



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
February 22, 2024**

Present:

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

Excused:

Judy Dagostino – Chair of the Civil Service Commission

Mr. Ackerman called the meeting to order at 1:00. 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. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously voted to approve the minutes of January 18, 2024.

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

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

<u>Position</u>	<u>Jurisdiction</u>	<u>Classification</u>
Assistant Director of the CAC	County – District Attorney	Competitive
Community School Coordinators - 2	Schenectady City School District	Competitive
Community Opioid Response Manager	County – County Manager	Competitive
Computer Software Support Assistant	County – Information Services	Competitive
Food Service Helpers - 10	Mohonasen School District	Labor
Registered Professional Nurse (School) - 5	Schalmont Central School District	Non-Competitive
School Monitor - 5	Mohanasen School District	Non-Competitive

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

<u>Position</u>	<u>Jurisdiction</u>
Assistant Director of the CAC	County – District Attorney

Community Opioid Manager

County – County Manager

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

<u>Title</u>	<u>Requested by:</u>
Community Development Supervisor	City - Development
Director of Human Resources and Safety	Municipal Housing Authority
Employment and Training Assistant	County - SJTA
Senior Construction Worker	County - Facilities
Signal Superintendent	City of Schenectady – Eng. & PW
Social Services Investigator	County – Social Services
Supervising Support Investigator	County – Social Services
Traffic Engineer	City of Schenectady – Eng. & PW

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Police Chief, City of Schenectady, to permanently remove John Bougourd from list 62-502, Police Officer, based on Section 50.4 of New York State Civil Service law.

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 amend their residency requirement for all Competitive class positions to residents of New York State.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Commissioner of Finance to deem eligible list #60-754, Senior Payroll Audit Clerk, established on 10/2/23, appropriate for filling a vacancy for Senior Account Clerk in the Finance Department.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Human Resources to reinstate Maria Rampersad to eligible list #60-754, Senior Payroll Audit Clerk, established 10/2/23.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Public Works to promote Bernard DiPace to the position of Senior Road Maintenance Supervisor in accordance with Section 52.7 of New York Civil Service law, and Rule XII.8 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, SUNY SCCC, to deem eligible list #60-754, Senior Payroll Audit Clerk, established 10/2/23, appropriate for filling a vacancy at the College.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Comptroller, Town of Niskayuna, to deem eligible list #64-196, Dog Control Officer, established 3/2/23, appropriate for filling a vacancy in the Town of Niskayuna.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Sheriff, Schenectady County, to transfer Raymond W. Layaou from Schoharie County to the Sheriff's office as a Patrol Officer in accordance with Section 70.4 of New York State Civil Service Law.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved from the Director of Public Works to promote Sarah Harris to the position of Confidential Secretary to the Director of Public Works in accordance with Section 52.7 of New York Civil Service law. Ms. Harris qualified on a similar examination and no further testing will be required.

The next regularly scheduled meeting will be held on **Tuesday, March 19, 2024**, 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

None

The following Eligible Lists were established for four years:

None

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

73-106 Patrol Lieutenant (Co. Sheriff)
NLE 01/23/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN FEBRUARY:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
800-39B	Custodian (BH-BL Sch)	03/09/24	0 names
800-39C	Custodian (Nisk Sch)	03/09/24	0 names
62-025	Diversion Program Engagement Spec (City Sch)	03/17/24	4 years old
67-624	Dog Control Officer (City)	03/11/24	4 years old
52.7XII.8 Walkuski	Executive Secretary II	03/14/24	0 names
66-243	Family Support and Equity Spec (City Sch)	03/17/24	4 years old
52.7XII.8 Visco	IPS II (T/O Glenville)	03/14/24	0 names
68-454	Inspector of Weights & Measures (Co.)	02/29/24	0 names
63-323	Line Worker (City)	03/19/24	0 names
68-817A	Maintenance Mechanic (City Sch)	03/02/24	4 years old
65-411	Parking Meter Attendant (City)	03/11/24	4 years old
61-591	Senior Electrician (Co. Facilities)	03/19/24	0 names