



AGENDA
 SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION MEETING
 March 19, 2024 – 1:00 PM

1. Privilege of the Floor for the Agenda.
2. Review and approve minutes of February 22, 2024.
3. Review and Approve Report of Personnel Actions (attached).
4. 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 Conflict Defender I (4)	County – Conflict Defender	Exempt*
Assistant Conflict Defender II (2)	County – Conflict Defender	Exempt*
Assistant Conflict Defender III (5)	County – Conflict Defender	Exempt*
Assistant Conflict Defender IV (3)	County – Conflict Defender	Exempt*
Assistant Conflict Defender V (3)	County – Conflict Defender	Exempt*
Assistant Director of Communications	Schenectady City Schools	Competitive
Assistant Head Nurse	County – Glendale	Non-Competitive*
Assistant Public Defender I (4)	County – Public Defender	Exempt*
Assistant Public Defender II (5)	County – Public Defender	Exempt*
Assistant Public Defender III (7)	County – Public Defender	Exempt*
Assistant Public Defender IV (8)	County – Public Defender	Exempt*
Assistant Public Defender V (5)	County – Public Defender	Exempt*
Chief Assistant Conflict Defender	County – Conflict Defender	Exempt*
Dog Control Officer	Town of Duanesburg	Competitive
EMS Coordinator	County – Emerg. Mgmt.	Non-Competitive*
Information Processing Specialist II (Spanish Speaking)	Schenectady City Schools	Competitive
Intern (2)	County – Conflict Defender	Non-Competitive
Medicaid Quality Assurance Coordinator	Schenectady City Schools	Competitive
Senior Confidential Investigator	County – Conflict Defender	Non-Competitive PI/C
Senior Confidential Investigator	County – Public Defender	Non-Competitive PI/C
Senior Security Monitor	Niskayuna Central School District	Competitive
Traffic Engineer	City of Schenectady	Competitive
Traffic Safety Coordinator	Town of Rotterdam	Competitive

*pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Assistant Director of Communications	Schenectady City School District
Assistant Head Nurse	County - Glendale
EMS Coordinator	County – Emergency Management
Medicaid Quality Assurance Coordinator	Schenectady City School District
Senior Security Monitor	Niskayuna Central School District
Senior Working Team Leader (Maintenance)	County - Highway

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

<u>Title</u>	<u>Requested by:</u>
Assistant Purchasing Agent (Schools)	Schenectady City School District
Caseworker (Glendale)	County – Glendale Home
Community Learning Center Project Manager	Schenectady City School District
Data Analyst	Schenectady City School District
Deputy Commissioner of Public Works	Town of Glenville
Head Nurse	County - Glendale
Maintenance Mechanic	Schenectady City School District
Senior Confidential Investigator	County – Public and Conflict Defender
Senior Working Team Leader (Construction)	County - Highway
Sign Maintenance Worker	City of Schenectady
Working Team Leader (Maintenance)	County - Highway

7. Consider the request from the Sheriff to reinstate Richard Tietz to the position of Special Patrol Officer under Section 209-V of General Municipal Law based on his previous service as a Correction Officer with New York State.

8. Consider the request from the Sheriff to reinstate Theodore Burke to the position of Special Patrol Officer under Section 209-V of General Municipal Law based on his previous service as a Correction Officer with Albany County.

9. Consider the request from the Supervisor, Town of Glenville to transfer Kyle Binkley, Police Officer, from the City of Schenectady to the Town of Glenville in accordance with Rule XVII of the Schenectady County Civil Service Rules.

10. The next regularly scheduled meeting will be **Tuesday, April 16, 2024 at 1 pm.**

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

63-080	Correction Officer (Co. Jail)
OC	LE 08/18/23 WILL EXPIRE 08/17/24
63-206	Correction Officer (Spanish Spk) (Co. Jail)
OC	LE 08/18/23 WILL EXPIRE 08/17/24
63-514	Transportation Assistant (City Sch)
OC	LE 11/10/21 Expired 02/21/24
63-514A	Transportation Assistant (BH-BL Sch)
OC	LE 11/10/21 Expired 02/21/24

The following Eligible Lists were established for four years:

62-430	Asst. Transportation Supervisor (Schalmont Sch)
OC	Passed: 5 Failed: 2
Established on 02/23/24	
86059	Correction Officer (Co. Jail)
OC	Passed: 27 Failed: 0
Established on 02/27/24	
86061	Correction Officer (Spanish Spk)
OC	Passed: 3 Failed: 0
Established on 02/27/24	
62-838	Personnel Benefits Clerk (City)
OC	Passed: 3 Failed: 1
Established on 02/15/24	
67-262	School Bus Dispatcher (Mohon Sch)
OC	Passed: 4 Failed: 0
Established on 02/22/24	
75-489	School Transportation Supervisor (Duanesburg Sch)
PROM	Passed: 1 Failed: 0
Established on 02/23/24	
60-975A	Transportation Assistant (City Sch)
OC	Passed: 2 Failed: 0
Established on 02/22/24	
60-975B	Transportation Assistant (BH-BL Sch)
OC	Passed: 3 Failed: 0
Established on 02/22/24	
68-442	Transportation Assistant (S-G Schools) (SG Sch)
OC	Passed: 3 Failed: 0
Established on 02/22/24	

69-747 Transportation Assistant Director (Mohon Sch)
OC Passed: 5 Failed: 1
Established on 02/23/24

68-358 Transportation Supervisor (SG Sch)
OC Passed: 6 Failed: 1
Established on 02/22/24

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>
61-409 0 Names left	Deputy Dir of Emer Mgmt/Emer Svs (Co.)	04/11/24
72-754 0 Names left	Deputy Public Health Dir (Co. PH)	04/24/24
69-883 0 Names left	Director of Family Health (Co. PH)	04/24/24
64-543 0 Names left	Director of Operations & Compliance (PH)	04/24/24
69-403 4 years old	Eligibility Clerk (County Depts)	04/29/24
74-257B 0 Names left	Head Custodian (Nisk Sch)	04/17/24
52.7 XII.8 0 Names left Kelly	IPS IV	04/17/24
300-45 0 Names left	Nurse Manager (City Sch)	04/02/24
67-744 0 Names left	Planner, OFA (Co. Sr. and LTC)	04/24/24

76-797
0 Names left

Preparedness & Response Coord (Co PH)

04/11/24

61-316B
4 years old

Senior Clerk (SCCC)

04/22/24