



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
February 20,2025**

Present:

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

Mrs. Dagostino called the meeting to order at 1:00. All Commissioners were present.

There were no comments during Privilege of the Floor for the Public Hearing.

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

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of January 23, 2025.

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

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously voted to approve the motion to add Assistant District Attorney IV to the list of New Positions established.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission the following titles, based on New Position Duty Statements:

<u>Position</u>	<u>Jurisdiction</u>	<u>Classification</u>
Assistant District Attorney IV (3)	County – District Attorney	Exempt*
Assistant Public Defender VI (3)	County – Public Defender	Exempt*
Assistant Public Defender VII (7)	County – Public Defender	Exempt*
Confidential Investigators (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

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

<u>Title</u>	<u>Jurisdiction</u>
Confidential Investigator (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 Manager (HELPS Program)	County – County Clerk
Senior Account Clerks (HELPS Program)	County – All departments
Threat Assessment and Management Team Coordinator (HELPS Program)	County – Sheriff

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

<u>Title</u>	<u>Requested by:</u>
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 Assistant	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

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from 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.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved

the request from the Nursing Home Administrator, 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.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved 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.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources to correct the title of the position Confidential Assistant to the Commissioner of Planning to Confidential Assistant to the Commissioner of Economic Development and Planning.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved 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.

The next regularly scheduled meeting will be held on **Tuesday, March 18, 2025**, at 1:00 pm.

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

Respectfully Submitted,

Joe McQueen
Secretary of the Civil Service Commission

By:

Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

61-273 Human Resources Assistant (City Sch)
OC LE 03/15/23 Expired 02/03/25

63-553 Personnel and Benefits Administrator (T/O Rott)
OC LE 03/15/23 Expired 02/04/25

63-553A Personnel and Benefits Administrator (City)
OC LE 03/15/23 Expired 02/04/25

63-626 Senior Legal Assistant (Co. Conflict Defender)
OC LE 04/01/24 Will Expire 03/31/25

The following Eligible Lists were established for four years:

86291-010 Human Resources Assistant (BH-BL Sch)
OC Passed: 2 Failed: 0
Established on 02/04/25

86291-010A Human Resources Assistant (City Sch)
OC Passed: 3 Failed: 0
Established on 02/04/25

88538-010 Personnel and Benefits Administrator (T/O Rott)
OC Passed: 4 Failed: 1
Established on 02/05/25

88538-010A Personnel and Benefits Administrator (City)
OC Passed: 1 Failed: 1
Established on 02/05/25

88889-010 Senior Legal Assistant (Co. Depts.)
OC 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