



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
October 17, 2024**

Present:

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

Mrs. Dagostino called the meeting to order at 1:00. All Commissioners were present.

There were no comments during Privilege of the Floor for the Agenda.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of September 17, 2024.

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

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to establish the following titles, based on New Position Duty Statements:

<u>Position</u>	<u>Jurisdiction</u>	<u>Classification</u>
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

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

<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

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

<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 Officer	County – Veterans Services

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved 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.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved 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.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved 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

The next regularly scheduled meeting will be held on **Tuesday, November 19, 2024**, at 1:00 pm.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to adjourn the meeting.

Respectfully Submitted,

Joe McQueen
Secretary of the Civil Service Commission

By:

Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

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 (Schalmon 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