



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
December 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 Public Hearing

Mr. Sinnenburg, President of CSEA Local 85, addressed the Commission during Privilege of the Floor for the Civil Service Commission meeting regarding Agenda item 14 – removal of candidate from the Senior Caseworker/Senior Caseworker (Child Welfare) list.

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

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

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

<u>Position</u>	<u>Jurisdiction</u>	<u>Classification</u>
Accounts Payable Supervisor	County – Finance	Competitive
Automotive Mechanic/School Bus Driver	Duanesburg School District	Non-Competitive*
Caseworker (Glendale)	County – Glendale	Competitive
Confidential Assistant	Schenectady City Schools	Competitive
Contract Management Coordinator	County – Manager’s Office	Competitive
Environmental Health Specialist I	County – Environmental Health	Competitive
Environmental Health Specialist II	County – Environmental Health	Competitive
Intern	County – Law	Non-Competitive
Locksmith	Schenectady City Schools	Non-Competitive
MDS Coordinator	County – Glendale	Competitive

Parent Liaison (20)	Schenectady City Schools	Competitive
School Bus Driver/Monitor (5)	BH-BL School District	Non-Competitive*
Senior Accountant	Town of Niskayuna	Competitive
Senior Public Health Sanitarian (HELPS Program)	County – Public Health	Non-Competitive
Senior Technical Resource Officer	County – Task Force	Competitive *pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Accounts Payable Supervisor	County - Finance
Automotive Mechanic/School Bus Driver	Duanesburg School District
Environmental Health Specialist I	County – Environmental Health
Environmental Health Specialist II	County – Environmental Health
Senior Technical Resource Officer	County – Task Force

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

<u>Title</u>	<u>Requested by:</u>
Contract Management Coordinator	County – Manager’s Office
Director of Development Operations	Municipal Housing Authority
Information Security Analyst	County – Information Services
Junior Network Administrator	County – Information Services
Stormwater Program Coordinator	Town of Rotterdam

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the from the Supervisor, Town of Glenville, to promote Victoria Ingels to the position of Secretary to the Chief of Police II in accordance with Section 52.7 of the New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Executive Director of Human Resources, SUNY SCCC, to repeal their residency requirement per Resolution 24-156, dated November 18, 2024. Residency will be changed to all of New York State.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam to transfer Matthew Radom from the Town of Glenville to the Town of Rotterdam as a Police Officer in accordance with Section 70(1) of the Civil Service Law and Rule XVII of the Schenectady County Civil Service Commission.

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

the request from the Supervisor, Town of Niskayuna to promote Frank Basile to the position of Senior Accountant in accordance with Section 52.7 of the New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required .

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Sheriff, Schenectady County, to transfer Brandon Burdo 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 Sheriff, Schenectady County, to transfer Stephen Camp 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.

At 1:22 Mrs. Dagostino motioned to move to Executive Session to discuss the next agenda item. Mr. Ackerman seconded the motion.

At 1:41 Mrs. Dagostino motioned to return from Executive Session. Mr. Nebolini seconded the motion.

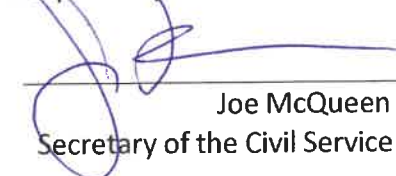
Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources to remove Jami Pannitto from Civil Service List #73-007 – Senior Caseworker/Senior Caseworker (Child Welfare) under Section 50.4 of Civil Service Law.

Mrs. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources to appoint Karen Crandell to serve as hearing officer to make findings and recommendations as to whether or not to disqualify Alexis Cobian for the position of Correction Officer pursuant to Section 50.4 (a) and (f) of Civil Service Law and Rule IX of the Schenectady County Civil Service Rules.

The next regularly scheduled meeting will be held on Thursday, January 23, 2025, 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
Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

None

The following Eligible Lists were established for four years:

None

There was no Eligible List established for the following:

None

The following eligible lists will expire in January:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
52.7 XII.8 LaFond	Commissioner of General Services (City)	01/17/2025	0 Names left
23093	Computer Sys Programmer/Analyst (SCCC)	01/02/2025	0 Names left
23094	IT Technician (City Sch)	01/02/25	0 Names left
23095B	Network and Systems Tech (Nisk Sch)	01/02/25	0 Names left
75-771A	Police Lieutenant (T/O Glenville)	01/03/25	4 years old
75-771B	Police Lieutenant (T/O Rott)	01/03/25	4 years old
52.7 XII.8 Liuzzi	Senior Real Property Clerk (T/O Nisk0)	01/17/25	0 Names left