



**MEETING MINUTES  
SCHENECTADY COUNTY  
CIVIL SERVICE COMMISSION  
November 21, 2023**

**Present:**

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

**Excused:**

B. Donald Ackerman – Commissioner

Mrs. Dagostino called the meeting to order at 1:05. All Commissioners were present.

There were no comments during the Privilege of the Floor for the Public Hearing.

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

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously voted to approve the minutes of October 17, 2023.

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

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

<b><u>Position</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Classification</u></b>
Assistant Director of Accounting	County – Social Services	Competitive
Building Systems Mechanic	Municipal Housing Authority	Competitive
Cleaners (2)	Town of Niskayuna	Non-Competitive
Director of Payroll and Personnel Management	County – Finance	Competitive
Early Intervention Program Coordinator	County – Public Health	Competitive
Eligibility Clerks (HELP Program) (7)	County – Social Services	Non-Competitive*
Public Health Assistants (HELP Program) (4)	County – Public Health	Non-Competitive*
Public Health Sanitarians (HELP Program) (6)	County – Public Health	Non-Competitive*
Public Health Specialists (HELP Program) (4)	County – Public Health	Non-Competitive*
Public Health Technicians (HELP Program) (6)	County – Public Health	Non-Competitive*
Security Worker	Village of Scotia	Labor

Special Patrol Officer (2)

City of Schenectady

Competitive  
\*pending class

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

<u>Position</u>	<u>Jurisdiction</u>
Assistant Director of Accounting	County – Social Services
Director of Payroll and Personnel Management	County - Finance
Early Intervention Program Coordinator	County – Public Health
Eligibility Clerk (HELP Program)	County – Social Services
Public Health Assistants (HELP Program)	County – Public Health
Public Health Sanitarian (HELP Program)	County – Public Health
Public Health Specialist (HELP Program)	County – Public Health
Public Health Technician (HELP Program)	County – Public Health

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

<u>Title</u>	<u>Requested by:</u>
Groundsworker	Schenectady City School District

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Commissioner of Finance, Schenectady County, to abolish the position of Payroll and Personnel Coordinator.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam, to transfer Jarret Dunham, Police Officer in the City of Cohoes, to the Town of Rotterdam as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the UCC Director to reinstate David Ray to the position of Public Safety Dispatcher I, in accordance with Rule XVIII of the County Civil Service Rules based on his previous permanent, competitive status with the Town of Colonie.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Deputy Director of Human Resources to approve the inter-departmental transfer of Cindy Dagostino from Senior Billing and Audit Clerk at the Department of Social Services to the position of Senior Account Clerk at Highway Department without further examination based on the recommendation received from New York State Civil Service.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Assistant Superintendent for Business, Mohonasen School District, to reinstate Don McConnelee to the position of Transportation Assistant Director based on his previous competitive class status and the recommendation of the New York State Department of Civil Service.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam, to deem the Senior Payroll Audit Clerk list appropriate for filling the position of Payroll Audit Clerk based on the recommendation received from New York State Civil Service

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Assistant Superintendent for Human Resources and Professional Learning at Schenectady City School District to amend their residency requirement for all competitive positions to residents of New York State.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Assistant Superintendent for Human Resources and Professional Learning at Schenectady City School District to transfer Kyle Jojo from Albany City School District to the Schenectady City School District as Turf Manager in accordance with Rule XVII of the Schenectady County Civil Service Rules based on his previous permanent competitive status.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Mayor, Village of Scotia, to transfer Timothy Hajec from the Schodack Police Department to the Village of Scotia as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules based on his previous permanent competitive status.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, Village of Scotia to reinstate Alyssa LaPerla from Herkimer County to the Village of Scotia as a Police Officer in accordance with Rule XVIII of the County Civil Service Rules based on her previous permanent competitive status.

Ms. Biittig referred to the attached list of examinations.

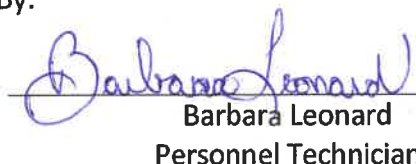
The next regularly scheduled meeting will be held on Tuesday, December 19, 2023, at 1:00 pm.

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

Respectfully Submitted,

  
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Joe McQueen  
Secretary of the Civil Service Commission

By:

  
\_\_\_\_\_  
Barbara Leonard  
Personnel Technician

## ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

67-141 OC	Patrol Officer (Co. Sheriff's) LE 12/19/22	WILL EXPIRE ON 12/18/23
67-578 OC	Patrol Officer (Spanish Spk) (Co. Sheriff's) LE 12/3/21	Expired 11/07/23
69-877 OC	Police Officer (All Jurisdictions) LE 12/21/22	WILL EXPIRE ON 12/20/23
69-879 OC	Police Officer (Spanish Spk) (All Jurisdictions) LE 12/21/22	WILL EXPIRE ON 12/20/23

### The following Eligible Lists were established for four years:

66-452 OC	Patrol Officer (Co. Sheriff's) Passed: 73	Failed: 3	Established on 11/06/23
66-760 OC	Patrol Officer (Spanish Speaking) (Co. Sheriff's) Passed: 6	Failed: 0	Established on 11/08/23
62-502 OC	Police Officer (All Jurisdictions) Passed: 131	Failed: 4	Established on 11/06/23
62-541 OC	Police Officer (Spanish Spk) (All Juris) Passed: 6	Failed: 1	Established on 11/06/23

### The following Preferred Eligible Lists were established for four years:

None

### There was no Eligible List established for the following:

300-48 Public Health Technician (Co. Public Health)  
NLE 09/26/23

### THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

67219	Air Traffic Controller (Co. Aviation)	11/30/23	0 names
22359	Business Systems Programmer/Analyst (co)	12/21/23	0 names
52.7 XII.8 Lewis	Director of Nursing (Co. Glendale)	12/19/23	0 names
71-976	Executive Sec II (SUNY SCCC)	12/05/23	0 names

71-976B	Executive Sec II (Nisk Sch)	12/05/23	0 names
76-054	IPS III (SUNY Sch'dy)	12/11/23	0 names
76-207	IPS IV (City Fire)	12/05/23	0 names
76-072	Legal Secretary (Co. Attorney)	12/08/23	0 names
60-719	Manager of Data and Information (City Sch)	12/12/23	0 names
52.7 Comp exam	Police Lieutenant (T/O Nisk)	12/19/23	0 names
66-971	Sec to the Chief of Police (City)	12/05/23	0 names
52.7 XII.8 Frank	Supervising Personnel Asst (Co. Civil Svs)	12/19/23	0 names