MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
April 16, 2024

Present:

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

Absent:

Julie Biittig - Supervising Personnel Assistant

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 Agenda.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of March 19, 2024.

Mr. Nebolini moved, and Mr. Ackerman 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 establish the following titles, based on New Position Duty Statements:

Position	Jurisdiction	Classification
Computer Operations Support Specialist	Mohonasen School District	Competitive
Confidential Investigator (Sheriff)	County – Sheriff	Non-Competitive PI/C*
Director of Security Operations	County – Information Systems	Competitive
Education and Support Specialist	County – District Attorney	Competitive
Facilities Aide	County – Facilities	Competitive
Senior Working Team Leader: Maintenance	County – Highway	Non-Competitive*
Signal Superintendent	City of Schenectady	Competitive
Webmaster	City of Schenectady	Competitive

*pending classification

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

Position	Jurisdiction
Director of Security Operations	County – Information Systems
Education and Support Specialist	County – District Attorney
Webmaster	City of Schenectady

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

Title	Requested by:
Chief Information Officer	County – Information Systems
Facilities Aide	County – Facilities
Senior Confidential Investigator	County

Mrs. Dagosino moved, and Mr. Ackerman seconded, and the Commission unanimously approved request from the Mayor, City of Schenectady, to waive the residency requirement for the position of Signal Superintendent. The exam will be open to resident of contiguous counties.

The next regularly scheduled meeting will be held on **Tuesday, May 21, 2024,** at 1:00 pm.

Mr. Ackerman moved, and Mr. Nebolini 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

22716	Computer Helpdesk Specialist (Nisk Sch)
OC	LE 07/07/23 WILL EXPIRE 07/06/24
60-506	Crisis Prevention Team Assistant (City Sch)
OC	LE 08/2/22 Expired 03/24/24
63-777	Employment and Training Asst. (Co. SJTA)
OC	LE 07/26/22 Expired 03/27/24
65-996	Facilities Assistant (Co. Facilities)
OC	LE 08/02/22 Expired 03/26/24
66-136	Firefighter-EMT (Village of Scotia)
OC	LE 04/27/23 WILL EXPIRE 04/26/24
66-097	Firefighter-Paramedic (Village of Scotia)
OC	LE 04/28/23 WILL EXPIRE 04/27/24
68-160	Paralegal (County) (Co. Depts)
OC	LE 05/27/22 Expired 03/31/24
63-346B	Senior Civil Engineer (T/O Nisk)
OC	LE 12/17/21 Expired 03/13/24
64-034	Senior Clerk (Co. Depts.)
OC	LE 08/01/22 Expired 03/24/24
66-040	Technical Resource Officer (Co. DA)
OC	LE 05/26/22 Expired 03/28/24
62-794	Unit Clerk (Co. Glendale Home)
OC	LE 08/01/22 Expired 03/25/24

The following Eligible Lists were established for four years:

64-634   Admissions Coordinator (Co. Glendale)
OC   Passed: 2   Failed: 0
Established on 03/20/24

60-522   Assistant Director of Nursing (Co. Glendale)
OC   Passed: 1   Failed: 0
Established on 03/28/24

66-961   Assistant Fire Coordinator PT (Co. Emergency Mgmt.)
OC   Passed: 2   Failed: 0
Established on 03/21/24

62-313   Budget Analyst (Co. Finance)
OC   Passed: 1   Failed: 0

Established on 03/19/24

23231   Computer Helpdesk Specialist (Nisk Sch)
OC   Passed: 2   Failed: 0
Established on 04/01/24

23229   Computer Technician (Co. Info. Svs)
PROM   Passed: 1   Failed: 0
Established on 04/01/24

60-862   Coordinator of Parks and Senior Programs (T/O Rott)
OC   Passed: 2   Failed: 0
Established on 03/19/24

69-957   Crisis Prevention Team Assistant (City Sch)
OC   Passed: 2   Failed: 0
Established on 03/25/24

61-349   Dir. of Activities, Volunteers and Pastoral Care (Co. Glendale)
OC   Passed: 1   Failed: 0
Established on 03/19/24

73-288   Director of Bureau of Engineering (Co. Eng & PW)
PROM   Passed: 1   Failed: 0
Established on 03/18/24

66-373   Director of Operations and Compliance (Co. Public Health)
OC   Passed: 1   Failed: 0
Established on 03/27/24

69-807   Director of the Child Advocacy Center (Co. DA)
OC   Passed: 1   Failed: 2
Established on 03/19/24

62-338   E&T Assistant (Co. SJTA)
OC   Passed: 2   Failed: 0
Established on 03/28/24

67-443   E&T Counselor Trainee (Co. SJTA)
OC   Passed: 8   Failed: 1
Established on 03/28/24

68-709   Facilities Assistant (Co. Facilities)
OC   Passed: 2   Failed: 1
Established on 03/27/24

65-847   Fire Coordinator (Co. Emergency Mgmt)
OC   Passed: 1   Failed: 0
Established on 03/21/24

86-389   Firefighter-EMT (Village of Scotia)

OC   Passed: 14   Failed: 0
Established on 03/18/24

86-537   Firefighter-EMT Trainee (Village of Scotia)
OC   Passed: 23   Failed: 0
Established on 03/18/24

86-388   Firefighter-Paramedic (NFD#1)
OC   Passed: 15   Failed: 0
Established on 03/18/24

85-302   Motor Vehicle Rep II (Co. Clerk)
OC   Passed: 8   Failed: 4
Established on 03/25/24

23230   Network Administrator (Co. Info. Svs)
OC   Passed: 3   Failed: 0
Established on 04/01/24

63-029   Paralegal (County) (Co. Depts.)
OC   Passed: 3   Failed: 3
Established on 04/01/24

85-064   Parking Meter Attendant (City)
OC   Passed: 2   Failed: 0
Established on 03/25/24

68-127   Senior Civil Engineer (T/O Niskayuna)
OC   Passed: 1   Failed: 0
Established on 03/14/24

68-127A   Senior Civil Engineer (Co. Engineering)
OC   Passed: 1   Failed: 0
Established on 03/14/24

68-874   Senior Clerk (Co. Depts)
OC   Passed: 5   Failed: 1
Established on 03/25/24

63-626   Sr. Legal Assistant (Co. Conflict Def)
OC   Passed: 3   Failed: 3
Established on 04/01/24

85-981   SSS Project Manager (City Sch)
OC   Passed: 2   Failed: 1
Established on 03/19/24

23228   Systems Administrator (Co. Info. Svs.)
OC   Passed: 2   Failed: 0
Established on 04/01/24

65-560 Technical Resource Officer (Co. DA)
OC   Passed: 3   Failed: 0
Established on 03/29/24

76-660 Transportation Routing Specialist (BH-BL Sch)
PROM   Passed: 1   Failed: 0
Established on 03/25/24

64-090 Unit Clerk (Co. Glendale Home)
OC   Passed: 1   Failed: 0
Established on 03/26/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

61-927 Community Development Program Monitor (City)
NLE 03/19/24

66-314 Director of Family Health (Co. Public Health)
NLE 03/27/24

60-641 Payroll Manager (City)
NLE 03/19/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN MAY:

EXAM #	TITLE	EXPIRE
64-129	Deputy Comptroller (T/O Rott)	05/02/24
0 names		
76-808	Deputy Commissioner of Finance (City)	05/02/24
0 names		
69-498	Nutritionist (Co. PH)	05/11/24
0 names		
52.7 XII.8	Planner I (T/O Nisk)	05/15/24
0 names		
Henry		
77-337	Purchasing Agent (Co. Purchasing)	05/23/24
0 names		
52.7XII.8	Senior Planner (T/O Nisk)	05/15/24
0 names		
Robertson		
67-862	WIC Program Coordinator (Co. PH)	05/11/24
0 names		