

AGENDA

SCHENECTADY COUNTY
 CIVIL SERVICE COMMISSION MEETING
 October 17, 2024 – 1:00 PM

1. Privilege of the Floor for the Agenda.
2. Review and approve minutes of September 17, 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>
Clerk (HELPS Program) (15)	All	Non-Comp*
Civil Engineer	County – Eng. And Public Works	Competitive
Confidential Assistant	Schenectady City School District	Competitive
Fire Inspector	Town of Rotterdam	Non-Competitive*
Firefighter Paramedic – Trainee (4)	Niskayuna Fire District 1	Competitive
Information Processing Specialist I	Town of Rotterdam	Competitive
Information Processing Specialist I (HELPS Program) (35)	All	Non-Comp*
Information Processing Specialist I (Spanish Speaking) (HELPS Program) (5)	All	Non-Comp*
Information Processing Specialist II	County – Public Health/WIC	Competitive
Office Manager	Schenectady City School District	Competitive
Principal Account Clerk	County – Finance	Competitive
Public Health Nurse II	County – Public Health/Preventive	Competitive
Senior Community Registration Liaison	Schenectady City School District	Competitive
Senior Public Health Technicians (HELPS Program)	County – Public Health	Non-Competitive*
Supervisor of District Partnerships and Youth Activities	Schenectady City School District	Competitive

Typist (HELPS Program) (20)

All

Non-Competitive*

*pending classification

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

<u>Position</u>	<u>Requested by:</u>
Clerk (HELPS Program)	All
Confidential Assistant	Schenectady City School District
Firefighter Paramedic – Trainee	Niskayuna Fire District 1
Information Processing Specialist I (HELPS Program)	All
Information Processing Specialist I (Spanish Speaking) (HELPS Program)	All
Senior Community Registration Liaison	Schenectady City School District
Senior Public Health Technicians (HELPS Program)	County – Public Health
Supervisor of District Partnerships and Youth Activities	Schenectady City School District
Typist (HELPS Program)	All

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

<u>Title</u>	<u>Requested by:</u>
Children’s Behavioral Health Coordinator	County – Public Health
Community Schools Supervisor	Schenectady City School District
Director of Development Operations	Municipal Housing Authority
Firefighter Paramedic	Niskayuna Fire District #1
Office Manager	Schenectady City School District
Staffing Coordinator	County - Glendale
Veterans Services	

7. Consider the request from the Sheriff, Schenectady County, to transfer Ionut Lazarescu from the New York State Department of Corrections to Schenectady County as a Correction Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

8. Consider the request from the Executive Director of the Library System, Schenectady County, to promote Elizabeth DeMidio to the position of Director of Operations in accordance with Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written exam is required.

9. Consider the request from the Assistant Superintendent of Human Resources and Professional Learning, Schenectady City School District, to promote Nicole Stabinski to the position of Senior Transportation Assistant in accordance with Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written exam is required.

10. Consider the request from the Sheriff, Schenectady County, to transfer Stanislov Gron from the New York State Department of Corrections to Schenectady County as a Correction Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.
11. Consider the request from the Fire Chief, Niskayuna Fire District No. 1, to change their residency requirement for the examination for Firefighter-Paramedic to New York State residents with preference in appointment for Schenectady County Residents.
12. The next regularly scheduled meeting will be **Tuesday, November 19, 2024 at 1 pm.**

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

71-156 PROM	Asst. Police Chief (City) LE 07/16/21 Expired 09/12/24
76-030 PROM	Fire Captain-EMT (Village of Scotia) LE 10/13/21 Expired 09/19/24
76-040 PROM	Fire Lieutenant-EMT (Village of Scotia) LE 10/18/21 Expired 09/19/24
66-720A OC	IPS II (SUNY SCCC) LE 12/13/22 Expired 09/11/24
65711 OC	Library Assistant (Co. Library) LE 10/01/21 Expired 09/30/24
73-019 PROM	Principal Index and Recording Clerk (Co. Clerk) LE 11/29/22 Expired 09/22/24
61-150 OC	Probation Officer 1 Trainee (Co. Probation) LE 09/07/21 Expired 09/30/24
76-102 PROM	Probation Officer 2/Sr. Probation Officer (Co. Probation) LE 09/07/21 Expired 09/29/24
76-131 PROM	Probation Supervisor 1 (Co. Probation) LE 09/07/21 Expired 09/29/24
65-977 OC	Public Health Education Coordinator (Co. PH) LE 09/15/22 Expired 09/11/24
74-566 PROM	Senior Custodian (City Sch) LE 04/19/22 Expired 09/12/24
75-327 PROM	Sr. Social Welfare Examiner (Co. DSS) LE 09/12/23 Expired 09/19/24

The following Eligible Lists were established for four years:

62-184 OC	Administrative Assistant (City Sch) Passed: 8 Failed: 4 Established on 09/24/24
62-475 OC	Asst. Personnel Director (City Sch) Passed: 1 Failed: 0 Established on 09/23/24

73-999 Asst. Police Chief-Type C (City)
PROM Passed: 4 Failed: 0
Established on 09/13/24

62-960 Community School Coordinator (City Sch)
OC Passed: 8 Failed: 2
Established on 09/18/24

86-395 Community Schools Supervisor (City Sch)
OC Passed: 2 Failed: 0
Established on 09/19/24

23448 Computer Operations Support Spec. (Mohon Sch)
OC Passed: 1 Failed: 0
Established on 10/01/24

23423 Computer Technician (Schalmont Sch)
OC Passed: 3 Failed: 0
Established on 10/01/24

68-529 Confidential Asst. to the Nursing Home Admin. (Co. Glendale)
OC Passed: 2 Failed: 1
Established on 09/24/24

86-394 Confidential Asst. to the UCC Director (Co. UCC)
OC Passed: 1 Failed: 0
Established on 09/23/24

62-620 Confidential Records Mgmt. Liaison (T/O Rott)
OC Passed: 2 Failed: 0
Established on 09/17/24

70-026 Court Clerk I (T/O Rotterdam)
PROM Passed: 1 Failed: 1
Established on 09/23/24

60-247 Director of Financial Mgmt. (DSS) (Co. DSS)
OC Passed: 1 Failed: 0
Established on 09/24/24

74-809 Director of Fiscal Operations (PH) (Co. Public Health)
PROM Passed: 1 Failed: 0
Established on 09/24/24

87-746 District Registrar (Nisk Sch)
OC Passed: 9 Failed: 4
Established on 09/18/24

73-255 Fire Captain-EMT (Village of Scotia)
PROM Passed: 3 Failed: 0

Established on 09/20/24

73-264 Fire Lieutenant-EMT (Village of Scotia)
PROM Passed: 3 Failed: 0

Established on 09/20/24

74-437 Head Custodian (BH-BL Sch)
PROM Passed: 1 Failed: 0

Established on 09/13/24

65-689 Head Custodian (BH-BL Sch)
OC Passed: 1 Failed: 0

Established on 09/13/24

67-492 Human Resources Coordinator (BH-BL Sch)
OC Passed: 2 Failed: 1

Established on 09/13/24

60-878C IPS II (City)
OC Passed: 5 Failed: 3

Established on 09/12/24

60-878D IPS II (SUNY SCCC)
OC Passed: 7 Failed: 2

Established on 09/12/24

60-878E IPS II (Nisk Sch)
OC Passed: 2 Failed: 0

Established on 09/12/24

64-941 Innovation and Performance Specialist (City)
OC Passed: 3 Failed: 0

Established 09/19/24

23449 Junior Business Sys Programmer/Analyst (Nisk Sch)
OC Passed: 1 Failed: 0

Established on 10/01/24

89235 Library Assistant (Co. Public Library)
OC Passed: 37 Failed: 0

Established on 10/01/24

87-750 Manager of Fiscal Operations (Public Health) (Co. PH)
OC Passed: 1 Failed: 0

Established on 09/24/24

85-299 MDT Case Coordinator (Co. DA)
OC Passed: 3 Failed: 0

Established on 09/16/24

62-523 Nuisance Inspector (City)

OC Passed: 2 Failed: 0
Established on 09/13/24

85-706 NY Gear Up Program Coordinator (City Sch)
OC Passed: 2 Failed: 0
Established on 09/19/24

87-465 Parent Empowerment Ctr. Facilitator (City Sch)
OC Passed: 1 Failed: 0
Established on 09/18/24

86-848 Patrol Division Inspector (Co. Sheriff)
OC Passed: 1 Failed: 0
Established on 09/25/24

74-939 Police Sergeant (City)
PROM Passed: 6 Failed: 0
Established on 09/25/24

86-314 Principal Code Enforcement Clerk (City)
OC Passed: 3 Failed: 1
Established on 09/24/24

73-026 Principal Index and Recording Clerk (Co. Clerk)
PROM Passed: 1 Failed: 0
Established on 09/23/24

87-003 Probation Officer 1 Trainee (Co. Probation)
OC Passed: 5 Failed: 0
Established on 10/01/24

75-338 Probation Officer 2/Sr. Probation Officer (Co. Probation)
PROM Passed: 11 Failed: 1
Established on 09/30/24

74-398 Probation Supervisor 1 (Co. Probation)
PROM Passed: 6 Failed: 0
Established on 09/30/24

63-047 Project Manager (Co. Facilities)
OC Passed: 1 Failed: 0
Established on 09/17/24

62-782 Public Health Education Coord. (Co. PH)
OC Passed: 1 Failed: 0
Established on 09/12/24

85-705 Restorative Practices Specialist (City Sch)
OC Passed: 4 Failed: 3
Established on 09/18/24

73-357 Road Maintenance Supervisor (Co. Hwy)
PROM Passed: 3 Failed: 0
Established on 09/17/24

65-072 Road Maintenance Supervisor (Co. Hwy)
OC Passed: 1 Failed: 0
Established on 09/17/24

73-007 Senior Caseworker/Senior Caseworker (Child Welfare) Co. DSS
PROM Passed: 12 Failed: 1
Established on 09/18/24

76-933A Senior Custodian (BH-BL Sch)
PROM Passed: 2 Failed: 1
Established on 09/13/24

76-933B Senior Custodian (City Sch)
PROM Passed: 1 Failed: 0
Established on 09/13/24

76-933C Senior Custodian (Nisk Sch)
PROM Passed: 1 Failed: 2
Established on 09/13/24

74-467 Sr. Social Welfare Examiner (Co. DSS)
PROM Passed: 4 Failed: 0
Established on 09/20/24

67-632 Social Services Investigator (Co. DSS)
OC Passed: 5 Failed: 1
Established on 09/17/24

69-585 Student Engagement and School Attendance Spec. (City Sch)
OC Passed: 5 Failed: 3
Established on 09/20/24

The following Preferred Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

87-749 Assistant Project Manager (Co. Facilities)
NLE 09/17/24

69-907 Information Processing Specialist II (Spanish Spk.) (City Sch)
NLE 09/12/24

73-197 Sr. Public Health Specialist (Co. Public Health)
NLE 09/12/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN NOVEMBER:

None

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY


Bureau, Division, Unit or Section
Engineering

Location of Position
100 Kellar Ave.
Schenectady, NY 12306

TITLE: CIVIL ENGINEER

2. Description of Duties: This position involves performance of professional engineering work as a staff engineer in an agency providing engineering, design, survey, drafting and construction management services to the Department of Public Works and other county agencies. The incumbent works cooperatively with other professional and technical staff on department projects. General supervision is received from a higher level supervisor. Direct supervision may be exercised over the work of subordinate staff.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
25%	•Writes and prepares design reports, surveys and evaluations on highway, bridge, culvert, drainage, environmental issues and other public works, buildings or facilities improvements as the basis for new construction, repair, replacement or modification.
25%	•Prepares technical project bid documents and designs for the bidding and instruction of improvements at the County Highway System, County Airport, county buildings, environmentally sensitive county lands and other public utilities or facilities.
20%	•Manages and coordinates construction contracts for the implementation of county public works, utility and building improvements.
10%	•Prepares drawings, spreadsheets, cost estimates and written analysis of public works and buildings, using digital program applications such as AutoCAD, Excel, GIS, Word, and similar PC-based programs as required.
10%	•Drafts, or technically supervises the drafting by others, on a computer design and drafting system
5%	•Prepares grant proposals for the implementation of Federal and State grant application.
5%	•Provides engineering and technical assistance to other county agencies and municipalities as assigned.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Paul Sheldon	Dir. Of Public Works	General
Peter Knutson	Dir. Of Engineering	Direct
4. Names and Titles of Persons Supervised by Employee in this Position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
William Winkler	Civil Engineer	None
6. What minimum qualifications do you think should be required of this position?		
Essential knowledge, skills and abilities:		
Type of license or certificate required:		
7. The above statements are accurate and complete		
Date:	Title:	Signature:
Certification of Civil Service Commission		
8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:		
Title: CIVIL ENGINEER		
Jurisdictional Classification: COMPETITIVE		
Date:	Signature:	
Action by Legislative Body or Other Approving Authority		
9. Creation of described position		
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Date: 10/15/24	Signature: 	

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

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1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section:
Schenectady County
Schenectady County Comm. College
Municipal Housing Authority
City of Schenectady
Town of Niskayuna
Town of Rotterdam
Town of Duanesburg
Town of Princetown
Town of Glenville
Village of Delanson
Village of Scota
Schenectady City School District
Duanesburg Central School District
Niskayuna Central School District
Mohansen Central School District
Burnt Hills-Ballston Lake School District
Schalmont School District
Scotia-Glenville School District
Niskayuna Fire District #1
Niskayuna Fire District #2

Location of Position

TITLE: CLERK (HELPS Program)

2. Description of Duties: This position involves responsibility for independently performing routine clerical work and/or assisting in performing more difficult and responsible clerical work. Employees must exercise independent judgment in applying detailed instructions to assignments. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work related tasks. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	•Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
20%	•Pulls material from files, makes simple file searches and maintains a variety of records;
20%	•Issues and records applications, licenses, permits, etc.;
20%	•Answers telephone and gives out routine information or relieves at switchboard;
20%	•May operate a calculator, computer equipment or other office equipment in the performance of daily work related tasks;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Misc.	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
ALL	Clerks	None

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

Essential knowledge, skills and abilities: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 10/9/24 Title: DIRECTOR OF H.R. Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: CLERK (HELPS Program)

Jurisdictional Classification Pending Class (Non-Competitive requested)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 13, 1957.

**SCENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward two typed copies to this commission

I. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION

LOCATION OF POSITION

Schenectady City School District

108 Education Dr., Schenectady, NY 12303

Confidential Assistant - REQUESTING 1 POSITION

Under the supervision of the Superintendent or Assistant Superintendent or their designee, performs highly responsible and confidential secretarial and administrative duties to relieve the Assistant Superintendent or their designee of a variety of administrative details; plans, organizes and participates in administrative and clerical operations related to assigned functions; maintains confidentiality of sensitive and privileged information. The incumbent does related work as required.

PERCENT OF WORK TIME

TITLE: Confidential Assistant

50%

- Performs a variety of highly responsible duties to relieve the administrator of a variety of secretarial and administrative details;
- Plans, coordinates and organizes office and department activities and flow of communications for the administrator;
- Maintains confidentiality of privileged and sensitive information;
- Organizes and expedites the flow of work through a major District office responsible for a large or major program;
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters;

30%

- Inputs a wide variety of data into an assigned computer system;
- Establishes and maintains automated files and records;
- Creates queries and generates a variety of computerized lists and reports;
- Assures timely distribution and receipt of a variety of records and reports;
- Receives, screens, and routes telephone calls;
- Greets and assists visitors;
- Refers callers or visitors to appropriate staff members;
- Responds to requests, complaints and questions from officials, staff and the public;
- Receives, sorts and routes incoming correspondence;
- Reviews and determines priority of incoming mail;
- Prepares Board reports and related information according to established procedures;
- Assists with Board meeting preparation as assigned;
- Coordinates and schedules various appointments and meetings;
- Makes travel arrangements as assigned;
- Prepares and assures proper completion of reimbursement and mileage forms as assigned;

20%

- Maintains and coordinates executive leadership team member calendars;
- Receives and addresses complaints accordingly utilizing knowledge of departmental policies and general District rules and regulations;
- Interprets policies and regulations to officials, staff and the public;
- Answers inquiries and provides information on a wide range of technical and program matters for administrators, teachers, personnel and the public;
- Prepares and submits purchase orders and work orders as assigned;
- Communicates with various personnel, District departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns;
- Composes correspondence independently on a variety of matters including those of a confidential nature;
- Prepares, formats, edits, proofreads and revises written materials;
- Attends a variety of meetings as assigned;
- Prepares and distributes minutes, updates records, statements, documents and reports to appropriate personnel as assigned;
- Operates and maintains a variety of office equipment including a copier, fax machine, computer and assigned software;
- Performs a variety of related duties as required.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Carlos Cotto, Jr	Superintendent	Administrative
Tyrone O'Meally	Executive Director of Schools	Direct
Tia Corniel	Executive Director of Schools	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

NAME	TITLE	TYPE OF SUPERVISION
N/A		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required of this position?

Graduation from high school or possession of a high school equivalency diploma, and five years of secretarial/clerical or administrative assistant experience.

7. Knowledge, Skills and Abilities:

Thorough knowledge of the functions and secretarial operations of an administrative office, ability to understand and carry out oral and written instructions; ability to analyze situations accurately and adopt an effective course of action; interpersonal skills using tact, patience and courtesy; ability of work confidentiality with discretion; attention to detail.

7. The above statements are accurate and complete

11-Oct-24 | Assistant Director of Human Resources | Signature: *Katelin Pugliese*

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is		
Date:	Signature:	
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
	<input type="checkbox"/> Approved	
	<input type="checkbox"/> Disapproved	
	Date:	

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.

**SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
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1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
DPW		Town Hall, DPW
TITLE: Fire Inspector, Part Time		
PERCENT OF WORK TIME	2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.	
100%	<ul style="list-style-type: none"> -Inspects buildings for compliance with fire prevention laws and ordinances; performs firefighting duties as required -Inspects schools, churches, housing projects, hotels, manufacturing plants, institutions, and places of public assembly for compliances with fire prevention laws and ordinances; -Investigates complaints of fire hazards and endeavors to correct irregularities; -Inspects all oil and gas burner installations; -Inspects all underground tank installations for fuel oil and gasoline; -Supervises fire drills at schools; -Recharges fire extinguishers at schools and hospitals; -Occasionally supervises dynamiting and blasting operations; -Keeps records and prepares reports of activities; -Performs special details as assigned; -Responds to fire calls and performs firefighting duties. 	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
James Keith	Senior Building Inspector	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education: High school _____ 4 years or GED
College _____ N/A years, with specialization in _____
Other _____ N/A years, with specialization in _____

Experience: (list amount and type)
Current NYS Fire Inspector Certification.

Essential knowledges, skills and abilities:
Good knowledge of local fire prevention laws and ordinances; working knowledge of state and local building codes; working knowledge of modern firefighting and prevention methods; good knowledge of the geography of the city; ability to recognize fire hazards; firmness; tact; good judgment; good physical condition.

Type of license or certificate required: NYS Fire Inspector Certification.

7. The above statements are accurate and complete.

Date: 9/17/2024 Title: Supervisor Signature: Mollie A. Collins

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
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1. DEPARTMENT

BUREAU, DIVISION, UNIT OR SECTION

LOCATION OF POSITION

NISKAYUNA FIRE DISTRICT #1

NISKAYUNA FIRE DISTRICT #1

2. DESCRIPTION OF DUTIES

**PERCENT OF
WORK TIME**

DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Looking to create 4 FIREFIGHTER PARAMEDIC - TRAINEES

DISTINGUISHING FEATURES OF THE CLASS: This position involved responsibility for performing the dual functions of firefighting and prevention, as well as providing emergency medical services. Incumbents drive and operate specially equipped medical emergency vehicles and motor driven fire-fighting equipment. General supervision is received from a higher-ranking officer. Routine maintenance and custodial work on station and equipment is also performed under general supervision and inspected upon completion. An appointee who successfully completes the probationary period AND the Special Requirements below as a Firefighter-Paramedic Trainee will be appointed, without further examination, to the position of Firefighter-Paramedic. Additionally, the incumbent does work related work as required.

TYPICAL WORK ACTIVITIES:

When Engaged in Firefighter Duties:

- Responds to fire alarms and emergency calls with the fire company;
- Lays and connects hose lines and nozzles, turns water on and off; holds fire hose and directs the stream;
- Operates a pressure pump;
- Makes openings in burning buildings for ventilation and entrance;
- Puts up & climbs ladders and enters burning buildings when necessary;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learns and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- Assists in giving emergency first aid treatment to injured persons;
- Cleans and maintains firefighting equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;
- Performs miscellaneous clerical work when assigned;
- Performs any other related duties assigned by a higher-ranking officer.

When Engaged in EMT duties

- Operates specially equipped vehicle to respond to medical emergencies and provides basic life support services to stabilize persons with life threatening problems resulting from trauma or other medical emergencies;
- Provides medical emergency service to accident or other emergency victims such as extraction, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, AED, BLS medications, emergency childbirth;
- Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;
- Assists in development and implementation of an operational plan for major catastrophes and natural or man-made disasters in order to respond to medical emergencies. Participates in emergency medical

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
James Vena	Fire Chief	

4. Names and Titles of Persons Supervised by Employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the Incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education:

High school 4 years

College _____ years, with specialization in _____

Other _____ years, with specialization in _____

Experience: (list amount and type)

SPECIAL REQUIREMENTS: (AT THE COMPLETION OF PROBATIONARY PERIOD)

- Successful completion of Fire Academy training and certification of a Pro-Board Class A Firefighter.
- Successful completion of a NYS A-EMT P Paramedic Certification course within thirty-six months of appointment.

Essential knowledge, skills and abilities:

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to recognize fire hazards; willingness to perform any tasks assigned; mental alertness, mechanical aptitude; conscientiousness; dependability; physical condition commensurate with the demands of the

Type of license or certificate required: Valid current certificate as an Emergency Medical Technician (EMT); Possession of

7. The above statements are accurate and complete.

Date: 9/23/2024

Title: Fire Chief

Signature: 

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is _____

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date:

Signature:

<p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.</p>	<p>SCENECTADY COUNTY CIVIL SERVICE COMMISSION NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward two typed copies to this commission.</p>
<p>I. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION</p>	<p>LOCATION OF POSITION</p>
<p>INFORMATION PROCESSING SPECIALIST II</p>	<p>PUBLIC HEALTH - WIC</p>
<p>This position involves responsibility for performing complex information processing activities often involving the utilization of word processing and related software. This position differs from that of Information Processing Specialist I in that the activities performed are more complex. Incumbents format, type, revise and print text, reports, budgets, etc. following well-established guidelines. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties. General supervision may be exercised over a variety of Information Processing Specialist I and other clerical positions. The work is performed under general supervision of a higher level employee.</p>	
<p>TITLE: IPS II</p>	
<p>20%</p>	<ul style="list-style-type: none"> •Assigns and reviews work and instructs new employees in specialized clerical and/or information processing activities of a unit; Designs parameters for selective information storage on information processing equipment to produce specialized outputs of this information in response to users' needs;
<p>20%</p>	<ul style="list-style-type: none"> •Designs methods of assembling pre-recorded pieces of information (usually each having a number of variables to be inserted) into complete documents;
<p>10%</p>	<ul style="list-style-type: none"> •Designs complex formats and layouts for work assignments;
<p>20%</p>	<ul style="list-style-type: none"> •Creates word processing, spreadsheets or data base designs based on oral and written directions;
<p>10%</p>	<ul style="list-style-type: none"> •Chooses document formats and designs document layouts to be used for entering information which will be printed in selected areas on pre-printed forms;

20%	•Types complex charts, statistical reports and/or performs mathematic computations;
10%	•May attend meetings outside the normal business hours, records the minutes of the meeting and transcribes the minutes;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
Amy Heggen	WIC Program Coordinator	Direct
Natalie Prehoda	Director of Family Health	General/Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
N/A		

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from a regionally accredited or New York State registered college with an associate's degree or completion of sixty (60) credit hours from a New York State or regionally accredited college or university; or


(B) Graduation from high school or possession of a high school equivalency diploma and two years of experience in the operation of word processing and related software; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B), above.

7. Knowledge, Skills and Abilities:

Thorough knowledge of the use and operation of information processing equipment and related peripheral equipment; thorough knowledge and skill in classic desk top applications including word processing, spreadsheets and data bases; good knowledge of office terminology and procedures; good knowledge of proper grammatical usage and punctuation; good knowledge of business vocabulary; ability to plan and supervise the work of others; ability to design complex formats and layouts for work assignments; ability to understand and follow complex oral and written directions; accuracy.

7. The above statements are accurate and complete

Date: 10/11/2024 Title: Director of Operations & Compliance Signature: 

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

INFORMATION PROCESSING SPECIALIST II

Date: Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position		
<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Disapproved	
	Date:	

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department SCHENECTADY COUNTY	Bureau, Division, Unit or Section: Schenectady County Schenectady County Comm. College Municipal Housing Authority City of Schenectady Town of Niskayuna Town of Rotterdam Town of Duanesburg Town of Princetown Town of Glenville Village of Delanson Village of Scota Schenectady City School District Duanesburg Central School District Niskayuna Central School District Mohansen Central School District Burnt Hills-Ballston Lake School District Schalmont School District Scotia-Glenville School District Niskayuna Fire District #1 Niskayuna Fire District #2	Location of Position
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TITLE: INFORMATION PROCESSING SPECIALIST I (Spanish Speaking) (HELPS Program)

2. Description of Duties: This position involves responsibility for operating information processing equipment in accordance with programmed instructions by manipulation of a standard alpha-numeric keyboard and related peripheral equipment to record, edit, store and revise correspondence, reports, statistical, accounting and a variety of other forms of data. Information processing equipment includes: A remote computer terminal linked to a mainframe computer, a stand alone internal processing unit such as a micro-computer, or similar computer equipment. This position does not involve responsibilities in the areas of programming or systems analysis. However, an incumbent may modify or merge existing software packages or other program language in accomplishing word processing and other micro-computer functions. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
	•Operates information processing equipment and related peripheral equipment such as daisy wheel printer or dot matrix printer in compiling and processing data for a variety of records and related reports;
	•Maintains records on information processing equipment by manipulating the keyboard to enter new data or edit existing data;
	•Retrieves necessary data from information processing equipment in order to print out required reports;
	•Operates information processing equipment in word processing mode to record, edit, store and revise correspondence, reports, statistical tables, forms and other textural materials and documents;

•Sets up appropriate controls on equipment for margination, line spacing, paragraph, heading and footer information and other controls as necessary for document amendment or production;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Misc.	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
ALL	IPS I's (Spanish Speaking)	None

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

SPECIAL REQUIREMENTS:


1. Typing performance will be evaluated during the probationary period.

2. Candidates must be able to translate from Spanish to English and English to Spanish, and read, write and converse fluently in English and Spanish.

Essential knowledge, skills and abilities: Good knowledge of the use and operation of information processing equipment and related peripheral equipment; working knowledge of office terminology and procedures, working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate information processing equipment; ability to determine and set up appropriate document formats, charts and tabular listings for word processing mode; ability to coordinate information from typed or handwritten copy to word processing mode and verify document of a cathode ray tube visual screen; ability to understand and follow oral and written instructions; accuracy.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 10/9/24 Title: DIRECTOR OF HR Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: INFORMATION PROCESSING SPECIALIST I (Spanish Speaking) (HELPS Program)

Jurisdictional Classification Pending Class (Non-Competitive requested)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature:

<p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p>		<p align="center">SCHENECTADY COUNTY CIVIL SERVICE COMMISSION</p> <p align="center">NEW POSITION DUTIES STATEMENT</p>
		<p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p>
<p>1. Department SCHENECTADY COUNTY</p>	<p>Bureau, Division, Unit or Section: Schenectady County Schenectady County Comm. College Municipal Housing Authority City of Schenectady Town of Niskayuna Town of Rotterdam Town of Duanesburg Town of Princetown Town of Glenville Village of Delanson Village of Scotia Schenectady City School District Duanesburg Central School District Niskayuna Central School District Mohansen Central School District Burnt Hills-Ballston Lake School District Schalmont School District Scotia-Glenville School District Niskayuna Fire District #1 Niskayuna Fire District #2</p>	<p>Location of Position</p>
<p>TITLE: INFORMATION PROCESSING SPECIALIST I (HELPS Program)</p>		
<p>2. Description of Duties: This position involves responsibility for operating information processing equipment in accordance with programmed instructions by manipulation of a standard alpha-numeric keyboard and related peripheral equipment to record, edit, store and revise correspondence, reports, statistical, accounting and a variety of other forms of data. Information processing equipment includes: A remote computer terminal linked to a mainframe computer, a stand alone internal processing unit such as a micro-computer, or similar computer equipment. This position does not involve responsibilities in the areas of programming or systems analysis. However, an incumbent may modify or merge existing software packages or other program language in accomplishing word processing and other micro-computer functions. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments.</p>		
<p>Percentage of Work Time</p>	<p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>	
	<p>•Operates information processing equipment and related peripheral equipment such as daisy wheel printer or dot matrix printer in compiling and processing data for a variety of records and related reports;</p>	
	<p>•Maintains records on information processing equipment by manipulating the keyboard to enter new data or edit existing data;</p>	
	<p>•Retrieves necessary data from information processing equipment in order to print out required reports;</p>	
	<p>•Operates information processing equipment in word processing mode to record, edit, store and revise correspondence, reports, statistical tables, forms and other textural materials and documents;</p>	

•Sets up appropriate controls on equipment for margination, line spacing, paragraph, heading and footer information and other controls as necessary for document amendment or production;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Misc.	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
ALL	IPS I's	None

6. What minimum qualifications do you think should be required of this position?

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

SPECIAL REQUIREMENT: Typing performance will be evaluated during the probationary period.

Essential knowledge, skills and abilities: Good knowledge of the use and operation of information processing equipment and related peripheral equipment; working knowledge of office terminology and procedures, working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate information processing equipment; ability to determine and set up appropriate document formats, charts and tabular listings for word processing mode; ability to coordinate information from typed or handwritten copy to word processing mode and verify document of a cathode ray tube visual screen; ability to understand and follow oral and written instructions; accuracy.

Type of license or certificate required:

7. The above statements are accurate and complete

Date: 10/9/24 Title: Director of HR. Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: INFORMATION PROCESSING SPECIALIST I (HELPS Program)

Jurisdictional Classification Pending Class (Non-Competitive requested)

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.

**SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Police TITLE: Information Processing Specialist 1		Police Dept.
PERCENT OF WORK TIME	2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.	
100%	<ul style="list-style-type: none"> • Operates information processing equipment and related peripheral equipment such as daisy wheel printer or dot matrix printer in compiling and processing data for a variety of records and related reports; • Maintains records on information processing equipment by manipulating the keyboard to enter new data or edit existing data; • Manipulates the keyboard in order to make file searches; • Maintains disk directories and other storage media used in information processing operations; • Updates table of contents or index entries as appropriate to identify files, records and documents; • Retrieves necessary data from information processing equipment in order to print out required reports; • Operates information processing equipment in word processing mode to record, edit, store and revise correspondence, reports, statistical tables, forms and other textural materials and documents; • Sets up appropriate controls on equipment for margination, line spacing, paragraph, heading and footer information and other controls as necessary for document amendment or production; • Prints completed documents to draft or letter quality as appropriate and forwards to supervisor or administrator for review; • Analyzes machine stops and observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment; • Performs routine minor operator preventative maintenance on information processing equipment as specified by manufacturer to insure efficient and effective operation; • Confers with superiors on projects as to procedures, machine time, rate of output and difficulties encountered; • Assists in training new personnel on information processing equipment as requested; • Makes arithmetical computations and compiles simple statistical reports; • Performs a variety of clerical functions related to the position; • Performs a variety of related tasks as required. 	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Michael Brown	Police Chief	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
DawnGreen	IPS 1	Police

6. What minimum qualifications do you think should be required for this position?

Education: High school _____ 4 years or GED
College _____ N/A years, with specialization in _____
Other _____ N/A years, with specialization in _____

Experience: (list amount and type)
(A) Graduation from high school or possession of a high school equivalency diploma; OR
(B) One year of clerical experience.

Essential knowledges, skills and abilities:
Good knowledge of the use and operation of information processing equipment and related peripheral equipment; working knowledge of office terminology and procedures, working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate information processing.

SPECIAL REQUIREMENT: Typing performance will be evaluated during the probationary period.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/21/2024 Title: Supervisor Signature: Mollie A. Collins

Certification of Civil Service Commission
8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:
Title:

Jurisdictional Classification: "

Date: Signature:
Action by Legislative Body or Other Approving Authority

9. Creation of described position
Approved
Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 13, 1957.

**SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward two typed copies to this commission

1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION

Schenectady City School District

LOCATION OF POSITION

108 Education Dr., Schenectady, NY 12303

Office Manager - REQUESTING 1 POSITION

This position involves overseeing all of the office personnel and reporting of all facets of the day to day operations in any office. Attention to detail is an important factor of this position. Direct supervision is received from an administrative supervisor in the department. The incumbent does related work as required.

PERCENT OF WORK TIME

TITLE: Office Manager

50%

- (When assigned to Schenectady City School District):
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters;
 - Manages schedules of executive leadership team members;
 - Screens incoming mail and reports, and forwards to the appropriate staff;
 - Schedules meetings among district and building administration;
 - Prepares materials for confidential meetings held with executive leadership staff and takes notes during meetings;
 - Responds to requests for information from staff and the public;
 - Creates confidential documents, records, logs and files;
 - Interprets policies and regulations to staff and the public;

30%

- Makes travel arrangements and schedules conferences for executive leadership team members;

20%

- Oversees daily work activities of all office personnel;
- Reviews office procedures with new employees;
- Conducts staff meetings in order to brief superiors and subordinates in different aspects of operations;
- Designs, establishes and maintains a system by which work orders for various bureaus are recorded and tracked, including related cost sheets;
- Prepares complex statistical reports and performs mathematical computations;
- Computes cost sheets from appropriate work orders;
- Prepares weekly pay and attendance reports for payroll;
- Performs a variety of related duties as required.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
Carlos Cotto, Jr	Superintendent	Administrative
Tyrone O'Meally	Executive Director of Schools	Direct
Tia Corniel	Executive Director of Schools	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
N/A		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>

6. What minimum qualifications do you think should be required of this position?

Graduation from high school or possession of a high school equivalency diploma, and five years of secretarial/clerical or administrative assistant experience.

7. Knowledge, Skills and Abilities:

(A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Accounting, Business Administration or a related field and three years experience in maintaining financial accounts and records, OR

(B) Graduation from high school or possession of a high school equivalency diploma, and five years of experience as outlined in (A) above; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

7. The above statements are accurate and complete

11-Oct-24 | Assistant Director of Human Resources | Signature: *Katelin Pugliese*

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date:	Signature:
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ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Disapproved	
Date:	

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
Schenectady County

Bureau, Division, Unit or Section
Finance

Location of Position
620 State St.
Schenectady, NY 12305

Job Title: PRINCIPAL ACCOUNT CLERK

2. Description of Duties: This position involves responsibility for either planning, assigning and/or independently performing complex account keeping activities through the application of standardized accepted practices. The work requires independently performing various phases of the work on microcomputer and related equipment in the performance of daily tasks. General supervision is received from higher level administrative staff, with wide leeway allowed for the exercise of independent judgment in assignment completion, giving out information regarding departmental policies and practices, and in planning the routine of the office. This class differs from that of senior account clerk by the more complex nature of the work. Supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	•Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and may instruct employees in the specialized details of this work;
20%	•Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
20%	•Directs or independently audits varied accounts, claims and records the preparation of related reports;
20%	•Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
10%	•Sets up new accounts for program files by making software modifications to allocate costs among accounts;
10%	•Assists in the preparation of annual department operating budgets and ensures the maintenance of necessary financial controls;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Savitree Rikhi	Director of Accounting Systems	Direct
Jaclyn Falotico	Commissioner of Finance	General
4. Names and Titles of Persons Supervised by Employee in this Position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
6. What minimum qualifications do you think should be required of this position?		
<p>(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting or a closely related field and one year of experience maintaining financial accounts and records; or</p> <p>(B) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university which must have included at least 12 credit hours in accounting and three years of experience maintaining financial accounts and records; or</p> <p>(C) Graduation from high school or possession of an equivalency diploma and five years of experience maintaining financial accounts and records; or</p> <p>(D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.</p>		
<p>Essential knowledge, skills and abilities: Thorough knowledge of modern methods of keeping and reviewing financial accounts and records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to plan, assign and supervise the work of others; ability to operate a microcomputer and adapt purchased software to accounting and auditing situations; ability to understand and follow oral and written instructions; ability to handle routine administrative details independently; ability to prepare correspondence and reports; good judgment in solving complex account keeping problems; a high degree of accuracy; microcomputer literacy.</p>		
Type of license or certificate required:		
7. The above statements are accurate and complete		
Date:	Title:	Signature:
Certification of Civil Service Commission		
8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:		
Title: PRINCIPAL ACCOUNT CLERK		
Jurisdictional Classification: <u>Competitive</u>		
Date:	Signature:	

AK

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved

Disapproved

Date:

Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
Public Health-Preventive Services

Location of Position
**107 Nott Terr.
Schenectady, NY 12308**

TITLE: PUBLIC HEALTH NURSE II

2. Description of Duties: This position exists in the Schenectady County Public Health Department and involves the responsibility for planning, providing, directing and evaluating nursing care in a variety of settings with the goal of improving health outcomes. The incumbent is actively involved in the planning, development, provision and evaluation of public health programs designed to prevent disease and improve the health of individuals, families, specific populations, high-risk groups and/or communities. The work is performed under the general supervision of higher level Health Department staff with leeway given for carrying out the details of the work. Supervision is exercised over a variety of subordinate staff, such as Public Health Assistants.

Percentage of Work Time	DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	Develops, implements and evaluates ongoing quality improvement activities to ensure departmental delivery of high quality, safe, cost effective programmatic services, including staff development programs, policy development, record audits, review and reporting procedures, etc.;
20%	•Observes and evaluates care and outcomes of care, and develops and implements policies, procedures and plans of action to address issues and problems and improve quality;
10%	•Assists in program administration and/or program budget development;
10%	•Acts as an advocate and liaison for constituents;
10%	•Collects and maintains data and information through regular reviews and record audits;
10%	•Oversees maintenance of regulatory standards including timely flow and processing of documents to facilitate programmatic guidelines and adhere to NYSDOH requirements;
10%	•Investigates and evaluates complaints and incidents;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Renee Janack	Supervising Public Health Nurse	Direct
Jennifer Tonks	Emergency Preparedness Program Coordinator	Direct
Natahsa Loojune-Sooknanan	Communicable Disease Program Coordinator	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
TBD		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		

6. What minimum qualifications do you think should be required of this position?

Possession of a Bachelor Degree in Nursing awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education and four (4) years of experience as a Public Health Nurse.

Essential knowledge, skills and abilities: Thorough knowledge of modern public health nursing and clinical practices; Good knowledge of medical/nursing terminology and equipment; Working knowledge of the organization of community service agencies and facilities; Skill in the application of current nursing procedures and techniques of patient care; ability to plan and coordinate care for individuals, families and groups and oversee health care or other lower level personnel assigned to assist with this care; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to organize and maintain accurate records and files; ability to understand and empathize with the needs and concerns of others.

Type of license or certificate required:

1. License and current registration to practice as a Registered Professional Nurse in New York State.
2. Candidates must possess a valid driver's license issued by the New York State Department of Motor Vehicles at the time of appointment, and must maintain such license throughout employment.

7. The above statements are accurate and complete

Date: 10/11/2024 Title: Director of Operations & Compliance Signature: [Signature]
Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: **PUBLIC HEALTH NURSE II**

Jurisdictional Classification: **COMPETITIVE**

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

<p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.</p>	<p>SCENECTADY COUNTY CIVIL SERVICE COMMISSION NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward two typed copies to this <u>commission</u></p>
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1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Schenectady City School District	108 Education Dr., Schenectady, NY 12303

Senior Community Registration Liaison - REQUESTING 1 POSITION

This work is performed under direct supervision of the Assistant Superintendent of Innovation, Equity and Engagement or their designee. This position is responsible for student registration, data entry, communication with families, identifying and resolving issues, maintaining records, referrals for services, home visits, administrative duties and does assigned work as required.

PERCENT OF WORK TIME	TITLE: Senior Community Registration Liaison
100%	<ul style="list-style-type: none"> ●Communicates with students and families about student enrollment, placement and shares welcome packet resources; ●Identifies issues and problem-solve cases that impact student enrollment; ●Maintains student records and monitor required data into a student database; ●Notifies school building staff on newer registrants; ●May assist with prioritizing and assigning work and ensuring staff is trained related to proper procedures within the workload related to registration; ●Assist in identifying and resolving problems for students with frequent absenteeism; ●May represent district in a legal hearing; ●May conduct home visits as needed; ●Performs a variety of related duties as required.

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
Leah Kedley	Asst. Superintendent	General

4. Names and Titles of Persons Supervised by Employee in this Position		
<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
N/A		
5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position		
<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
6. What minimum qualifications do you think should be required of this position?		
<p>A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of experience a school setting or community-based organization; OR</p> <p>B. Graduation from a regionally accredited or New York State registered college with an associate's degree and four (4) years of experience as defined by the limits of (A) above; OR</p> <p>C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined by the limits of (A) above.</p>		
7. Knowledge, Skills and Abilities:		
<p>Interest in increasing family engagement and involvement; Good listening, communication and written skills; Be able to develop quality relationships with families from all backgrounds living in the Schenectady community; Be compassionate, kind and respectful of others and their lived experiences; Ability to work collaboratively with others; Use an anti-racist and trauma sensitive lens when working with families; Strong work ethic and ability to maintain the utmost confidentiality; Connections with the school community preferred; Must be able to work a schedule with flexible hours. Schedule is generally during school hours; however, a home visit or meeting may be required on occasion after school hours; Must be bilingual.</p>		
7. The above statements are accurate and complete		
11-Oct-24	Assistant Director of Human Resources	Signature: <i>Katelin Pugliese</i>
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is		
Date:	Signature:	
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
	<input type="checkbox"/> Approved	
	<input type="checkbox"/> Disapproved	
	Date:	

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.

**SCHENECTADY COUNTY CIVIL SERVICE
COMMISSION
NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
SCHENECTADY COUNTY

Bureau, Division, Unit or Section
Public Health

Location of Position
107 Nott Terrace
Schenectady, NY 12308

TITLE: SENIOR PUBLIC HEALTH TECHNICIAN (HELPS Program)

2. Description of Duties: This position exists in Schenectady County Public Health Services and involves the responsibility for assisting Public Health Sanitarians and Engineers in carrying out the more difficult phases of environmental health inspection activities. Employees in this class are responsible for making inspections and carrying out specialized phases of the environmental health program. The incumbent in this position gathers information for use by Public Health Engineers and Sanitarians in determining compliance with local and State Sanitation Code requirements. Work performed is under general supervision of a technical superior with leeway allowed to exercise judgment in the performance of duties in accordance with established policies and procedures. Supervision may be exercised over the work of Public Health Technicians and other subordinate staff.

**Percentage of Work
Time**

DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

55%

•Arranges inspection scheduling, performs routine and follow-up inspections of children's camps, temporary residences (hotels and motels), tobacco vendors, swimming pools and bathing beaches, mobile home parks and other premises including public or individual water supplies, sewage disposal systems, public health nuisance complaints, and general sanitation;

5%

•Arranges and assigns work of subordinate personnel and performs routine and follow-up inspections of food service establishments;

5%

•Collects samples of drinking water, food or other materials for laboratory analysis to determine organic, inorganic and bacterial contamination;

15%

•Performs routine and follow-up inspections of facilities outlined generally by a superior according to established policies and procedures and advises owners/operators/managers of corrective measures;

15%

•Responds to telephone and written inquires from owners/operators/managers and the general public regarding environmental health programs in the health department;

5%

•Tests drinking water samples for chlorine content, ph hardness and alkalinity and reviews bacteriological analysis of laboratory results;

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Jennifer Priebe	Director of Environmental Health	Direct

4. Names and Titles of Persons Supervised by Employee in this Position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
All	Public Health Technicians	General

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
All	Senior Public Health Technician	n/a

6. What minimum qualifications do you think should be required of this position?

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, including a minimum of thirty (30) semester credit hours in the *natural sciences, of which not more than twelve (12) credit hours may be in **applied sciences and have satisfactorily completed a public health training course approved by the State Health Department within two years of appointment; OR

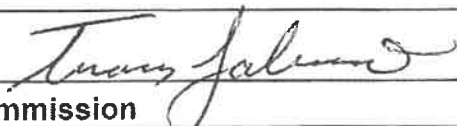
B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree including a minimum of thirty (30) semester credit hours in the *natural sciences of which not more than twelve (12) credit hours may be in **applied sciences and two years of experience as a Public Health Technician deemed satisfactory by the local Commissioner of Health or Public Health Director during which time you must have completed a public health training course approved by the New York State Department of Health.

Essential knowledge, skills and abilities: Good knowledge of basic principles and practices related to proper environmental public health inspection techniques; good knowledge of applicable provisions of the local and State Sanitary Code related to environmental public health inspections; good knowledge of general principles of biology, microbiology, bacteriology, chemistry and general science; knowledge of public health principles and practices; ability to gather data from observations, interviews, records and reports; ability to gain the cooperation of and work with co workers; Ability to establish and maintain cooperative relationships with the public; Ability to understand and interpret oral and written material and present ideas clearly both orally and in writing; ability to solve arithmetic problems related to environmental public health inspections; ability to prepare accurate reports; skill in health inspection techniques; good observational skills, mental alertness, tact and courtesy, and sound judgment.

Type of license or certificate required:

Possession of a current valid New York State driver's license at the time of appointment.

7. The above statements are accurate and complete

Date: 9/24/2024 Title: Director of Operations & Compliance Signature: 

Certification of Civil Service Commission

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: SENIOR PUBLIC HEALTH TECHNICIAN (HELPS Program)

Jurisdictional Classification: Non-Competitive*

Date: Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved

Disapproved

Date:

Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 13, 1957.

**SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION
NEW POSITION DUTIES STATEMENT**
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward two typed copies to this commission

1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION
Schenectady City School District

LOCATION OF POSITION
108 Education Dr., Schenectady, NY 12303

Supervisor of District Partnerships and Youth Activities - REQUESTING 1 POSITION

The Supervisor of Partnerships and Youth Activities is designed to lead the planning and development and coordination of all partnerships within the Schenectady City School District. Youth Activities encompass the development of feeder programs that will support the youth activities that we have in our district that are not yet connected to our elementary schools and strengthen our unstructured times in the school day to better support collaborative activities. The supervisor will align essential resources to support community partnerships that support students and their families in a safe, healthy, and culturally relevant environment, advancing dynamic partnerships aligned with district values. The Supervisor of Partnerships and Youth Activities will report directly to the Assistant Superintendent of Innovation, Equity, and Engagement with leeway to carry out duties of the position.

PERCENT OF WORK TIME

TITLE: Supervisor of District Partnerships and Youth Activities

50%

Enable, expand and renew and existing strategic partnerships;
Develop and implement strategic partnership plans to achieve monthly, quarterly and annual targets and build long-term sustainability within the district;
Collaborate with building and district leadership to identify the needs of each site;
Ensure partners' visions are aligned with the districts and each school;
Establish and communicate objectives and reporting for each partner relationship, externally and internally;
Enable and engage partners through in person and/or virtual meetings;
Facilitate and manage the district Request for Partnership (RFP) Process in collaboration with the business office;
Provide vision and leadership on initiating new partnerships in school buildings;
Utilize partnership data and analytics to track performance, evaluate ROI and make data driven decisions to optimize partnership strategies;
Implement needs-driven, high-quality programs and services in adherence with the community schools model and all schools, including but not limited to: early

30%	<p>Set up and maintain records regarding the activities and work of the Community School Coordinators and Supervisor, Parent Liaisons, Building Principals and District Level Administrators;</p> <p>Identify and recruit people and organizations willing to offer programs or services for students and families to meet needs that are not yet being met;</p> <p>Establish partnerships with people and organizations who provide resources and services;</p> <p>Develop feeder programs across the district that support youth activities in athletics and artistic endeavors;</p>
20%	<p>Support unstructured times during the school day with more collaborative activities to support student teamwork and activities;</p> <p>Develop structure for students to participate in youth activities that broaden their experiences around youth sports and activities;</p> <p>Does related work as required.</p>

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
Leah Kedley	Asst. Superintendent	General

4. Names and Titles of Persons Supervised by Employee in this Position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
N/A		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>

6. What minimum qualifications do you think should be required of this position?

A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree and three (3) years of experience in a school setting or community based organization;

OR

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of experience as defined by the limits of (A) above; OR

C. Graduation from a regionally accredited or New York State registered college with an associate's degree and seven (7) years of experience as defined by the limits of (A) above

7. Knowledge, Skills and Abilities:

Thorough knowledge of the purposes, principles, terminology and practices employed in program planning; Interest in increasing student and family engagement and involvement; Thorough knowledge of educational programs and community partnership and resources; good knowledge of public information and public relations techniques; ability to adapt to various socio-economic groups and communicate clearly and effectively both verbally and in writing with families, staff and community members from all background living in the Schenectady community; ability to oversee budgetary processes and communicate requirements aligned to district mission and vision; ability to establish and maintain effective relationships with others; ability to work flexible hours including evenings; cultural sensitivity; organizational skill; skill with public speaking; tact; courtesy.

7. The above statements are accurate and complete

11-Oct-24 | Assistant Director of Human Resources | Signature: *Katelin Pugliese*

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date: _____

<p>Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.</p>	<p>SCHENECTADY COUNTY CIVIL SERVICE COMMISSION NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.</p> <p>Forward one typed copy to this Commission.</p>
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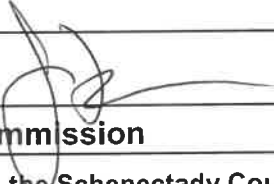
<p>1. Department SCHENECTADY COUNTY</p>	<p>Bureau, Division, Unit or Section: Schenectady County Schenectady County Comm. College Municipal Housing Authority City of Schenectady Town of Niskayuna Town of Rotterdam Town of Duanesburg Town of Princetown Town of Glenville Village of Delanson Village of Scota Schenectady City School District Duanesburg Central School District Niskayuna Central School District Mohansen Central School District Burnt Hills-Ballston Lake School District Schalmont School District Scotia-Glenville School District Niskayuna Fire District #1 Niskayuna Fire District #2</p>	<p>Location of Position</p>
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TITLE: TYPIST (HELPS Program)

2. Description of Duties: This position involves responsibility for performing routine clerical duties and/or assisting in the performance of more difficult clerical work. The class of Typist is comparable to the class of Clerk, but the work also requires the substantial use of a typewriter or word processing equipment in the performance of daily tasks. Direct supervision is received from higher level clerical or administrative staff with detailed instructions given for new or difficult assignments.

<p>Percentage of Work Time</p>	<p>DESCRIPTION: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate line of each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>
<p>30%</p>	<p>•Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lists, reports, index cards, time cards, or similar materials;</p>
<p>20%</p>	<p>•Answers telephone and waits on the public;</p>
<p>20%</p>	<p>•Files correspondence, memoranda, reports and other materials</p>
<p>20%</p>	<p>•May operate a calculator, adding machine, typewriter, word processing equipment and other office machines;</p>
<p>10%</p>	<p>•Makes arithmetical computations and compiles simple statistical reports;</p>

3. Names and Titles of Persons Supervising this Position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Misc.	Direct
4. Names and Titles of Persons Supervised by Employee in this Position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
None		
5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
ALL	Clerks	None
6. What minimum qualifications do you think should be required of this position?		
(A) Graduation from high school or possession of a high school equivalency diploma; OR		
(B) One year of clerical experience.		
SPECIAL REQUIREMENT: Typing performance will be evaluated during the probationary period.		
Essential knowledge, skills and abilities: Working knowledge of modern office terminology, practices, procedures and equipment; working knowledge of Business Arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly.		
Type of license or certificate required:		
7. The above statements are accurate and complete		
Date: 10/9/24	Title: DIRECTOR OF HR	Signature: 
Certification of Civil Service Commission		
8. In accordance with the provisions of Civil Service Law, Section 22, the Schenectady County Civil Service Commission certifies that the appropriate civil service title for the position described is:		
Title: TYPIST (HELPS Program)		
Jurisdictional Clasification Pending Class (Non-Competitive requested)		
Date:	Signature:	
Action by Legislative Body or Other Approving Authority		
9. Creation of described position		
Approved		
Disapproved		
Date:	Signature:	

CLERK (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing routine clerical work and/or assisting in performing more difficult and responsible clerical work. Employees must exercise independent judgment in applying detailed instructions to assignments. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work related tasks. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains a variety of records;
- Issues and records applications, licenses, permits, etc.;
- Answers telephone and gives out routine information or relieves at switchboard;
- Maintains attendance and payroll records;
- May operate a calculator, computer equipment or other office equipment in the performance of daily work related tasks;
- Makes entries on control cards or other records from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE COUNTY CLERK'S OFFICE: Employment is contingent upon citizenship verification and a criminal background check sufficient for issuance of Enhanced Drivers Licenses (EDL's) or identification cards.

Adopted
CSC 10/17/24

JC: Pending Class

CONFIDENTIAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Superintendent or Assistant Superintendent or their designee, performs highly responsible and confidential secretarial and administrative duties to relieve the Assistant Superintendent or their designee of a variety of administrative details; plans, organizes and participates in administrative and clerical operations related to assigned functions; maintains confidentiality of sensitive and privileged information. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs a variety of highly responsible duties to relieve the administrator of a variety of secretarial and administrative details;
- Plans, coordinates and organizes office and department activities and flow of communications for the administrator;
- Maintains confidentiality of privileged and sensitive information;
- Organizes and expedites the flow of work through a major District office responsible for a large or major program;
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters;
- Inputs a wide variety of data into an assigned computer system;
- Establishes and maintains automated files and records;
- Creates queries and generates a variety of computerized lists and reports;
- Assures timely distribution and receipt of a variety of records and reports;
- Receives, screens, and routes telephone calls;
- Greets and assists visitors;
- Refers callers or visitors to appropriate staff members;
- Responds to requests, complaints and questions from officials, staff and the public;
- Receives, sorts and routes incoming correspondence;
- Reviews and determines priority of incoming mail;
- Prepares Board reports and related information according to established procedures;
- Assists with Board meeting preparation as assigned;
- Coordinates and schedules various appointments and meetings;
- Makes travel arrangements as assigned;
- Prepares and assures proper completion of reimbursement and mileage forms as assigned;
- Maintains and coordinates executive leadership team member calendars;
- Receives and addresses complaints accordingly utilizing knowledge of departmental policies and general District rules and regulations;
- Interprets policies and regulations to officials, staff and the public;
- Answers inquiries and provides information on a wide range of technical and program matters for administrators, teachers, personnel and the public;
- Prepares and submits purchase orders and work orders as assigned;
- Communicates with various personnel, District departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns;
- Composes correspondence independently on a variety of matters including those of a confidential nature;
- Prepares, formats, edits, proofreads and revises written materials;

- Attends a variety of meetings as assigned;
- Prepares and distributes minutes, updates records, statements, documents and reports to appropriate personnel as assigned;
- Operates and maintains a variety of office equipment including a copier, fax machine, computer and assigned software;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the functions and secretarial operations of an administrative office, ability to understand and carry out oral and written instructions; ability to analyze situations accurately and adopt an effective course of action; interpersonal skills using tact, patience and courtesy; ability of work confidentiality with discretion; attention to detail.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and five years of secretarial/clerical or administrative assistant experience.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 10/17/24

JC: COMPETITIVE

FIREFIGHTER PARAMEDIC – TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This position involved responsibility for performing the dual functions of firefighting and prevention, as well as providing emergency medical services. Incumbents drive and operate specially equipped medical emergency vehicles and motor driven fire-fighting equipment. General supervision is received from a higher-ranking officer. Routine maintenance and custodial work on station and equipment is also performed under general supervision and inspected upon completion. An appointee who successfully completes the probationary period AND the Special Requirements below as a Firefighter-Paramedic Trainee will be appointed, without further examination, to the position of Firefighter-Paramedic. Additionally, the incumbent does work related work as required.

TYPICAL WORK ACTIVITIES:When Engaged in Firefighter Duties:

- Responds to fire alarms and emergency calls with the fire company;
- Lays and connects hose lines and nozzles, turns water on and off; holds fire hose and directs the stream;
- Operates a pressure pump;
- Makes openings in burning buildings for ventilation and entrance;
- Puts up & climbs ladders and enters burning buildings when necessary;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learns and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- Assists in giving emergency first aid treatment to injured persons;
- Cleans and maintains firefighting equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;
- Performs miscellaneous clerical work when assigned;
- Performs any other related duties assigned by a higher-ranking officer.

When Engaged in EMT duties

- Operates specially equipped vehicle to respond to medical emergencies and provides basic life support services to stabilize persons with life threatening problems resulting from trauma or other medical emergencies;
- Provides medical emergency service to accident or other emergency victims such as extraction, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, AED, BLS medications, emergency childbirth;
- Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;

- Assists in development and implementation of an operational plan for major catastrophes and natural or man-made disasters in order to respond to medical emergencies; Participates in emergency medical training of members of the community;
- Assists in coordinating emergency medical services on site;
- Keeps records of emergency calls, patient treatment and problems encountered, and solutions rendered in the course of duty;
- Participates in emergency medical training of other firefighters, ambulance personnel and members of the community, and coordinates emergency medical services on site.
- Provides medical care consistent with current state, regional and department protocol.
- Performs any other related duties assigned by a higher ranking officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to recognize fire hazards; willingness to perform any tasks assigned; mental alertness, mechanical aptitude; conscientiousness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (AT TIME OF APPLICATION)

- Graduation from high school or possession of a high school equivalency diploma.

Special Requirements: (At time of appointment)

- Possession of a valid current certificate as an Emergency Medical Technician (EMT), Issued by the New York State Health Department in accordance with part 800, Chapter VI of the State Emergency Medical Services Code.
- Possession of appropriate level motor vehicle operator's license issued by the New York State Department of Motor Vehicles
- Candidates must be at least nineteen (19) years of age.

SPECIAL REQUIREMENTS: (AT THE COMPLETION OF PROBATIONARY PERIOD)

- Successful completion of Fire Academy training and certification of a Pro-Board Class A Firefighter.
- Successful completion of a NYS A-EMT P Paramedic Certification course within thirty-six months of appointment.
- Must maintain both New York State Emergency Medical Technician-Paramedic (EMT-Paramedic) certification and appropriate level motor vehicle operator's license throughout employment as a Firefighter-Paramedic. Failure to maintain one or both may result in termination of employment.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted CSC 10/17/24

JC: COMPETITIVE

INFORMATION PROCESSING SPECIALIST I (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating information processing equipment in accordance with programmed instructions by manipulation of a standard alpha-numeric keyboard and related peripheral equipment to record, edit, store and revise correspondence, reports, statistical, accounting and a variety of other forms of data. Information processing equipment includes: A remote computer terminal linked to a mainframe computer, a stand alone internal processing unit such as a micro-computer, or similar computer equipment. This position does not involve responsibilities in the areas of programming or systems analysis. However, an incumbent may modify or merge existing software packages or other program language in accomplishing word processing and other micro-computer functions. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates information processing equipment and related peripheral equipment such as daisy wheel printer or dot matrix printer in compiling and processing data for a variety of records and related reports;
- Maintains records on information processing equipment by manipulating the keyboard to enter new data or edit existing data;
- Manipulates the keyboard in order to make file searches;
- Maintains disk directories and other storage media used in information processing operations;
- Updates table of contents or index entries as appropriate to identify files, records and documents;
- Retrieves necessary data from information processing equipment in order to print out required reports;
- Operates information processing equipment in word processing mode to record, edit, store and revise correspondence, reports, statistical tables, forms and other textural materials and documents;
- Sets up appropriate controls on equipment for margination, line spacing, paragraph, heading and footer information and other controls as necessary for document amendment or production;
- Prints completed documents to draft or letter quality as appropriate and forwards to supervisor or administrator for review;
- Analyzes machine stops and observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment;
- Performs routine minor operator preventative maintenance on information processing equipment as specified by manufacturer to insure efficient and effective operation;
- Confers with superiors on projects as to procedures, machine time, rate of output and difficulties encountered;
- Assists in training new personnel on information processing equipment as requested;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of clerical functions related to the position;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the use and operation of information processing

equipment and related peripheral equipment; working knowledge of office terminology and procedures, working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate information processing equipment; ability to determine and set up appropriate document formats, charts and tabular listings for word processing mode; ability to coordinate information from typed or handwritten copy to word processing mode and verify document of a cathode ray tube visual screen; ability to understand and follow oral and written instructions; accuracy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

SPECIAL REQUIREMENT: Typing performance will be evaluated during the probationary period.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 10/17/24

JC: Pending Class

COMPETITIVE

INFORMATION PROCESSING SPECIALIST I (SPANISH SPEAKING) (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating information processing equipment in accordance with programmed instructions by manipulation of a standard alpha-numeric keyboard and related peripheral equipment to record, edit, store and revise correspondence, reports, statistical, accounting and a variety of other forms of data. Information processing equipment includes: A remote computer terminal linked to a mainframe computer, a stand alone internal processing unit such as a micro-computer, or similar computer equipment. This position does not involve responsibilities in the areas of programming or systems analysis. However, an incumbent may modify or merge existing software packages or other program language in accomplishing word processing and other micro-computer functions. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work required.

TYPICAL WORK ACTIVITIES:

- Operates information processing equipment and related peripheral equipment such as daisy wheel printer or dot matrix printer in compiling and processing data for a variety of records and related reports;
- Translates from Spanish to English and English to Spanish;
- Communicates verbally and in writing with Spanish speaking students, parents and public;
- Maintains records on information processing equipment by manipulating the keyboard to enter new data or edit existing data;
- Manipulates the keyboard in order to make file searches;
- Maintains disk directories and other storage media used in information processing operations;
- Updates table of contents or index entries as appropriate to identify files, records and documents;
- Retrieves necessary data from information processing equipment in order to print out required reports;
- Operates information processing equipment in word processing mode to record, edit, store and revise correspondence, reports, statistical tables, forms and other textual materials and documents;
- Sets up appropriate controls on equipment for margination, line spacing, paragraph, heading and footer information and other controls as necessary for document amendment or production;
- Prints completed documents to draft or letter quality as appropriate and forwards to supervisor or administrator for review;
- Analyzes machine stops and observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment;
- Performs routine minor operator preventative maintenance on information processing equipment as specified by manufacturer to insure efficient and effective operation;
- Confers with superiors on projects as to procedures, machine time, rate of output and difficulties encountered;
- Assists in training new personnel on information processing equipment as requested;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of clerical functions related to the position;
- Performs a variety of related tasks as required.

CHARACTERISTICS: Good knowledge of the use and operation of information processing equipment and related peripheral equipment; working knowledge of office terminology and procedures, working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate information processing equipment; ability to determine and set up appropriate document formats, charts and tabular listings for word processing mode; ability to coordinate information from typed or handwritten copy to word processing mode and verify document of a cathode ray tube visual screen; ability to understand and follow oral and written instructions; ability to read, write and converse in Spanish; accuracy.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

SPECIAL REQUIREMENTS:

1. Typing performance will be evaluated during the probationary period.
2. Candidates must be able to translate from Spanish to English and English to Spanish, and read, write and converse fluently in English and Spanish.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 10/17/24

JC: Pending Class

SENIOR COMMUNITY REGISTRATION LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This work is performed under direct supervision of the Assistant Superintendent of Innovation, Equity and Engagement or their designee. This position is responsible for student registration, data entry, communication with families, identifying and resolving issues, maintaining records, referrals for services, home visits, administrative duties and does assigned work as required.

TYPICAL WORK ACTIVITIES:

- Communicates with students and families about student enrollment, placement and shares welcome packet resources;
- Identifies issues and problem-solve cases that impact student enrollment;
- Maintains student records and monitor required data into a student database;
- Notifies school building staff on newer registrants;
- May assist with prioritizing and assigning work and ensuring staff is trained related to proper procedures within the workload related to registration;
- Assist in identifying and resolving problems for students with frequent absenteeism;
- May represent district in a legal hearing;
- May conduct home visits as needed;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Interest in increasing family engagement and involvement; Good listening, communication and written skills; Be able to develop quality relationships with families from all backgrounds living in the Schenectady community; Be compassionate, kind and respectful of others and their lived experiences; Ability to work collaboratively with others; Use an anti-racist and trauma sensitive lens when working with families; Strong work ethic and ability to maintain the utmost confidentiality; Connections with the school community preferred; Must be able to work a schedule with flexible hours. Schedule is generally during school hours; however, a home visit or meeting may be required on occasion after school hours; Must be bilingual.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of experience a school setting or community-based organization; OR
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree and four (4) years of experience as defined by the limits of (A) above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined by the limits of (A) above.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 10/17/24

JC: COMPETITIVE

SENIOR PUBLIC HEALTH TECHNICIAN (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in Schenectady County Public Health Services and involves the responsibility for assisting Public Health Sanitarians and Engineers in carrying out the more difficult phases of environmental health inspection activities. Employees in this class are responsible for making inspections and carrying out specialized phases of the environmental health program. The incumbent in this position gathers information for use by Public Health Engineers and Sanitarians in determining compliance with local and State Sanitation Code requirements. Work performed is under general supervision of a technical superior with leeway allowed to exercise judgment in the performance of duties in accordance with established policies and procedures. Supervision may be exercised over the work of Public Health Technicians and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Arranges inspection scheduling, performs routine and follow-up inspections of children's camps, temporary residences (hotels and motels), tobacco vendors, swimming pools and bathing beaches, mobile home parks and other premises including public or individual water supplies, sewage disposal systems, public health nuisance complaints, and general sanitation;
- Arranges inspection work of subordinate personnel in public health nuisances including environmental exposures, insects, rodents, bats, garbage and related matters and advises home owners and local officials on methods and procedures relating to pest control;
- Arranges and assigns work of subordinate personnel and performs routine and follow-up inspections of food service establishments;
- Collects samples of drinking water, food or other materials for laboratory analysis to determine organic, inorganic and bacterial contamination;
- Performs routine and follow-up inspections of facilities outlined generally by a superior according to established policies and procedures and advises owners/operators/managers of corrective measures;
- Responds to telephone and written inquiries from owners/operators/managers and the general public regarding environmental health programs in the health department;
- Tests drinking water samples for chlorine content, ph hardness and alkalinity and reviews bacteriological analysis of laboratory results;
- Inspects sites and advises homeowners on design of home sewage systems depending on varying soil conditions;
- May collect and deliver suspected rabies specimens to State laboratories for analysis;
- Aids homeowners, local officials and commercial operators on proper sanitary operation of wells, pumps and water source protection;
- Maintains records and completes inspection reports related to the work;
- May train and supervise the work of subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of basic principles and practices related to proper environmental public health inspection techniques; good knowledge of applicable provisions of the local and State Sanitary Code related to environmental public health inspections; good knowledge of general principles of biology, microbiology, bacteriology, chemistry and general science; knowledge of public health principles and practices; ability to gather data from observations, interviews, records and reports; ability to gain the cooperation of and work with co workers; Ability to establish and maintain cooperative relationships with the public; Ability to understand and interpret oral and written material and present ideas clearly both orally and in writing; ability to solve arithmetic problems related to environmental public health inspections; ability to prepare accurate reports; skill in health inspection techniques; good observational skills, mental alertness, tact and courtesy, and sound judgment.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, including a minimum of thirty (30) semester credit hours in the *natural sciences, of which not more than twelve (12) credit hours may be in **applied sciences and have satisfactorily completed a public health training course approved by the State Health Department within two years of appointment; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree including a minimum of thirty (30)) semester credit hours in the *natural sciences of which not more than twelve (12) credit hours may be in **applied sciences and two years of experience as a Public Health Technician deemed satisfactory by the local Commissioner of Health or Public Health Director during which time you must have completed a public health training course approved by the New York State Department of Health.

NOTE: *Natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena or laws of nature and the physical world. It shall include all physical and biological sciences.

**Applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.

SPECIAL REQUIREMENTS:

Possession of a current valid New York State driver's license at the time of appointment.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted CSC 10/17/24

JC:NON-COMPETITIVE*

SUPERVISOR OF DISTRICT PARTNERSHIPS and YOUTH ACTIVITIES

DISTINGUISHING FEATURES OF THE CLASS: The Supervisor of Partnerships and Youth Activities is designed to lead the planning and development and coordination of all partnerships within the Schenectady City School District. Youth Activities encompass the development of feeder programs that will support the youth activities that we have in our district that are not yet connected to our elementary schools and strengthen our unstructured times in the school day to better support collaborative activities. The supervisor will align essential resources to support community partnerships that support students and their families in a safe, healthy, and culturally relevant environment, advancing dynamic partnerships aligned with district values. The Supervisor of Partnerships and Youth Activities will report directly to the Assistant Superintendent of Innovation, Equity, and Engagement with leeway to carry out duties of the position.

TYPICAL WORK ACTIVITIES:

- Enable, expand and renew and existing strategic partnerships;
- Develop and implement strategic partnership plans to achieve monthly, quarterly and annual targets and build long-term sustainability within the district;
- Collaborate with building and district leadership to identify the needs of each site;
- Ensure partners' visions are aligned with the districts and each school;
- Establish and communicate objectives and reporting for each partner relationship, externally and internally;
- Enable and engage partners through in person and/or virtual meetings;
- Facilitate and manage the district Request for Partnership (RFP) Process in collaboration with the business office;
- Provide vision and leadership on initiating new partnerships in school buildings;
- Utilize partnership data and analytics to track performance, evaluate ROI and make data driven decisions to optimize partnership strategies;
- Implement needs-driven, high-quality programs and services in adherence with the community schools model and all schools, including but not limited to: early childhood education programs, expanded learning enrichment opportunities, health services, parent/family engagement and adult education;
- Implement strategies to strengthen relationships with parents, partners and community members;
- Meet with community partners to identify metric of success for individual partnerships based on targeted student outcomes;
- Collaborate with school and district administrators to develop and manage a process for identifying priorities;
- Vet available resources and services with input from teachers, school staff, community members, parents/guardians, and students;
- Set up and maintain records regarding the activities and work of the Community School Coordinators and Supervisor, Parent Liaisons, Building Principals and District Level Administrators;

- Identify and recruit people and organizations willing to offer programs or services for students and families to meet needs that are not yet being met;
- Establish partnerships with people and organizations who provide resources and services;
- Develop feeder programs across the district that support youth activities in athletics and artistic endeavors;
- Support unstructured times during the school day with more collaborative activities to support student teamwork and activities;
- Develop structure for students to participate in youth activities that broaden their experiences around youth sports and activities;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices employed in program planning; Interest in increasing student and family engagement and involvement; Thorough knowledge of educational programs and community partnership and resources; good knowledge of public information and public relations techniques; ability to adapt to various socio-economic groups and communicate clearly and effectively both verbally and in writing with families, staff and community members from all background living in the Schenectady community; ability to oversee budgetary processes and communicate requirements aligned to district mission and vision; ability to establish and maintain effective relationships with others; ability to work flexible hours including evenings; cultural sensitivity; organizational skill; skill with public speaking; tact; courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree and three (3) years of experience in a school setting or community based organization; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of experience as defined by the limits of (A) above; OR
- C. Graduation from a regionally accredited or New York State registered college with an associate's degree and seven (7) years of experience as defined by the limits of (A) above

Adopted
CSC 10/17/24

JC: COMPETITIVE

TYPIST (HELPS Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing routine clerical duties and/or assisting in the performance of more difficult clerical work. The class of Typist is comparable to the class of Clerk, but the work also requires the substantial use of a typewriter or word processing equipment in the performance of daily tasks. Direct supervision is received from higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lists, reports, index cards, time cards, or similar materials;
- Answers telephone and waits on the public;
- Types addresses and mailing lists;
- Types and maintains various types of records;
- Files correspondence, memoranda, reports and other materials;
- May operate a calculator, adding machine, typewriter, word processing equipment and other office machines;
- Indexes materials and performs simple record keeping tasks;
- Makes entries on cards or bills, or in ledger from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, practices, procedures and equipment; working knowledge of Business Arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

SPECIAL REQUIREMENT: Typing performance will be evaluated during the probationary period.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 10/17/24

JC: Pending Class

CHILDRENS BEHAVIORAL HEALTH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Schenectady County Office of Community Services and involves the responsibility for assisting youth and their families with behavioral health issues. Employees must be able to effectively interact with various agencies and programs. Direct supervision is received from either the Director of Community Services or the Behavioral Health Systems Administrator with a wide leeway given for carrying out the details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Manages and coordinates access into housing, case management and other services for youth and their families with high needs, tracking progress through service providers and holding regularly scheduled Single Point of Accountability planning meetings;
- Facilitates integrated community based service plan meetings on behalf of youth and their families with behavioral health needs including housing referral meetings and case management team meetings;
- Facilitates behavioral health case conference meetings for high risk youth and families;
- Educates local agencies and the community regarding the intent and direction of the NYS initiatives known as single point of accountability (SPOA);
- Educates local agencies and the community regarding changes within the children's behavioral health system including Medicaid Redesign, Health Homes and other relevant initiatives;
- Provides diagnostic and assessment summaries on Single Point Of Access referrals to the supervisor and relevant provider agencies;
- Reports system barriers, problems and needs to management staff and works with the staff to develop approaches, solutions and make improvements;
- Develops and implements child, youth and family behavioral health initiatives under the direction of the supervisor.
- Conducts single focused studies of particular aspects of care quality throughout the system as needed;
- Assists in the development and implementation of computer based tracking and reporting systems;
- Assists in the development of local governmental plans for the behavioral health system.
- Represents the Office of Community Services at meetings with provider agencies, community groups, county departments and other meetings as requested by the supervisor;
- Provides technical assistance to county departments, community agencies and other groups as needed regarding behavioral health program implementation, best practices and evidenced based programming;
- Monitors youth and family contract agencies for program compliance, outcomes and program quality;
- Maintains, monitors and enhances information systems and quality indicators as needed;
- Works closely with community agency staff to assure the necessary information tracking and monitoring for at-risk youth;
- Assists in the arbitration of disputes for people receiving behavioral health services;
- Develops and implements arbitration protocols and policies to aid clients and family members with problem resolution related to access to care, managed care, or other

barriers to treatment;

- Oversees and monitors behavioral health programs as assigned by the supervisor;
- Performs related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community systems available to assist youth and families with serious emotional disturbances and behavioral health needs; good organizational, interpersonal communication skills, and ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work, mental health counselling, ~~or~~ psychology or a related field and two (2) years of clinical or clinical supervisory experience in children's mental health care.

Adopted CSC 08/16/16
Revised CSC 10/17/24

JC: COMPETITIVE

COMMUNITY SCHOOLS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The Community Schools Supervisor is designed to lead the planning and development of a community school program for each identified site in the Schenectady City School District. The Community Schools Supervisor will ensure the establishment of community schools that will bring together and align essential resources to support students and their families in a safe, healthy, and culturally relevant environment, advancing dynamic, community partnerships aligned with district values. The Community Schools Supervisor will provide oversight and support to all Community School Coordinators. The Community Schools Supervisor will report directly to the Assistant Superintendent of Innovation, Equity, and Engagement with considerable leeway to carry out duties of the position.

TYPICAL WORK ACTIVITIES:

- Coordinate the Community School planning process, working directly with existing school and district staff, families and community partners;
- Oversees and leads a team of parent liaisons assigned to buildings;
- Supervises mentors and trains new parent liaisons;
- Implement needs-driven, high-quality programs and services in adherence with the community schools model, including but not limited to: early childhood education programs, expanded learning enrichment opportunities, health services, parent/family engagement and adult education;
- Connect children and families to key services and resources that will foster and ensure student success;
- Implement strategies to strengthen relationships with parents, partners and community members;
- Meet with community partners to identify metric of success for individual partnerships based on targeted student outcomes;
- Orient site leaders, staff, families and community partners to community schools;
- Collaborate with school and district administrators to develop and manage a process for identifying priorities;
- Participate with the principal and teachers to understand student needs and gaps by grade level;
- Access, align and match available social service interventions with the identified needs of student to close gaps;
- Vet available resources and services with input from teachers, school staff, community members, parents/guardians, and students;
- Set up and maintain records regarding the activities and work of the Community School Coordinators and Supervisor;
- Identify and recruit people and organizations willing to offer programs or services for students and families to meet needs that are not yet being met;
- Establish partnerships with people and organizations who provide resources and services;

- Lead the application process for Community Schools grants;
- Review and lead the work of the Community School Coordinators;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology and practices employed in program planning; Thorough knowledge of educational programs; good knowledge of public information and public relations techniques; ability to adapt to various socio-economic groups and communicate clearly and effectively both verbally and in writing; ability to establish and maintain effective relationships with others; ability to work flexible hours including evenings; cultural sensitivity; organizational skill; skill with public speaking; tact; courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree and three (3) years of experience in a school setting or community based organization; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of experience as defined by the limits of (A) above; OR
- C. Graduation from a regionally accredited or New York State registered college with an associate's degree and seven (7) years of experience as defined by the limits of (A) above; OR
- D. Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience as defined by the limits of (A) above.

Adopted
CSC 05/16/2023
[Revised](#)
[CSC 10/17/24](#)

JC: COMPETITIVE

DIRECTOR OF DEVELOPMENT OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Municipal Housing Authority and involves the responsibility for assisting the Executive Director in the overall administration and management of the Authority operations in regard to housing development management. Critical responsibilities include coordination of operations in terms of crisis situations, resolution of difficult problems in the daily operations and supervision over the work of administrative and first-line supervisors in the housing management areas. Employees usually have responsibility for interpreting agency policy to staff and others who inquire, and for reviewing training and performance evaluations of all levels of employees in areas assigned. The Executive Director exercises administrative direction over the work of an employee in this class and allows leeway for the exercise of independent judgment in carrying out the details of the work. An employee in this class exercises general or administrative supervision, as the case may be, over the project managers and other personnel in the housing management areas related to Asset Management Properties. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates operations of the various operating units of the housing authority to ensure the resolution and effective management of problems which arise;
- Determines corrective actions to address problem areas and advises the Executive Director on processes and goals selected;
- Examines on-going housing management programs and advises on the establishment of goals and priorities;
- Works with housing support services, such as the Maintenance and Safety Units, to ensure that proper maintenance and safety programs are being provided for housing developments;
- Responsible for the administrative supervision of a subordinate staff including supervisors and managers, and the resolution and improvement of organizational problems, to accomplish objectives;
- Acts as a liaison between the agency and other agencies to resolve and expedite difficulties with staff and/or tenants;
- Assists subordinates in handling difficult or complex problems with residents by offering alternatives and working directly with residents as needed;
- Conducts periodic staff meetings to review progress of work and identify areas of concern and need;
- Supervises and expedites the preparation of reports and the maintenance of records;
- Participates with other management staff regarding fiscal planning, budget policy and planning;
- Maintains close working relationships with tenant organizations to resolve problems and develop mutually advantageous plans and methods to maintain good living conditions in housing units of the Asset Management Properties;
- Prepares special studies on the Asset Management operations of the agency and makes confidential investigations as required by the officials;
- Oversees the development and implementation of marketing plans and strategies in order to promote high levels of occupancy;
- Preparation and submission of monthly reports detailing the prior month's performance of all Asset Management Properties;

- Participates in pre-employment interviews;
- Coordinates staffing to assure all Asset Management Properties are adequately staffed;
- Monitors performance of Project Managers through periodic inspections of properties and information reports;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of administration, organization and effective management processes; thorough knowledge of the policies and procedures of the housing authority and its controlling legislation and regulations; good knowledge of the operation and maintenance needs of large scale apartment dwellings and grounds; good knowledge of the principles and practices of administrative supervision; working knowledge of governmental accounting and public personnel administration; ability to plan, organize and evaluate the work of others; ability to understand needs and provide direction concerning complex problems and human relations; ability to establish and maintain and analyze written and oral information to make decisions and recommendations conducive to full performance and high morale; ability to express ideas clearly in oral and written form; ability to apply methods and principles of budget management; skill in public speaking; sound judgment; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Business or Public Administration, Engineering or a closely related field and four (4) years of professional level experience in public administration, financial management, property management or commercial and residential building management~~in the administration of a housing authority~~; all four years of which must have been included supervision; OR
- (B) Graduation from a regionally accredited or NYS registered college with an Associate's degree in Business or Public Administration, Engineering of a closely related field and six (6) years of experience as described in (A) above; OR
- ~~(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above~~Graduation from high school with eight (8) years of experience as described in (A) and (B) above: or-
- ~~(C)(D)~~ An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted
CSC 07/17/07
Revised
CSC 10/17/24

JC: COMPETITIVE

FIREFIGHTER-PARAMEDIC

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performance **the functions** of firefighting and prevention, **as well as** providing emergency medical services. Incumbents **drive and** operate specially equipped medical emergency vehicles **and motor driven fire-fighting equipment**. General supervision is received from a higher ranking officer. Routine maintenance and custodial work on station and equipment is also performed under general supervision and inspected upon completion. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

When Engaged in Firefighter Duties:

- Responds to fire alarms and emergency calls with fire company;
- Lays and connects hose lines and nozzles, turns water on and off; holds fire hose and directs the stream.
- Operates a pressure pump;
- Puts up and climbs ladders and enters burning buildings when necessary;
- Makes openings in burning buildings for ventilation and entrance;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learn and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- **Assists in giving emergency first aid treatment to injured persons;**
- **Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;**
- Performs miscellaneous clerical work when assigned;
- **Performs any other related duties assigned by a higher ranking officer;**
- Cleans and maintains equipment.

When Engaged in Paramedic Duties:

- Operates specially equipped vehicle to respond to medical emergencies and provides advanced life support services to stabilize persons with life threatening problems resulting from trauma or other medical emergencies;
- Provides medical emergency service to accident or other emergency victims such as extraction, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, electro-cardiogram monitoring **and transmission, administers intra-venous, intra muscular, and oral medications, emergency childbirth;**
- **Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;**
- **Assists in development and implementation of an operational plan for major catastrophes and natural or man-made disasters in order to respond to medical emergencies;**
- **Participates in emergency medical training of members of the community;**
- **Assists in coordinating emergency medical services on site;**
- Keeps records of emergency calls, patient treatment and problems encountered and

- solutions rendered in the course of duty;
- Participates in emergency medical training of other firemen, ambulance personnel and members of the community, and coordinates emergency medical services on site.
 - Provides medical care consistent with current state, regional and department protocol
 - Performs any other related duties assigned by a higher-ranking officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to recognize fire hazards; willingness to perform any tasks assigned; mental alertness, mechanical aptitude; conscientiousness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (AT TIME OF APPLICATION)

Graduation from high school or possession of a high school equivalency diploma.

Special Requirements: (At time of appointment)

1. Possession of a valid current certificate as an advanced emergency medical technician (A-EMT- P), EMT-Paramedic) issued by the New York State Health Department in accordance with part 800, Chapter VI of the state emergency medical services code.
2. Possession of appropriate level motor vehicle operator's license issued by the New York State Department of Motor Vehicles
3. Candidates must be at least nineteen (19) years of age.

SPECIAL REQUIREMENTS: (AT THE COMPLETION OF PROBATIONARY PERIOD)

- Successful completion of Fire Academy training and certification of a Pro-Board Class A Firefighter.
- Must maintain both NYS Emergency Medical Technician-Paramedic (EMT-Paramedic) certification and appropriate level motor vehicle operator's license throughout employment as a Firefighter-Paramedic. Failure to maintain one or both may result in termination of employment.

NOTE: the essential functions of this job are determined by the department/jurisdiction where the job is located.

ADOPTED CSC 05/11/82
REVISED CSC 08/12/97
REVISED CSC 04/07/98

OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves overseeing all of the office personnel and reporting of all facets of the day to day operations in any office. Attention to detail is an important factor of this position. Direct supervision is received from an administrative supervisor in the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees daily work activities of all office personnel;
- Reviews office procedures with new employees;
- Conducts staff meetings in order to brief superiors and subordinates in different aspects of operations;
- Designs, establishes and maintains a system by which work orders for various bureaus are recorded and tracked, including related cost sheets;
- Prepares complex statistical reports and performs mathematical computations;
- Computes cost sheets from appropriate work orders;
- Assists supervisors in preparation of CDBG application;
- Prepares weekly and monthly CDBG draw reports;
- Prepares weekly pay and attendance reports for payroll;
- Performs a variety of related duties as required.

(When assigned to Schenectady City School District):

- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters;
- Manages schedules of executive leadership team members;
- Screens incoming mail and reports, and forwards to the appropriate staff;
- Schedules meetings among district and building administration;
- Makes travel arrangements and schedules conferences for executive leadership team members;
- Prepares materials for confidential meetings held with executive leadership staff and takes notes during meetings;
- Responds to requests for information from staff and the public;
- Creates confidential documents, records, logs and files;
- Interprets policies and regulations to staff and the public;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods of maintaining and reviewing financial records, thorough knowledge of Business Arithmetic and English; ability to understand and carry out oral and written instructions; ability to make arithmetic computations accurately; ability to supervise office personnel; attention to detail.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Accounting, Business Administration or a related field and three years experience in maintaining financial accounts and records,
OR

B. Graduation from high school or possession of a high school equivalency diploma, and five years of experience as outlined in (A) above; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted

CSC 7/11/00

Revised

CSC 01/18/07

CSC 10/17/24

JC: COMPETITIVE

STAFFING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for coordinating activities pertaining to the staffing and scheduling needs at the skilled nursing facility. The work is carried out in accordance with established procedures and involves the development, implementation and maintenance of an effective master staffing system, administration of related staffing activities and tasks related to providing optional coverage for each shift. The work is performed under general supervision of the Director of Nursing with latitude allowed for the exercise of independent judgment in planning the staffing functions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- ~~Coordinates-Develops~~ and maintains facility work schedules to ensure optimal coverage and appropriate staff/resident ratio;
- Develops and maintains annual benefit time schedule and log in accordance with collective bargaining agreement(s) and facility policy;
- Responsible for weekly monitoring of and projecting staffing needs and procuring staff to meet the staffing needs;
- ~~Responsible for assigning all float and supplemental staff using census and staffing guidelines;~~
- Monitors employee time and attendance daily, per the facility attendance policy. Provides data immediately to nursing administration when an employee is in violation of said policy;
- ~~Communicates daily with administration on status of staffing;~~
- Reviews and authorizes nursing department employee timecards to ensure employees are accurately paid for their hours worked;
- ~~Assists in the processing of payroll and coverage of payroll-related duties;~~
- Communicates with departmental administration, payroll and personnel units to track and monitor staffing problems and payroll issues;
- Creates and analyzes staffing reports, identifies-that patterns, including but not limited to employee leave patterns and reports concerns and patterns to Nursing Administration, to insure efficiency and cost effectiveness and optional coverage;
- Responsible for overseeing and maintaining the accuracy of the information in our scheduling system;
- Ensures that the facility has optimal coverage and that the facility is being staffed efficiently and cost effectively;
- ~~Receives and maintains employee health and credentialing packets for agency staff members; maintains list of active agency staff members; acts as point of contact for staffing agencies;~~
- ~~Responsible for Criminal History Background Check process and documentation of results as required by New York State guidelines;~~
- Initiates and tracks supervision logs;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: ~~Working-Good~~ knowledge of effective staffing techniques and procedures; ~~working good~~ knowledge of the organization and structure of the facility; working knowledge of facility policies and CBA guidelines pertaining to scheduling, accrual usage and relative topics; demonstrated ability to work with Excel, Word and database software; ability to

gather, organize and analyze data; ability to prepare and modify staffing schedules in electronic software; ability to evaluate employee leave patterns; ability communicate effectively both orally and in writing; ability to establish and maintain good working relationships with employees and staffing agencies, ~~ability to direct and supervise the work of others~~; patience; tact; resourcefulness; initiative.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor degree and one (1) year of experience which shall have involved staffing related duties, one (1) year of which shall be in a skilled nursing facility OR
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree and three (3) years of experience which shall have involved staffing related duties, one (1) year of which shall be in a skilled nursing facility; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience which shall have involved staffing related duties, (1) year of which shall be in a skilled nursing facility.

Adopted
CSC 3/18/14
Revised
CSC 10/19/21
CSC 10/17/24

JC: COMPETITIVE

VETERAN'S SERVICES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Veteran's Services Office and involves the responsibility for providing assistance to veterans in the filing of claims for a wide variety of veteran's benefits. A significant part of the work is the development of good public relations skills and understanding of veterans' affairs with various civic groups and the general public. Work is performed within the scope of established laws, rules and regulations pertaining to veterans' benefits, and the employee is expected to use initiative and judgment in interpreting these rules and regulations. Work is performed under the general supervision of an administrative supervisor who is consulted on unusual problems. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with the preparation and processing of claims, applications and appeals for pension, compensation, medical treatment and other war service benefits;
- Procures documentation required for validation of claims and follows up to assure prompt action;
- Assists veterans with their benefits under Federal, State and local laws;
- Works in cooperation with the Department of Veterans Affairs and other governmental agencies;
- Conducts telephone communication and/or written correspondence with various Federal, State, County and City government agencies concerning problems or questions on behalf of veterans.
- Assists the Director of the agency in scheduling appointments with veterans and/or their family members, including the maintenance of the appointments calendar;
- Assists veterans with information needed, such as DD214 from the County Clerk's office;
- Provides any necessary assistance to the Director of Veteran's Affairs;
- Performs a variety of clerical functions related to the position;
- Once obtained, maintains accreditation as a Veteran Service Office with the U.S. Department of Veteran's Affairs;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English, spelling and arithmetic, some knowledge of Federal, State and local legislation governing veterans' benefits; Ability to exercise good judgment in assisting with the solution of veterans' problems; Ability to interpret various Federal, State and County laws dealing with veterans' affairs. Ability to interact with the public, and officials of various levels.

MINIMUM QUALIFICATIONS:

- A. Possession of an associates degree and one (1) year of service in a branch of the military, separated with honorable conditions; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of service in a branch of the military, separated with honorable conditions.

SPECIAL REQUIREMENT:

Applicant must have served in the United States Army, Navy, Marine Corps, Air Force, Space Force or Coast Guard and been honorably discharged. **If serving in the National Guard, must have completed two (2) years of combined active service.**

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

Revised CSC 11/15/11
Revised CSC 12/17/19
Revised CSC 10/17/24

JC: COMPETITIVE

EMPLOYEE TRANSFER REQUEST

A: TO BE COMPLETED BY APPOINTING AUTHORITY ACQUIRING EMPLOYEE

Ionut Lazarescu \$ 72,254
NAME OF TRANSFERREE EFFECTIVE DATE OF TRANSFER ANNUAL SALARY
Correction Officer Schady Sheriffs
TITLE TRANSFERING TO DEPARTMENT/AGENCY TRANSFERRED TO
Schady County
CIVIL DIVISION (CITY, COUNTY, TOWN, VILLAGE, ETC.)

TRANSFER REQUESTED FROM:

Correction Officer \$ 72,904
TITLE ANNUAL SALARY
NYS DOCC's New York State
DEPARTMENT/AGENCY CIVIL DIVISION

B: CONSENT OF ACQUIRING APPOINTING AUTHORITY:

[Signature] Undersheriff 10.01.24
SIGNATURE TITLE DATE

C: CIVIL SERVICE COMMISSION APPROVAL

AUTHORIZED SIGNATURE

CIVIL SERVICE COMMISSION MEETING DATE

D: TO BE COMPLETED BY TRANSFEREE

I understand that my transfer will involve a probationary term. I further understand that if I should fail probation and be terminated from the position to which I am transferring, I will have no right of return to the position I am transferring from unless I have been granted a Leave of Absence. I have read, and understand, the attached copy of Rule XIV of the Schenectady County Civil Service Rules, entitled "Probationary Term", and I CONSENT TO THIS TRANSFER.

[Signature]
SIGNATURE

10.01.24
DATE

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION

REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)

To be Completed by the Appointing Authority:

I nominate Elizabeth DeMidio for non-competitive promotion to Director of Operations in accordance with the requirements of Section 52.7 of Civil Service Law.

XXXX COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)

 CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN EXAM REQUIRED.

 CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-COMPETITIVE BASIS. (NCP-WRITTEN)

Appointing Authority Signature: Chanty Thone

Title: Director

Department: Schenectady County Library

Date: 10/03/2024

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the Schenectady County Sheriff's Department__ and verify that Elizabeth DeMidio is eligible for non-competitive promotion examination in accordance with Section 52.7 of Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 10/15/24

NOTE: Approved transactions are subject to probationary period in accordance with local civil service rules.

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
REQUEST FORM: NON-COMPETITIVE PROMOTION EXAMINATION (52.7)

To be Completed by the Appointing Authority:

I nominate Nicole Stabinski for non-competitive promotion

to Senior Transportation Assistant in accordance with the requirements of

Section 52.7 of Civil Service Law.

XXXX COMMISSION HAS APPROVED BASED ON TRAINING AND EXPERIENCE - NO FURTHER WRITTEN EXAM REQUIRED. (52.7 Rule XII.8)

 CANDIDATE HAS QUALIFIED ON A SIMILAR EXAMINATION - NO FURTHER WRITTEN EXAM REQUIRED.

 CANDIDATE WILL BE REQUIRED TO TAKE A WRITTEN EXAM ON A NON-COMPETITIVE BASIS. (NCP-WRITTEN)

Appointing Authority Signature: *Sharon The*

Title: *Assistant Superintendent in HR*

Department: Schenectady City Schools

Date: 10/04/24

To be Completed by Municipal Civil Service Agency:

We (I) have reviewed the staffing of the Schenectady City School District__ and verify that Nicole Stabinski is eligible

for non-competitive promotion examination in accordance with Section 52.7 of

Civil Service Law.

I approve the application of section 52.7 in this case:

Name: Joe F. McQueen

Title: Director of Human Resources

Date: CSC 10/15/24

NOTE: Approved transactions are subject to probationary period in accordance with local civil service rules.

EMPLOYEE TRANSFER REQUEST

A: TO BE COMPLETED BY APPOINTING AUTHORITY ACQUIRING EMPLOYEE

Stanislav V. Grow 66,241.00
NAME OF TRANSFEREE EFFECTIVE DATE ANNUAL SALARY
Correctional Officer Schenectady County Sheriff
TITLE TRANSFERING TO DEPARTMENT/ AGENCY TRANSFERRED TO
County
CIVIL DIVISION (CITY, COUNTY, TOWN, VILLAGE, ETC.)

TRANSFER REQUESTED FROM:

Correctional Officer 66,241.00
TITLE ANNUAL SALARY
NYS DOCSS NY State
DEPARTMENT/AGENCY CIVIL DIVISION

B: CONSENT OF ACQUIRING APPOINTING AUTHORITY:

James A. Maguire Sheriff 10/8/24
SIGNATURE TITLE DATE

C: CIVIL SERVICE COMMISSION APPROVAL

AUTHORIZED SIGNATURE

CIVIL SERVICE COMMISSION MEETING DATE

D: TO BE COMPLETED BY TRANSFEREE

I understand that my transfer will involve a probationary term. I further understand that if I should fall probation and be terminated from the position to which I am transferring, I will have no right of return to the position I am transferring from unless I have been granted a Leave of Absence. I have read, and understand, the attached copy of Rule XIV of the Schenectady County Civil Service Rules, entitled "Probationary Term", and I CONSENT TO THIS TRANSFER.

[Signature]
SIGNATURE

09/30/2024
DATE