the investigation of felonies as well as two years of service in an Administrative Management capacity; OR

(D) Combination of training and experience as defined by the limits of (A), (B) and (C) above.

Essential knowledge, skills and abilities: Good knowledge of investigative techniques; good knowledge of office terminology and modern methods used in keeping and checking records and reports; ability to be courteous yet firm with the public; ability to develop materials for administrative or legal actions according to prescribed regulations; ability to prepare written reports; ability to analyze facts and use them in making judgments in support of administrative and/or legal action taken by the Sheriff or other appropriate authorities.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: *2-10-25* Title: *Undersheriff* Signature: *Sam A. Zavadoff*

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: CONFIDENTIAL INVESTIGATOR (SHERIFF) (HELPS Program)

Jurisdictional Classification: Non-Competitive (pending classification)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position
Approved
Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
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NEW POSITION DUTIES STATEMENT**

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1. Department
PUBLIC HEALTH

Bureau, Division, Unit or Section

Location of Position

Job Title: DEPUTY PUBLIC HEALTH DIRECTOR (HELPS Program)

2. Description of Duties:

The incumbent in this class acts generally for and in place of the Public Health Director and is responsible for assisting in the planning, organizing and directing of Health Department programs. The incumbent assists in business management, program operations and coordination of technical services provided by the employees involved in programs which may be conducted by the health agency. The work is performed under the direction of the Public Health Director. Supervision is exercised over professional, administrative and clerical employees involved in programs which may be conducted by the health agency.

| Percentage of Work Time | DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |
|-------------------------|--|
| 20% | •Acts on behalf of the Public Health Director in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Public Health Director; |
| 10% | •Participates in health care associations and organizations to keep abreast of new developments in public health in order to initiate and execute changes and adaptations; |
| 10% | •Gathers information and conducts studies on and improving health services in the county and makes recommendations on findings; |
| 10% | •Researches and identifies new funding sources and resources for public health program; |
| 20% | •Oversees divisions of the department in developing and maintaining methods and procedures of optimal economy and efficiency; |
| 10% | •Coordinates, plans, and implements initiatives with other departments to meet client needs in an efficient manner; |
| 20% | •Assists in the formulation and implementation of policies and procedures concerning the operation of the department; |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|------------------------|----------------------------|
| Keith Brown | Public Health Director | Direct |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-----------------|--|----------------------------|
| Jennifer Priebe | Director of Environmental Health | Direct |
| Natalie Prehoda | Director of Family Health | Direct |
| Darin Samaha | Director of Community Mental Health Services | Direct |
| Tanya Bennett | Director of Fiscal Operations | Direct |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| None | | |

6. What minimum qualifications do you think should be required of this position?

A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health or a related field AND two (2) years of public health administrative or higher level supervisory experience in a public health agency, hospital, or health-related program; OR


B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing, public administration or a closely related field AND four (4) years of public health administrative or higher level supervisory experience in a public health agency, hospital, or health-related program.

Essential knowledge, skills and abilities:

Thorough knowledge of the principles, practices and terminology of the public health administration; thorough knowledge of business management procedure; good knowledge of the principles of personnel supervision; ability to direct and evaluate public health programs; ability to plan and coordinate the work of others; ability to readily acquire familiarity with applicable laws, regulations, and policies; ability to interpret financial reports; skill in organizing and consolidating information; skill in communicating effectively both orally and in writing; skill in human and public relations; good judgment; thoroughness; dependability.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 2/14/2024 Title: Public Health Director Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: DEPUTY PUBLIC HEALTH DIRECTOR (HELPS Program)

Jurisdictional Classification: Non-Competitive* (pending class)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date:

Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

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Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
Town of Rotterdam Unit #8504

Location of Position
Receiver of Tax Office

TITLE: DEPUTY RECEIVER OF TAXES & ASSESSMENTS

2. Description of Duties:

| Percentage of Work Time | DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |
|-------------------------|--|
|-------------------------|--|

100%

Prepares and mails tax bills.
Receives payments at collection window; Issues receipts for payments collected; Enters payments in proper records; Prepares bank deposits.
Assists in maintenance of tax rolls and related records and prepares reports; Gives information to the public in person, by telephone or by correspondence; Acts for and on behalf of the Receiver of Taxes in his/her absence.
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

| | |
|--|--|
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| | |
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| | |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|--------------|-------------------|----------------------------|
| Diane Martin | Receiver of Taxes | Direct |
| | | |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| | | |
| | | |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|---------------|--------------------------|----------------------------|
| Kristen Foley | Deputy Receiver of Taxes | |
| | | |

6. What minimum qualifications do you think should be required of this position?

Graduation from high school or possession of a high school equivalency diploma and either:
(A)three (3) years of financial record keeping experience; OR
(B)satisfactory completion of 60 college credits from a recognized college or university towards a bachelor's degree in accounting, Finance, or Business administration or related field and two
(2) years of financial record keeping experience; OR
(C)a bachelor's degree from a recognized college or university in Accounting, Finance, Business Administration or related field.

Essential knowledge, skills and abilities: Thorough knowledge of the procedures used in collection of taxes and assessments and in keeping financial records; ability to understand and carry out oral and written directions; skill in the operation of adding and computing machines and other office equipment necessary to performance of duties; ability to explain and communicate information effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing,

Type of license or certificate required:
N/A

7. The above statements are accurate and complete

Date: *2/5/2025* Title: *Supervisor* Signature: *Melissa A. Collins*

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title:

Jurisdictional Classification:

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date:

Signature:

| | | | | | |
|---|--|--|--|---|--|
| <p>Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.</p> | | <p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p align="center">NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Commission.</p> | | | |
| <p>1. DEPARTMENT Town of Glenville</p> | | <p>BUREAU, DIVISION, UNIT OR SECTION Administration</p> | | <p>LOCATION OF POSITION Police Department</p> | |
| <p>2. DESCRIPTION OF DUTIES</p> | | | | | |
| <p>PERCENT OF WORK TIME</p> | | <p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> | | | |
| <p>17 Hrs. per week</p> | | <p>The position exists in the Police Department to primarily assist Police Officers/Detectives in compliance with all of the obligations to provide discovery material to the Schenectady County District Attorney's Office in every criminal and vehicle and traffic prosecution undertaken by the department. It is the obligation of Assistant District Attorneys to certify compliance with those laws in every case before the prosecution can declare readiness for trial, so a Discovery Clerk will work under the direct supervision of one or more Police Department Sergeants to gather, maintain and deliver said material to the District Attorney's office in a timely manner.</p> <p>Typical Work Activities: Reviews all arrest files to notify the Schenectady County District Attorney's Office of pending Discovery material and then ensures all Discovery material is ready for scanning;</p> <p>Creates a scanned file and sends that file to the Schenectady County District Attorneys' Office through a secure portal;</p> <p>Reviews all Body-Worn camera footage and transfers that footage to The Schenectady County District Attorney's Office through a Cloud-Shared system;</p> <p>Tracks all files sent through the secure portal and follows up that tracking with the Discovery Clerk at the Schenectady County District Attorney's Office;</p> <p>Performing such other tasks as may be required to assist arresting officer's in their Discovery material responsibilities.</p> | | | |
| <p align="right">(Attach additional sheets if more space is needed)</p> | | | | | |

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

| NAME | TITLE | TYPE OF SUPERVISION |
|-----------------|----------|---------------------|
| Meredith Kaiser | Sergeant | Direct |

4. Names and Titles of Persons Supervised by Employee in this position.

| NAME | TITLE | TYPE OF SUPERVISION |
|------|-------|---------------------|
| | | |

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

| NAME | TITLE | LOCATION OF POSITION |
|------|-------|----------------------|
| | | |

6. What minimum qualifications do you think should be required for this position?

Education:

High school years

College years, with specialization in _____

Other years, with specialization in Court related legal work, IT and data entry

Experience: (list amount and type)

Essential knowledge, skills and abilities:

Good knowledge of computerized software applications used to record and manage information including the Police Officer's/Detectives case management system utilized by the Police Department; good knowledge of criminal procedure laws of the State of New York that govern a Police Officer's discovery obligations; ability to effectively use computer applications such as word processing, e-mail and database software; ability to read, write, speak;

Type of license or certificate required:

7. The above statements are accurate and complete.

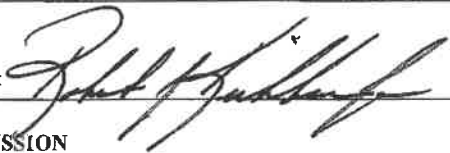
Date:

2/10/2025

Title:

Acting Supervisor

Signature:



CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date:

Signature:

| | | |
|---|---|---|
| <p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p> | | <p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION NEW POSITION DUTIES STATEMENT</p> |
| | | <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p> |
| <p>1. Department SCHENECTADY COUNTY</p> | <p>Bureau, Division, Unit or Section County Clerk</p> | <p>Location of Position 620 State St. Schenectady, NY 12305</p> |
| <p>TITLE: PISTOL PERMIT OPERATIONS MANAGER</p> | | |
| <p>2. Description of Duties: This position provides direction and leadership in the management of all operations at the Schenectady County Clerk Pistol Permit desk, including but not limited to, supervision of the Pistol Permit Clerk and the processing of all pistol permit transactions, amendments, and transfers in the Schenectady County Clerk's Office. The incumbent is also responsible for working with personnel from various policing agencies and court systems. Direct supervision is received from the County Clerk and Deputy County Clerk.</p> | | |
| <p>Percentage of Work Time</p> | <p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> | |
| <p>20%</p> | <p>•Supervision of Pistol Permit Clerk in the interviewing, processing, and distribution of permits to qualified applicants and collects fees;</p> | |
| <p>20%</p> | <p>•Leads "new permit classes" instructing new permit holders on Schenectady County and New York State pistol permit rules, laws and regulations;</p> | |
| <p>20%</p> | <p>•Prepares files for issuing officer to review and approve/disapprove, conducts confidential investigations into background of applicants, when necessary, and carefully examines all information that requires special examination by issuing officer;</p> | |
| <p>20%</p> | <p>•Ensures completeness of applications in accordance with County procedure and New York State law;</p> | |
| <p>10%</p> | <p>•Prepares and types correspondence, emails, reports, makes appointments, sets up calendar dates receives phone calls and other electronic communications and other routine office tasks;</p> | |
| <p>5%</p> | <p>•Advises interested parties as to provisions of State Law regarding pistol issuance procedures, restrictions, and various legalities surrounding firearm ownership;</p> | |
| <p>5%</p> | <p>•Confers with County Clerk, Executive Deputy County Clerk and County Judge, as well as multiple police jurisdictions on matters involving permit issuances and revocations;</p> | |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|---------------|---------------------|----------------------------|
| Cara Ackerly | County Clerk | General |
| Jesse McGuire | Deputy County Clerk | Direct |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|---------------|---------------------|----------------------------|
| William Dolan | Pistol Permit Clerk | Direct |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| None | | |

6. What minimum qualifications do you think should be required of this position?

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and three years of experience in pistol permit processing; OR
- (B) Graduation from high school or a high school equivalency diploma and five years of experience which shall have involved pistol permit processing; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Essential knowledge, skills and abilities: Thorough knowledge of the principles and practices of pistol permit issuance, NYS Penal Law, and various laws and statutes pertaining to pistol permit possession; thorough knowledge of; comprehensive knowledge of computer operations relating to IQS permit issuance, document scanning, reporting, and photo acquisition; excellent organizational and administrative skills; ability to follow oral and written instructions; ability to supervise the work of others; ability to proceed independently in solving difficult technical problems; physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 2/14/25 Title: County Clerk Signature: [Handwritten Signature]

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Pistol Permit Operations Manager

Jurisdictional Classification: Competitive

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved

Disapproved

Date:

Signature:

| | | |
|---|--|---|
| <p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p> | | <p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION NEW POSITION DUTIES STATEMENT</p> |
| | | <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p> |
| <p>1. Department SCHENECTADY COUNTY</p> | <p>Bureau, Division, Unit or Section County Clerk</p> | <p>Location of Position 620 State St. Schenectady, NY 12305</p> |
| <p>TITLE: PISTOL PERMIT OPERATIONS MANAGER (HELPS Program)</p> | | |
| <p>2. Description of Duties: This position provides direction and leadership in the management of all operations at the Schenectady County Clerk Pistol Permit desk, including but not limited to, supervision of the Pistol Permit Clerk and the processing of all pistol permit transactions, amendments, and transfers in the Schenectady County Clerk's Office. The incumbent is also responsible for working with personnel from various policing agencies and court systems. Direct supervision is received from the County Clerk and Deputy County Clerk.</p> | | |
| <p>Percentage of Work Time</p> | <p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> | |
| 20% | <ul style="list-style-type: none"> •Supervision of Pistol Permit Clerk in the interviewing, processing, and distribution of permits to qualified applicants and collects fees; | |
| 20% | <ul style="list-style-type: none"> •Leads "new permit classes" instructing new permit holders on Schenectady County and New York State pistol permit rules, laws and regulations; | |
| 20% | <ul style="list-style-type: none"> •Prepares files for issuing officer to review and approve/disapprove, conducts confidential investigations into background of applicants, when necessary, and carefully examines all information that requires special examination by issuing officer; | |
| 20% | <ul style="list-style-type: none"> •Ensures completeness of applications in accordance with County procedure and New York State law; | |
| 10% | <ul style="list-style-type: none"> •Prepares and types correspondence, emails, reports, makes appointments, sets up calendar dates receives phone calls and other electronic communications and other routine office tasks; | |
| 5% | <ul style="list-style-type: none"> •Advises interested parties as to provisions of State Law regarding pistol issuance procedures, restrictions, and various legalities surrounding firearm ownership; | |
| 5% | <ul style="list-style-type: none"> •Confers with County Clerk, Executive Deputy County Clerk and County Judge, as well as multiple police jurisdictions on matters involving permit issuances and revocations; | |

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|---------------|---------------------|----------------------------|
| Cara Ackerly | County Clerk | General |
| Jesse McGuire | Deputy County Clerk | Direct |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|---------------|---------------------|----------------------------|
| William Dolan | Pistol Permit Clerk | Direct |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| None | | |

6. What minimum qualifications do you think should be required of this position?

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and three years of experience in pistol permit processing; OR
- (B) Graduation from high school or a high school equivalency diploma and five years of experience which shall have involved pistol permit processing; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Essential knowledge, skills and abilities: Thorough knowledge of the principles and practices of pistol permit issuance, NYS Penal Law, and various laws and statutes pertaining to pistol permit possession; thorough knowledge of; comprehensive knowledge of computer operations relating to IQS permit issuance, document scanning, reporting, and photo acquisition; excellent organizational and administrative skills; ability to follow oral and written instructions; ability to supervise the work of others; ability to proceed independently in solving difficult technical problems; physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 2/14/25 Title: County Clerk Signature: [Signature]

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Pistol Permit Operations Manager (HELPS Program)

Jurisdictional Classification: Non-Competitive*

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date:

Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

Effective April 13, 1957.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES
STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward two typed copies to this commission

I. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION

Schenectady City School District

LOCATION OF POSITION

108 Education Dr., Schenectady, NY 12303

School District Network Analyst (requesting 1 additional position)

This position exists in the Schenectady City School District and involves responsibility for the reviewing, analyzing and developing of a variety of operating procedures and problems and for developing logical solutions which can be converted to the capabilities of electronic data processing and network equipment. Work involves analyzing and diagnosing hardware and software network problems, researching and installing new products, and training users on new software and equipment. The work is carried out in accordance with established policies and procedures and involves analyzing existing operations systems and networks to evaluate efficiency and effectiveness and/or developing and installing operating systems and networking equipment to improve system performance within the School district. General supervision is received from a higher level supervisor with latitude for independent judgment in the development and design of assigned systems and networks. Employee will also contribute effort to the installation of

PERCENT OF WORK TIME

75%

TITLE: School District Network Analyst

- Implements changes to applications and procedures for various department of the School district;
- Selects and trains staff in system aspects and proper operational procedures for internal telecommunications and networking equipment;
- Resolves computer related procedural or equipment problems;
- Coordinates implementation activities between internal offices and external computer systems groups;
- Reviews and evaluates system equipment and service group performance;
- Resolves internal computer related procedural or equipment problems;
- Defines purpose, information flow, timelines and accuracy of existing data, accessibility of information, cost effectiveness of current processing methods;
- Identifies areas which may be improved through the use of electronic data processing equipment and techniques;
- Establishes improvement objectives, current and long range goals and cost benefits;
- Researches new systems methodology and/or computer equipment that may be useful in increasing school district effectiveness;
- Maintains contact with computer personnel in other agencies to promote the exchange of computer application and other procedures beneficial to agency operations;
- Reviews and recommends associated mechanical, electrical and structural modifications as they may pertain to overall agency operations;
- Installs hardware and peripheral components, loads software packages such as operating systems, word processing, or spreadsheet programs into computer;

| | |
|-----|--|
| 25% | <ul style="list-style-type: none"> •Confers with users, technical staff, and vendor representatives to identify network problems and expedite repairs; •Plans and implements recommendations for system upgrades; •Generates and maintains LAN/WAN operating systems (i.e. Windows Server, Google, Linux, and others); •Generates and maintains Internet Filtering and caching appliances and software; •Generates and maintains Wireless Access points and related Controller appliances and software (zone directors and others). •Configures workstations and servers; •Analyzes and takes corrective action of computer and data communications hardware and software network problems; •Researches, tests, evaluates and recommends data communications hardware and software; •Coordinates installation and maintenance of computer operating system software; •Plans and implements security measures to safeguard information in computer files against accidental or unauthorized modification, viruses, malware, or other destruction or disclosure; •Performs a variety of related duties as required. |
|-----|--|

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>NAME</u> | <u>TITLE</u> | <u>TYPE OF SUPERVISION</u> |
|---------------|--------------------------|----------------------------|
| Ken McDermith | Chief Technology Officer | Direct |
| | | |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>NAME</u> | <u>TITLE</u> | <u>TYPE OF SUPERVISION</u> |
|-------------|--------------|----------------------------|
| N/A | | |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

| <u>NAME</u> | <u>TITLE</u> | <u>TYPE OF SUPERVISION</u> |
|-------------|--------------|----------------------------|
| | | |

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor 's Degree in Computer Science, Data Processing or a related field and three (3) years of experience in microcomputer hardware and software configuration and administration of LAN networks; OR

(B) Graduation from a regionally accredited or New York State registered two year college with an Associate' s Degree in Computer Science, Data Processing or a related field and five (5) years of experience as defined by the limits of (A) above; OR

(C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as defined by the limits of (A) above; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Special Requirement: Possession of a valid New York State driver's license at time of appointment, and maintenance of such license throughout tenure of employment.

7. Knowledge, Skills and Abilities:

| | | |
|--|--|--|
| | | |
|--|--|--|

Good knowledge of microcomputer and related product technology and data communication devices; good knowledge of LAN administration; good knowledge of principles and practices as applied to troubleshooting procedures, preventative maintenance, and repair of computer equipment; good knowledge of the functional and operating capacity of the computer system including peripheral devices and their effect on program development; good knowledge of current computer languages, operating systems, and database environments; good knowledge of database design; good knowledge of current application development methodologies including object oriented programming and browser based application development; good knowledge of documentation procedures, testing criteria and security considerations; good knowledge of the School district's organization and the functions and objectives of user departments, ability to analyze qualitative and quantitative data; ability to gather data through observation, interview and research; ability to summarize findings and present material in oral and written format; ability to plan and direct the work of others; ability to communicate effectively with both users and technical personnel; ability to define features and limitations of vendor supplied software support; ability to establish and maintain working relationships.

7. The above statements are accurate and complete

11-Feb-25 | Assistant Director of Human Resources | Signature: *Katelin Pugliese*

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date: _____

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 13, 1957.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward two typed copies to this
commission

1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION **LOCATION OF POSITION**

Schenectady City School District 108 Education Dr., Schenectady, NY 12303

School Safety Officer - HELPS program (requesting 10 additional positions)

This position exists in a school district and involves the responsibility for insuring the safety of students and staff, maintaining order and protecting school property. Direct supervision is received from the Chief of School Security and the building principal with leeway given for carrying out the details of the work in accordance with policies and procedures. Does related work as required.

PERCENT OF WORK TIME **TITLE: School Safety Officer**

| | |
|------|---|
| 100% | <ul style="list-style-type: none"> • Controls and directs traffic on school roadways and parking lots; • Patrols school grounds on foot or in a car to protect persons and property; • Maintains order and ensures compliance with school rules and regulations; • Patrols school parking lots before, during and after regularly scheduled classes; • Checks all vehicles for proper registration; • Investigates complaints received personally or as assigned by a supervisor; • Checks on teacher aides assigned to hallways, doors etc.; • May enforce traffic and parking regulations; • May summon local police, fire department or ambulance service in case of law violation, fire or other emergency; • Gives information and directions to students and visitors; • Keeps records and makes written reports on a regular basis on security matters; • Questions persons on school premises who are not students and staff and advises as to school rules and either directs visitors to school offices or asks them to leave; • Performs related duties as required by the Chief of School Security/Building Principal to provide protection and maintain security. |
|------|---|

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>NAME</u> | <u>TITLE</u> | <u>TYPE OF SUPERVISION</u> |
|---------------|-------------------------------------|----------------------------|
| Various | Principal | Direct |
| Jeffrey Russo | Director of School Climate & Safety | Direct/Administrative |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>NAME</u> | <u>TITLE</u> | <u>TYPE OF SUPERVISION</u> |
|-------------|--------------|----------------------------|
| | | |
| | | |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

| NAME | TITLE | TYPE OF SUPERVISION |
|------|-------|---------------------|
| | | |
| | | |

6. What minimum qualifications do you think should be required of this position?

MINIMUM QUALIFICATIONS FOR THE SCHENECTADY CITY SCHOOL DISTRICT:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience as a municipal or state police officer or correction officer, one (1) year of experience working with youth in a juvenile detention facility or one (1) year of experience in the military.

7. Knowledge, Skills and Abilities:

Working knowledge of the practices and procedures necessary to maintain order and insure the protection of life and the security of buildings, grounds and equipment; working knowledge of school district rules and regulations; ability to exercise sound judgment in carrying out the details of the work; ability to maintain good relationships with students and faculty; ability to understand and carry out oral and written directions; ability to prepare brief written communications; ability to communicate orally and by written report; ability to use self-defense, restraint techniques and security equipment as necessary; good powers of observation; courtesy and tact.

7. The above statements are accurate and complete

11-Feb-25 | Assistant Director of Human Resources | Signature: *Katelin Pugliese*

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date: _____

| | | |
|--|---|---|
| <p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p> | | <p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p align="center">NEW POSITION DUTIES STATEMENT</p> |
| | | <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p> |
| <p>1. Department SCHENECTADY COUNTY</p> | <p>Bureau, Division, Unit or Section Social Services</p> | <p>Location of Position 797 Broadway Schenectady, NY</p> |
| <p>TITLE: SENIOR ACCOUNT CLERK</p> | | |
| <p>2. Description of Duties: : This position involves moderately difficult clerical responsibility for maintaining varied financial accounts and records through the application of standardized account keeping practices. The work requires a general understanding of specific law, office rules, procedures and policies. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. General supervision is received from higher level supervisors, with leeway allowed for making independent judgments concerning routine policies and procedures. Direct supervision may be exercised over the work of Account Clerks or one or more clerical assistants.</p> | | |
| <p>Percentage of Work Time</p> | <p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> | |
| <p>20%</p> | <p>•Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;</p> | |
| <p>20%</p> | <p>•Assigns work, reviews and records work done, and instruct new employees in specialized account keeping activities;</p> | |
| <p>20%</p> | <p>•Posts entries to a journal or a ledger from a variety of original entry media;</p> | |
| <p>20%</p> | <p>•Compiles and prepares labor, material and operational cost records and reports;</p> | |

| | |
|-----|---|
| 20% | •Compiles data for and prepares and analyzes complex financial and statistical records and reports; |
|-----|---|

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| | | |
| | | |

4. Names and Titles of Persons Supervised by Employee in this Position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| | | |
| | | |

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
| | | |
| | | |

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from high school or possession of a high school equivalency diploma and two years' experience maintaining financial accounts and records; OR

(B) Three years of experience as outlined in (A) above; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Essential knowledge, skills and abilities: : Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 2/13/2025

Title: Commissioner

Signature: *Brandy Hillard Bouldin*

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: SENIOR ACCOUNT CLERK (HELPS Program)

Jurisdictional Classification Non-Competitive*

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved

Disapproved

Date:

Signature:

CONFIDENTIAL INVESTIGATOR (SHERIFF) (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves research and field investigation of any individuals currently employed as members of the Schenectady County Sheriff's Office in any capacity. Incumbents are responsible for duties involving employment and/or applicant background investigations, administrative and personnel related investigative matters including 207-C cases and any other confidential investigative matters as deemed necessary by the Sheriff or his designee. The work is performed under general directions from the Sheriff with broad discretion permitted in carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

- Conducts employee and applicant background investigations
- Conducts administrative and personnel related investigations
- Conducts confidential and/or internal investigative matters as needed
- Interviews employees, applicants or other witnesses and obtains statements in accordance with proper procedure as necessary and gathers information relative to assigned investigative matters
- Secures any affidavits or evidence required by the Sheriff or his designee
- Prepares reports for any investigative matters describing all steps taken and facts established for submission to the Sheriff or other appropriate authorities
- Answers correspondence and inquiries relative to assigned investigative matters with the Sheriff or other government agencies
- Assists the Sheriff, his designee or other appropriate authorities in providing investigative information for administrative assessment or action and provides assistance for case preparation for hearings or other administrative matters and appears or provides testimony as needed
- Performs a variety of duties as required

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of investigative techniques; good knowledge of office terminology and modern methods used in keeping and checking records and reports; ability to be courteous yet firm with the public; ability to develop materials for administrative or legal actions according to prescribed regulations; ability to prepare written reports; ability to analyze facts and use them in making judgments in support of administrative and/or legal action taken by the Sheriff or other appropriate authorities.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Sociology, Psychology, or Criminal Justice or a related field and a minimum of five years of experience in police work, at least one of which shall have been in the investigation of felonies as well as one year of experience in an Administrative Management capacity; OR
- (B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree and a minimum of 10 years of experience in police

work, at least two of which shall have been in the investigation of felonies as well as one year of service in an Administrative Management capacity; OR

(C) High school graduation and a minimum of twenty years of experience in police work, at least five of which shall have been in the investigation of felonies as well as two years of service in an Administrative Management capacity; OR

(D) Combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted CSC
2/20/25

JC: NON-COMPETITIVE*

DEPUTY PUBLIC HEALTH DIRECTOR (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class acts generally for and in place of the Public Health Director and is responsible for assisting in the planning, organizing and directing of Health Department programs. The incumbent assists in business management, program operations and coordination of technical services provided by the employees involved in programs which may be conducted by the health agency. The work is performed under the direction of the Public Health Director. Supervision is exercised over professional, administrative and clerical employees involved in programs which may be conducted by the health agency. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Acts on behalf of the Public Health Director in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Public Health Director;
- Participates in health care associations and organizations to keep abreast of new developments in public health in order to initiate and execute changes and adaptations;
- Gathers information and conducts studies on and improving health services in the county and makes recommendations on findings;
- Researches and identifies new funding sources and resources for public health program;
- Prepares a variety of records and reports related to the work;
- Oversees divisions of the department in developing and maintaining methods and procedures of optimal economy and efficiency;
- Coordinates, plans, and implements initiatives with other departments to meet client needs in an efficient manner;
- Assists in the formulation and implementation of policies and procedures concerning the operation of the department;
- Assists with the development of the annual health services plan and the preparation of the annual department budget;
- Assists the Public Health Director in planning, organizing and directing a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of the public health administration; thorough knowledge of business management procedure; good knowledge of the principles of personnel supervision; ability to direct and evaluate public health programs; ability to plan and coordinate the work of others; ability to readily acquire familiarity with applicable laws, regulations, and policies; ability to interpret financial reports; skill in organizing and consolidating information; skill in communicating effectively both orally and in writing; skill in human and public relations; good judgment; thoroughness; dependability.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health or a related field AND two (2) years of public health administrative or higher level supervisory experience in a public health agency, hospital, or health-related program; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing, public administration or a closely related field AND four (4) years of public health administrative or higher level supervisory experience in a public health agency, hospital, or health-related program.

Adopted
CSC 2/20/25

JC: NON-COMPETITIVE*

DISCOVERY CLERK (TOWN)

Distinguishing Features of the Class: The position exists in the Police Department to primarily assist Police Officers/Detectives in compliance with all of the obligations to provide discovery material to the Schenectady County District Attorney's Office in every criminal and vehicle and traffic prosecution undertaken by the office. It is the obligation of Assistant District Attorneys to certify compliance with those laws in every case before the prosecution can declare readiness for trial, so a Discovery Clerk will work under the direct supervision of one or more Police Department Sergeants to gather, maintain and deliver said materials to the District Attorney's Office in a timely manner. Does related work as required.

Typical Work Activities:

- Reviews all arrest files to notify the Schenectady County District Attorney's Office of pending Discovery material and then ensures all Discovery material is ready for scanning;
- Creates a scanned file and sends that file to the Schenectady County District Attorney's Office through a secure portal;
- Reviews all body-worn camera footage and transfers that footage to the Schenectady County District Attorney's office;
- Tracks all files sent through the secure portal and follows up that tracking with the Discovery Clerk at the Schenectady County District Attorney's Office;
- Performs such other tasks as may be required to assist arresting officer's in their Discovery material responsibilities.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics: Good knowledge of computerized software applications used to record and manage information including the Police Officers and Detectives case management system utilized by the Police Department; good knowledge of criminal procedure laws of the State of New York that govern a Police Officer's discovery obligations; able to effectively use computer applications such as word processing, email and database software; ability to read, write and speak understand and communicate in English sufficiently to perform the essential tasks of the position; ability to secure the cooperation of others; ability to deal with others tactfully and effectively; good judgement; initiative; integrity; resourcefulness; strict maintenance of confidentiality.

Minimum Qualification:

- A. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in either legal work, information technology, or data entry..

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 2/20/25

JC: NON-COMPETITIVE*

PISTOL PERMIT OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position provides direction and leadership in the management of all operations at the Schenectady County Clerk Pistol Permit desk, including but not limited to, supervision of the Pistol Permit Clerk and the processing of all pistol permit transactions, amendments, and transfers in the Schenectady County Clerk's Office. The incumbent is also responsible for working with personnel from various policing agencies and court systems. Direct supervision is received from the County Clerk and Deputy County Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES INCLUDE:

- Supervision of Pistol Permit Clerk in the interviewing, processing, and distribution of permits to qualified applicants and collects fees;
- Leads "new permit classes" instructing new permit holders on Schenectady County and New York State pistol permit rules, laws and regulations;
- Prepares files for issuing officer to review and approve/disapprove, conducts confidential investigations into background of applicants, when necessary, and carefully examines all information that requires special examination by issuing officer;
- Ensures completeness of applications in accordance with County procedure and New York State law;
- Prepares and types correspondence, emails, reports, makes appointments, sets up calendar dates receives phone calls and other electronic communications and other routine office tasks;
- Advises interested parties as to provisions of State Law regarding pistol issuance procedures, restrictions, and various legalities surrounding firearm ownership;
- Confers with County Clerk, Executive Deputy County Clerk and County Judge, as well as multiple police jurisdictions on matters involving permit issuances and revocations;
- Maintains and serves as point of contact to Pistol Permit course providers;
- Processes firearm dealer and gunsmith applications and renewals, sending necessary paperwork to appropriate government organizations;
- Maintains and operates credentialing devices, ensuring adequate inventory for all necessary components;
- Ensures Pistol Desk's compliance with all rules and regulations regarding confidentiality of sensitive records;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of pistol permit issuance, NYS Penal Law, and various laws and statutes pertaining to pistol permit possession; thorough knowledge of; comprehensive knowledge of computer operations relating to IQS permit issuance, document

scanning, reporting, and photo acquisition; excellent organizational and administrative skills; ability to follow oral and written instructions; ability to supervise the work of others; ability to proceed independently in solving difficult technical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and three years of experience in pistol permit processing; OR
- (B) Graduation from high school or a high school equivalency diploma and five years of experience which shall have involved pistol permit processing; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted

CSC 2/20/25

JC: COMPETITIVE

PISTOL PERMIT OPERATIONS MANAGER (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position provides direction and leadership in the management of all operations at the Schenectady County Clerk Pistol Permit desk, including but not limited to, supervision of the Pistol Permit Clerk and the processing of all pistol permit transactions, amendments, and transfers in the Schenectady County Clerk's Office. The incumbent is also responsible for working with personnel from various policing agencies and court systems. Direct supervision is received from the County Clerk and Deputy County Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES INCLUDE:

- Supervision of Pistol Permit Clerk in the interviewing, processing, and distribution of permits to qualified applicants and collects fees;
- Leads "new permit classes" instructing new permit holders on Schenectady County and New York State pistol permit rules, laws and regulations;
- Prepares files for issuing officer to review and approve/disapprove, conducts confidential investigations into background of applicants, when necessary, and carefully examines all information that requires special examination by issuing officer;
- Ensures completeness of applications in accordance with County procedure and New York State law;
- Prepares and types correspondence, emails, reports, makes appointments, sets up calendar dates receives phone calls and other electronic communications and other routine office tasks;
- Advises interested parties as to provisions of State Law regarding pistol issuance procedures, restrictions, and various legalities surrounding firearm ownership;
- Confers with County Clerk, Executive Deputy County Clerk and County Judge, as well as multiple police jurisdictions on matters involving permit issuances and revocations;
- Maintains and serves as point of contact to Pistol Permit course providers;
- Processes firearm dealer and gunsmith applications and renewals, sending necessary paperwork to appropriate government organizations;
- Maintains and operates credentialing devices, ensuring adequate inventory for all necessary components;
- Ensures Pistol Desk's compliance with all rules and regulations regarding confidentiality of sensitive records;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of pistol permit issuance, NYS Penal Law, and various laws and statutes pertaining to pistol permit possession; thorough knowledge of; comprehensive knowledge of computer operations relating to IQS permit issuance, document

scanning, reporting, and photo acquisition; excellent organizational and administrative skills; ability to follow oral and written instructions; ability to supervise the work of others; ability to proceed independently in solving difficult technical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and three years of experience in pistol permit processing; OR
- (B) Graduation from high school or a high school equivalency diploma and five years of experience which shall have involved pistol permit processing; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted

CSC 2/20/25

JC: NON-COMPETITIVE*

SENIOR ACCOUNT CLERK (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves moderately difficult clerical responsibility for maintaining varied financial accounts and records through the application of standardized account keeping practices. The work requires a general understanding of specific law, office rules, procedures and policies. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. General supervision is received from higher level supervisors, with leeway allowed for making independent judgments concerning routine policies and procedures. Direct supervision may be exercised over the work of Account Clerks or one or more clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done, and instruct new employees in specialized account keeping activities;
- Posts entries to a journal or a ledger from a variety of original entry media;
- Prepares reports from journal and ledger entries;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Supervises the verifying and reconciling of individual account balances;
- Composes and types correspondence on matters where policies and procedures are well defined;
- Issues receipts for monies received;
- Compiles payroll data, prepares and checks payrolls;
- Compiles and prepares labor, material and operational cost records and reports;
- Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Compiles data for and prepares and analyzes complex financial and statistical records and reports;
- May operate a micro-computer, remote computer terminal or similar computer equipment in the performance of several work-related tasks;
- Operates calculating, check writing and other office machines;
- Assists in the preparation of unit or departmental budget and in maintaining budget control;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and two years' experience maintaining financial accounts and records; OR
- (B) Three years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 2/20/25

JC: Non-Competitive*

THREAT ASSESSMENT AND MANAGEMENT TEAM COORDINATOR (HELPS
Program)

DISTINGUISHING FEATURES OF THIS CLASS: This is a non-sworn managerial and community coordination position to work in conjunction with the administration of the Schenectady County Office of the Sheriff. The incumbent will be responsible to deal with and report directly to the Sheriff, U/S, and/or Chief Deputy regarding the coordination of a multi-disciplinary team comprised of law enforcement, mental health, scholastic, and other community stakeholder representatives who will work in collaboration to identify, confront, and mitigate threats of domestic terrorism. This team is being created in conformance with the requirements set forth in Executive Order 18 which was issued by Governor Hochul and mandates every county in the state to establish such grant funded teams with the objective of preventing and responding to domestic terrorism. This group has been designated as the Schenectady County Threat Assessment Team (Schen-TAT). The incumbent will serve as liaison for all participating law enforcement agencies and Schen-Tat stakeholders and will facilitate planning for the TAM team including trainings and stakeholder meetings. The incumbent will also establish and act as a data clearinghouse for threat cases presented to the TAM team and coordinate threat case meetings to ensure that the appropriate resources and measures are taken to mitigate these cases as presented.

TYPICAL WORK ACTIVITIES:

- Review of the current threat environment with the objective of addressing the rise in targeted violence, domestic violent extremism, and terrorism both foreign and domestic in origin.
- Increase awareness of racial and ethnically motivated violent extremists and the radicalization process and identify intervention strategies for individuals or groups who are at risk of becoming a threat.
- Review of intelligence and information sharing networks both within and outside of the law enforcement circle.
- Establish a threat reporting and case management process
- Maintain a close working relationship with our law enforcement partners and our regional crime analysis center.
- Compile and submit all reporting requirements with DHSES.
- Support school safety planning by working closely with our academic institutions and BOCES, while promoting outreach and education.

- Establish a close working relationship with our mental health stakeholders to develop effective interventions and mitigation strategies.
- Participate in and promote training and public safety drills and exercises with our stakeholder partners.
- Review and formalize active shooter response plans with the objective of enhancing law enforcement inter-agency continuity with training and response actions.
- Increase understanding of target hardening and security measures for our stakeholders and critical asset locations in the county.
- Establish a tips/hotline phone contact and social media threat reporting system

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of general and specialized law enforcement functions to include investigative and intelligence-based operations; the ability to meet with and command the confidence and respect of TAM team stakeholders in an interdisciplinary structure; close and established lines of communication with our local, state, and federal law enforcement partners; thorough ability to read and interpret various laws, rules and procedures affecting modern law enforcement practices.

MINIMUM QUALIFICATIONS:

30 College credits with a minimum of 15 years of law enforcement experience as a police officer which includes at least 4 years of experience in an investigative supervisory capacity.

Adopted

CSC 02/20/25

JC: NON-COMPEITIVE*

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position assists in the work involved in the service and maintenance of automotive equipment. Performs skilled repair and maintenance work within well-defined limits and in accordance with instructions outlined in considerable detail. The work is performed under direct supervision from an Automotive Mechanic or other higher level employee. Incumbent related work as required.

TYPICAL WORK ACTIVITIES:

- Keeps vehicle and equipment repair records;
- Performs road tests on vehicles and equipment;
- Assists Automotive Mechanics in the grinding of valves and fitting of bearings, pistons and rings;
- Assists in repairing and overhauling of brake systems, differentials, transmissions, clutches, front and rear axles, and carburetors;
- Assists in the adjustment of steering mechanisms and the alignment of wheels;
- Helps straighten and weld frames;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of standard automotive repair methods and practices; working knowledge of the tools and terminology of the trade; ability to understand and perform simple oral directions; mechanical aptitude.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in automotive repair work; OR
- (B) Completion of a vocational course in mechanical or automotive repair work and one year experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid Commercial Driver's License with endorsements required by the department where position exists at time of appointment.

~~Town of Rotterdam: Possession of a valid Commercial Driver's License with endorsements required within the first 12 months of employment by the department where position exists.~~

SPECIAL REQUIREMENTS: When assigned to the Town of Rotterdam:
Must obtain a New York State Class A or B Driver's license, with a Tank "N" endorsement, and without an air brake (L1) restriction, within 6 months of appointment which must be maintained throughout employment.
Must obtain a Motor Vehicle Inspector's certificate for both Group 1 and Group 2 vehicles within 6 months of appointment.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Revised
CSC 05/12/92

CSC 04/13/99
CSC 08/20/24
[CSC 02/20/25](#)

JC: Non-Competitive-ALL

HEAVY EQUIPMENT MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position makes skilled mechanical repairs on heavy automotive equipment. It is skilled work involving responsibility for efficient and workmanlike performance of repair and maintenance tasks on a variety of heavy automotive equipment and requiring a thorough knowledge of the trade. General instructions are received regarding what tasks to perform, permitting considerable leeway for planning the details of each assignment.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs skilled operations in repairing and overhauling heavy automotive equipment, such as graders, bull dozers, roller, shovels, cranes, tractors and snow loaders;
- Mounts and dismounts snow plow blades and other auxiliary equipment;
- Repairs and maintains auxiliary equipment on trucks, graders and roller;
- Rebuilds defective or damaged subassemblies;
- Assembles and times engines;
- Repairs or overhauls transmissions, brake systems, water pumps, differentials and front and rear axels;
- Occasionally operates lathes and other machine shop equipment in making and repairing automotive parts.

KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; some knowledge of the machinist trade; ability to work from plans and specifications and to follow rough sketches and oral instructions;

MINIMUM QUALIFICATION:

Graduation from high school or high school equivalency diploma and two years of experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment.

SPECIAL REQUIREMENT:

Possession of the appropriate level New York State Driver's license which must be maintained throughout employment.

SPECIAL REQUIREMENTS: When assigned to the Town of Rotterdam:
Possession of a New York State Class A or B driver's license, with a Tank "N" endorsement, and without an air brake (L1) restriction, at the time of appointment which must be maintained throughout employment.
Must obtain a Motor Vehicle Inspector's Certificate for both Group 1 and Group 2 vehicles within (6) months of appointment.

MOTOR EQUIPMENT OPERATOR (Heavy)

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class operate the heaviest kind of motor driven equipment used by municipal departments in road construction and public works activities. The work requires higher skills than those involved in operating lighter equipment, and entails responsibility for efficient and economical operation of equipment and safety of other workers. Employees in this class may occasionally operate lighter types of equipment than those typically associated with the heavy class. Additional responsibility is involved for making minor repairs and for ordinary servicing of the equipment. The work is performed under direct supervision from a superior who assigns tasks and inspects the work in process and upon completion. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates heavy bulldozer, grader, blacktop spreader, large roller, heavy plow, power shovel, crane, loader, tractor-trailer, or other heavy automotive equipment used in public works and highway construction and maintenance projects;
- Performs minor repairs and maintenance work on equipment;
- Performs various manual tasks in connection with the operation of equipment;
- May occasionally operate motor equipment assigned to another weight class.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and care of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and follow oral and written directions; mechanical aptitude; ability to operate heavy equipment.

MINIMUM QUALIFICATIONS: One year of experience in the operation of specialized or heavy motor equipment; or two years of experience in the operation of medium automotive equipment.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Must possess a current appropriate level Motor Vehicle Operator's license issued by the New York State Department of Motor Vehicles at time of appointment, and must maintain this license throughout employment.

[SPECIAL REQUIREMENT When assigned to the Town of Rotterdam:](#)
[Possession of a New York State Class A or B Driver's license, with a Tank "N" endorsement, and without an air brake \(L1\) restrictions at the time of appointment which must be maintained throughout employment.](#)

Revised CSC
10/21/83
5/14/96
07/15/08
[02/20/25](#)

JC: Non-Competitive-ALL

JC: Non-Competitive-ALL

Revised
CSC 1/19/23
[CSC 2/20/25](#)

SR. HEAVY EQUIPMENT MECHANIC

.DISTINGUISHING FEATURES OF THE CLASS: This position oversees, assists, and performs skilled mechanical repairs on heavy automotive equipment. It is responsible for the efficient and workmanlike performance of repair and maintenance tasks on a variety of heavy automotive equipment and requiring a thorough knowledge of the trade. Provides general instructions to subordinate workers regarding what tasks to perform. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees, assists, and performs skilled operations in repairing and overhauling heavy automotive equipment, such as graders, bull dozers, roller, shovels, cranes, tractors and snow loaders;
- Oversees and assists with mounting and dismounting snow plow blades and other auxiliary equipment;
- Oversees, assists, and performs the repair and maintenance of auxiliary equipment on trucks, graders and roller;
- Oversees and assists with rebuilding of defective or damaged sub assemblies;
- Oversees and assists with the assembling and timing of engines;
- Oversees, assists, and performs the repair or overhaul of transmissions, brake systems, water pumps, differentials and front and rear axels;
- Occasionally operates lathes and other machine shop equipment in making and repairing automotive parts.
- Performs a variety of related duties.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; some knowledge of the machinist trade; ability to work from plans and specifications and to follow rough sketches and oral instructions.

MINIMUM QUALIFICATION:

Graduation from high school or high school equivalency diploma and four years of experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment.

SPECIAL REQUIREMENT:

Possession of the appropriate level New York State Driver's license which must be maintained throughout employment.

SPECIAL REQUIREMENTS: When assigned to the Town of Rotterdam:

Possession of a New York State Class A or B driver's license, with a Tank "N" endorsement, and without an air brake (L1) restriction, at the time of appointment which must be maintained throughout employment.

Must obtain a Motor Vehicle Inspector's Certificate for both Group 1 and Group 2 vehicles within (6) months of appointment.

Adopted
CSC 1/19/23
Revised
CSC 2/20/25

JC: N/C Pending Class

SENIOR LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing paralegal work of a complex nature with responsibility for performing a wide variety of legal duties, including but not limited to research, review and preparation of legal documents, processing of petitions and court orders, as well as clerical processing duties. Work is performed under general supervision in accordance with specific policies and objectives. May supervise the work of Paralegals or other clerical staff. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares rough drafts of court petitions and orders as assigned;
- Researches law and analyzes law sources, such as statutes, recorded judicial decisions, legal articles, etc.
- Searches legal files and other sources for information and data required by the attorneys concerning cases being tried in Family Court and Criminal Court;
- Prepares and types petitions and orders when needed;
- Assembles exhibits, affidavits, legal documents etc. for the use of Attorneys in the preparation for trial of cases and collects any additional information which is needed;
- Assists in the preparation of cases by identifying and interviewing witnesses;
- Assists in the preparation of trials;
- Prepares subpoenas as required;
- Composes and prepares correspondence applying knowledge of law regulations;
- Processes petitions and orders;
- Prepares affidavits of documents and maintains document file;
- May file pleadings;
- Maintains appropriate databases;
- Tracks court appearances by witnesses and notifies them in a timely manner;
- Tracks delinquent court orders;
- Appears in court in those cases that do not warrant the presence of an attorney;
- May perform all of the duties of a paralegal;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal documents, procedures, and relevant law; good knowledge of legal terminology; good communication skills, particularly in writing clearly and effectively; ability to read and analyze legal materials including court cases and opinions; ability to perform accurate legal research; ability to prepare legal documents appropriate to various courts; ability to handle highly confidential and sensitive cases and material; ability to assist legal staff by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor' Degree awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting

agency by the U.S. Department of Education/U.S. Secretary of Education and two (2) years of experience in legal work; OR

B. Possession of an Associate Degree awarded by a college accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education and four (4) years of experience in legal work.

B.C. Graduation from high school or possession of a high school equivalency diploma ad six (6) years of experience in legal work.

Adopted CSC 12/19/17

Revised CSC 02/23/23

Revised CSC 02/20/25

JC: COMPETITIVE

SENIOR MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves overall responsibility for the management of postal and printing services provided by a centralized mail room. The work requires the operation of postal machines, photocopy machines and related office equipment. General supervision is received from a higher level supervisor, with leeway allowed for making independent judgments on routine policies and procedures. Direct supervision may be exercised over one or more clerical employees, clerical assistants and student workers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Sorts and distributes all incoming mail for departments, agencies and bureaus;
- Sorts and distributes interdepartmental mail and correspondence;
- Processes and meters mail and packages from departments, agencies and Bureaus for postal pickup;
- Processes registered mail, certified mail and return receipt requests;
- Produces photocopies on the copying machine for departments, agencies bureaus, and for the general public;
- Collate printed materials;
- Prepares periodic reports of the mailing and copy activities by departments;
- Performs routine maintenance and minor repairs to equipment and machines;
- Arranges for service representative to make major repairs and adjustments to equipment as required;
- Controls office inventories through the regular requisition of supplies and materials such as dry ink, developer and paper;
- May maintain security of appropriate duplicated confidential requests such as testing, documents and student records;
- May maintain a variety of duplicating records, service contracts and departmental accountability;
- May communicate with appropriate vendors for duplicating services in accordance with prescribed college procedures;
- Performs a variety of related duties as required.

WHEN THE POSITION EXISTS IN THE CITY OF SCHENECTADY: Matches printed checks to payments and prepares the checks for mailing with the appropriate paperwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of the operation of photocopying and postal office machinery; ability to understand and follow oral and written instructions; ability to get along well with others; clerical aptitude.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and three years of clerical experience, two years of which shall have involved the operation of photocopy and postage equipment; OR

- B. Four years of clerical experience, two years of which shall have involved the operation of photocopy and postage equipment; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR INCUMBENTS LOCATED AT SUNY SCCC:
Possession of a valid New York State Driver's License and must maintain such license for duration of employment.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Revised CSC 5/9/89
Revised CSC 08/15/06
Revised CSC 09/21/10
Revised CSC 02/20/25

JC: COMPETITIVE

SENIOR MOTOR EQUIPMENT OPERATOR (HEAVY)

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class have responsibility for the safe and efficient operation of heavy and specialized highway motor equipment, and for the oversight of same as assigned. Operation of this type of equipment entails unusual responsibility for the safety of others. Supervision is usually received from a higher level employee. Direct supervision may be exercised over the work of others on specific assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:MAY SUPERVISE AS WELL AS PARTICIPATE IN THE FOLLOWING:

- Operates a grader, bulldozer, tractor-trailer, paver or other heavy motor equipment;
- Performs minor repair and maintenance work on equipment;
- Grades banks and slopes and spreads fill in accordance with grade markers;
- Operates assigned equipment in the construction and maintenance of roads;
- Cuts brush and cleans out ditches and culverts manually or with power equipment;
- Operates vehicles equipped with snowplows during the winter months;
- Maintains vehicle assigned in clean condition;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of power level graders and other heavy specialized highway construction motor equipment; ability to make simple repairs to equipment; ability to understand and follow oral and written directions; ability to secure the cooperation of others; mechanical aptitude.

MINIMUM QUALIFICATIONS: One year as a Heavy Equipment Operator.

SPECIAL REQUIREMENT:

Possession of a valid New York State C.D.L. Class A Driver's License with endorsements "X" at the time of appointment.

[SPECIAL REQUIREMENT When assigned to the Town of Rotterdam:](#)

[Possession of a New York State Class A Driver's license, with a Tank "N" endorsement, and without air brake \(L1\) restriction, at the time of appointment which must be maintained throughout employment.](#)

Adopted
CSC 03/28/95
Revised
CSC 6/10/97
[CSC 2/20/25](#)

JC: NON-COMPETITIVE-Rotterdam

SENIOR WATER & SEWER MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for overseeing and performing a variety of preventative maintenance, repair and installation activities in the extension, maintenance and repair of the municipal water distribution and sewage collection system. Employees also direct and perform other duties in the department such as serving, replacing and reading water meters and inspecting and maintain hydrants. Direct supervision is received from a higher level supervisor. Supervision is exercised over a small number of subordinate water and sewer maintenance employees in the absence of a higher level supervisor. Performs a variety of related duties as required.

TYPICAL WORK ACTIVITIES:

- Designates work to subordinates in the absence of a higher level supervisor;
- Makes taps on water mains for customer services and installing valves, gate, and fire lines;
- Reads, replaces and repairs water consumption meters;
- Locates leaks, installs clamps and sleeves and makes other emergency repairs;
- Cleans, checks and maintains pumping station and equipment to ensure continuous operation;
- Installs, repairs and rests hydrants, valves, meters, pumps and related water distribution equipment;
- Locates and repairs underground water mains;
- Inspects new water and sewer services;
- Assists with performing repairs at a water pump station;
- Operates mechanical equipment including backhoe, air compressors, drill and thawing machines;
- May perform minor custodial duties;
- Responds at all times to emergency repair calls;
- Locates curb and valve boxes;
- Performs a variety of related duties when necessary.

MINIMUM QUALIFICATIONS:

- A. Two years of experience in plumbing work or in the maintenance of a public or private water distribution and sewage collection system; OR
- B. An equivalent combination of training and experience as defined by (A) above.

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE TOWN OF ROTTERDAM:

Must obtain a New York State Class B Driver's License within six (6) months of appointment which must be maintained throughout employment.

Revised
CSC 02/20/25

JC: NON-COMPETITIVE-ALL

WATER AND SEWER MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for performing a variety of preventative maintenance, repair and installation activities in the extension, maintenance and repair of the municipal water distribution and sewage collection system. Employees may also be assigned other duties in the department such as servicing, replacing and reading water meters, and inspecting and maintaining hydrants. The work is performed under the direct supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in carrying out the technical details of the job. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Makes taps on water mains for customer services and for installing valves, gates and fire lines;
- Locates leaks, installs clamps and sleeves and makes other emergency repairs;
- Cleans, checks, evaluates and maintains pumping station and equipment to ensure continuous operation;
- Installs, repairs and resets hydrants, valves, meters, pumps, related water distribution equipment, catch basins and storm drainage systems;
- Installs lines from water main to curb stop;
- Operates mechanical equipment including backhoe, loaders, air compressors, drills, pumps, generators, vacuums, rodders, jetters and welders torches;
- Digs trenches for service lines, water mains, drainage and catch basins;
- May read, replace and repair water consumption meters;
- Mows lawns, plows snow, collects rubbish and litter to keep clear access to pumping stations, hydrants, catch basins, storm drainage systems etc;
- May perform minor custodial duties;
- May clean sludge drying beds at sewage plant;
- Responds at all times to emergency repair calls;
- Raises or lowers manholes for paving purposes;
- Checks, cleans and repairs sewer lines;
- May climb water tower and tanks to inspect facilities and perform maintenance;
- May enter various permit required certified spaces to maintain, repair or replace facilities;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, principles, terminology and safety precautions used in the maintenance and extension of a municipal water distribution and sewage collection system; good knowledge of the use of tools and equipment required in the construction and repair of a municipal water and sewage system; ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions; willingness to report for emergencies; ability to understand and carry out oral and written instructions; dependability.

MINIMUM QUALIFICATIONS: One year of experience in plumbing work or in the maintenance of a public or private water distribution and sewage collection system.

SPECIAL REQUIREMENTS IN THE TOWN OF NISKAYUNA: Must possess a CDL at the time of appointment and must maintain such license throughout the tenure of appointment.

SPECIAL REQUIREMENT IN THE TOWN OF ROTTERDAM: Possession of a Commercial Driver's License at time of appointment [which must be maintained throughout employment.](#)

SPECIAL REQUIREMENT: Possession of a Commercial Driver's License at time of appointment.

Revised CSC 02/13/96

Revised CSC 02/21/06

Revised CSC 09/19/06

Revised CSC 02/21/19

[Revised CSC 02/20/25](#)

JC: NON-COMPETITIVE-ALL


SCHENECTADY COUNTY CIVIL SERVICE COMMISSION

REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)

To be Completed by the Appointing Authority:

I nominate Joshua Quesada for non-competitive promotion
to Senior Technical Resource Officer in accordance with the requirements
of
Section 52.7 of Civil Service Law.

- XXXX COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER
WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)
- CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN
EXAM REQUIRED.
- CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-
COMPETITIVE BASIS. **(NCP-WRITTEN)**

Appointing Authority Signature: 

Title: Sheriff

Department: Schenectady County

Date: 01/27/25

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the Schenectady County Sheriff's
Department and verify that Joshua Quesada is eligible
for non-competitive promotion examination in accordance with Section 52.7 of
Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 02/20/25

NOTE: Approved transactions are subject to probationary period in
accordance with local civil service rules.

SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION

REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)

To be Completed by the Appointing Authority:


I nominate Krista Sondrup for non-competitive promotion
to Senior Long Term Care Billing Clerk in accordance with the
requirements of

Section 52.7 of Civil Service Law.

XXXX COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER
WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)

 CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN
EXAM REQUIRED.

 CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-
COMPETITIVE BASIS. **(NCP-WRITTEN)**

Appointing Authority Signature: 

Title: Administrator

Department: Schenectady County Glendale

Date: _____

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the Schenectady County Glendale
Home and verify that Krista Sondrup is eligible

for non-competitive promotion examination in accordance with Section 52.7 of
Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 02/20/25

NOTE: Approved transactions are subject to probationary period in
accordance with local civil service rules.

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION

REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)


To be Completed by the Appointing Authority:

I nominate Adam Halbfinger for non-competitive promotion to Police Chief in accordance with the requirements of Section 52.7 of Civil Service Law.

_____ COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)

XXXX CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN EXAM REQUIRED.

_____ CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-COMPETITIVE BASIS. (**NCP-WRITTEN**)

Appointing Authority Signature: 

Title: Mayor

Department: Village of Scotia

Date: 2/12/25

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the Village of Scotia and verify that Adam Halbfinger is eligible for non-competitive promotion examination in accordance with Section 52.7 of Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 02/20/25

NOTE: Approved transactions are subject to probationary period in accordance with local civil service rules.

EMPLOYEE TRANSFER REQUEST

A. TO BE COMPLETED BY APPOINTING AUTHORITY ACQUIRING EMPLOYEE

EVAN PETTUS

NAME OF TRANSFEREE

03/03/2025

EFFECTIVE DATE
OF TRANSFER

\$76,469

ANNUAL SALARY

POLICE OFFICER

TITLE TRANSFERRING TO

NISKAYUNA POLICE

DEPARTMENT/AGENCY TRANSFERRED TO

SCHENECTADY

NISKAYUNA

CIVIL DIVISION (CITY, COUNTY, TOWN, VILLAGE, ETC.)

TRANSFER REQUESTED FROM:

DEPUTY SHERIFF

TITLE

\$64,055

ANNUAL SALARY

SARATOGA COUNTY

DEPARTMENT/AGENCY

SARATOGA

CIVIL DIVISION

B. CONSENT OF ACQUIRING APPOINTING AUTHORITY:


SIGNATURE

Tom J. Superfox
TITLE

2/5/25
DATE

C. CIVIL SERVICE COMMISSION APPROVAL

AUTHORIZED SIGNATURE

CIVIL SERVICE COMMISSION MEETING DATE

D. TO BE COMPLETED BY TRANSFEREE

I understand that my transfer will involve a probationary period. I further understand that if I should fail probation and be terminated from the position to which I am transferring, I will have no right of return to the position I am transferring from unless I have been granted a Leave of Absence. I have read, and understand, the attached copy of Rule XIV of the Schenectady County Civil Service Rules, entitled "Probationary Term", and I CONSENT TO THIS TRANSFER.


SIGNATURE

02/05/2025
DATE

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION

REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)


To be Completed by the Appointing Authority:

I nominate Derek Gugumuck for non-competitive promotion to Commissioner of Finance in accordance with the requirements of Section 52.7 of Civil Service Law.

XXXX COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)

 CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN EXAM REQUIRED.

 CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-COMPETITIVE BASIS. **(NCP-WRITTEN)**

Appointing Authority Signature: 

Title: Mayor

Department: City of Schenectady

Date: 2/12/2025

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the City of Schenectady and verify that Derek Gugumuck is eligible for non-competitive promotion examination in accordance with Section 52.7 of Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 02/20/25

NOTE: Approved transactions are subject to probationary period in accordance with local civil service rules.

