



AGENDA

SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION MEETING
 March 18, 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 February 20, 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>
Accounts Receivable Supervisor	County – Finance	Competitive
Accounts Receivable Supervisor (HELPS Program)	County – Finance	Non-Competitive*
Assistant Conflict Defender VI (3)	County – Conflict Defender	Exempt*
Assistant Conflict Defender VII (4)	County – Conflict Defender	Exempt*
Assistant District Attorney V	County – District Attorney	Exempt*
Assistant Public Defender VII (2)	County – Public Defender	Exempt*
Audio Visual Technician	City School District	Competitive
Forensic Interviewer	County – District Attorney	Competitive
IT Field Support Technician	County – Information Services	Competitive
Manager of Grants	City School District	Competitive
Police Officer	Town of Glenville	Competitive
Senior Facilities Engineer	County – Facilities	Competitive
Special Events Director (HELPS Program)	County – Co. Manager	Non-Competitive*

*pending classification

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

<u>Title</u>	<u>Jurisdiction</u>
Accounts Receivable Supervisor	County – Finance
Accounts Receivable Supervisor (HELPS Program)	County – Finance
Forensic Interviewer	County – District Attorney
IT Field Support Technician	County – Information Services
Manager of Grants	City School District
Senior Facilities Engineer	County - Facilities
Special Events Director (HELPS Program)	County – Co. Manager

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

<u>Title</u>	<u>Requested by:</u>
Budget Analyst	County - Finance
MDT Case Coordinator	County – District Attorney
Senior Park Attendant	Town of Rotterdam
Supervisor of Automotive Repairs	County - DEPW

8. Consider the request from the Sheriff, Schenectady County, to transfer Christopher Dorrer from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
9. Consider the request from the Sheriff, Schenectady County, to transfer Jonathan DePuy from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
10. Consider the request from the Sheriff, Schenectady County, to transfer Nancy Murray from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
11. Consider the request from the Sheriff, Schenectady County, to transfer Eric Supernault from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
12. Consider the request from the Sheriff, Schenectady County, to transfer Frank Callahan from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service

Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.

13. Consider the request from the Sheriff, Schenectady County, to transfer Andres Morris from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
14. Consider the request from the Sheriff, Schenectady County, to transfer Markael Brace from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
15. Consider the request from the Sheriff, Schenectady County, to transfer Brandy Roy from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
16. Consider the request from the Sheriff, Schenectady County, to transfer Dominique Smith from the New York State Department of Corrections to Schenectady County as a Corrections Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules pending verification of eligibility from NYS Department of Corrections and Community Supervision.
17. Consider the request from the Supervisor, Town of Rotterdam, to transfer Kyle Binkley from the Town of Glenville to the Town of Rotterdam as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.
18. Consider the request Supervisor, Town of Niskayuna, to promote Kristine O'Brien to the position of Executive Secretary II 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.

The next regularly scheduled meeting will be **Tuesday, April 15, 2025 at 1 pm.**

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

62-838 Personnel Benefits Clerk (City)
OC LE 02/15/24 Expired 02/20/25

The following Eligible Lists were established for four years:

88496-010 Asst. Dir. of the CAC (Co. DA)
OC Passed: 2 Failed: 0
Established on 02/28/25

89328-010 Community Opioid Response Manager (Co. Community Mental Health)
OC Passed: 1 Failed: 0
Established on 02/27/25

88950-010 Crime Victim Services Assistant (Co. DA)
OC Passed: 2 Failed: 0
Established on 03/04/25

89349-010 Education and Support Specialist (Co. DA)
OC Passed: 2 Failed: 0
Established on 03/04/25

88459-010 Grants Writer (City Sch)
OC Passed: 1 Failed: 0
Established on 03/05/25

87081-010 Home Ownership Coordinator (City)
OC Passed: 4 Failed: 0
Established on 03/05/25

88846-010 Personnel Benefits Clerk (City)
OC Passed: 4 Failed: 1
Established on 02/21/25

75686-010 Principal Public Works Accounts and Benefits Asst. (Co. Hwy)
PROM Passed: 1 Failed: 0
Established on 02/28/25

62565-010 Pumping Station Operator (V/O Scotia)
OC Passed: 1 Failed: 0
Established on 03/05/25

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

None

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN April:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
23229	Computer Technician (Co. Info. Svs)	03/31/25	0 names
86-391	Director of Development (City)	04/11/25	0 names
74-208	Public Safety Dispatcher II (Co. UCC)	04/25/25	0 names
79-221	Support Investigator (Co. DSS)	04/23/25	0 names