



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
June 18, 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
- Julie Biittig - Supervising Personnel Assistant
- 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 Agenda.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of May 21, 2024.

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

Mrs. Dagostino moved, and Mr. Nebolini 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>
District Textbook Clerk	Schenectady City Schools	Competitive
Employment and Training Assistants (HELPS Program) (5)	County - SJTA	Non-Competitive*
Employment and Training Counselors (HELPS Program) (5)	County - SJTA	Non-Competitive*
Employment and Training Counselor Trainees (HELPS Program) (5)	County - SJTA	Non-Competitive*
Epidemiologist (HELPS Program)	County – Public Health	Non-Competitive*
Executive Assistant to the Principal	Burnt Hill-Ballston Lake School District	Competitive
Executive Assistant (Municipal Housing Authority)	Municipal Housing Authority	Competitive
Intern	County – Information Systems	Non-Competitive
Intern	City – Mayor’s Office	Non-Competitive
Intern (2)	City – Law	Non-Competitive
Maintenance, Grounds and Courier Assistant (6)	Schenectady City Schools	Non-Competitive*

Senior Business Systems Programmer/Analyst	County – Information Services	Competitive
Senior Payroll Audit Clerk	Scotia-Glenville Schools	Competitive
Support Investigators (HELPS Program) (8)	County – Social Services	Non-Competitive*
Systems Administrator (2)	Burnt Hill-Ballston Lake Schools	Competitive

*pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Confidential Assistant to the Comptroller	Town of Rotterdam
District Textbook Clerk	Schenectady City Schools
Employment and Training Assistants (HELPS Program)	County - SJTA
Employment and Training Counselors (HELPS Program)	County - SJTA
Employment and Training Counselor Trainees (HELPS Program)	County - SJTA
Epidemiologist (HELPS Program)	County – Public Health
Executive Assistant to the Principal	BH-BL School District
Executive Assistant (Municipal Housing Authority)	MHA
Support Investigators (HELPS Program)	County – Social Services

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

<u>Title</u>	<u>Requested by:</u>
Accounting Supervisor, Grade B	County – Social Services
DIPA Project Manager	Schenectady City Schools
Employment and Training Assistant	County - SJTA
Instructional Support Specialist	Schenectady City Schools
Motor Vehicle Bureau Supervisor	County – Co. Clerk
Nursing Assistant Trainee	County - Glendale
Parent Liaison	Schenectady City Schools
Pistol Permit Clerk	County – Co. Clerk
Senior Business Systems Programmer/Analyst	County – Information Services
Webmaster	City of Schenectady
Workforce Development Director	County - SJTA

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request, to appoint Christopher Fonda to the position of Senior Business Systems Programmer/Analyst in accordance with the requirements of Section 52.7 of the New York State 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 to transfer Alyssa Sands from the City of Troy 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, July 16, 2024, at 1:00 pm.

Mrs. Dagostino called for Privilege of the Floor for the Public Hearing.


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:

22357 Computer Software Support Asst. (Co. Info. Svs.)
OC LE 12/22/22 Expired 06/05/24

The following Eligible Lists were established for four years:

23324 Computer Software Support Asst. (Co. Info. Svs.)
OC Passed: 4 Failed: 0
Established on 06/06/24

66-432 Engineering Technician I (T/O Nisk)
OC Passed: 1 Failed: 0
Established on 05/21/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

62-833 Assistant Comptroller (Co. Glendale)
NLE 05/22/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN JULY:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>
22712	Business Systems Programmer/Analyst (Co. IS)	07/06/24-0 names left
52.7 XII.8 Twitty	Deputy Police Chief (T/O Nisk)	07/17/24-0 names left
67-237	Director of School Climate and Safety (City Sch)	07/16/24-0 names left
22713	Network Administrator (Co. IS)	07/06/24-0 names left
22717	Network and Systems Technician (City Sch)	07/06/24-0 names left
300-19	Occupational Therapist (Schools) (Nisk Sch)	07/06/24-4 years old
22711	Senior Computer Technician (Mohon Sch)	07/06/24-0 names left