



**MEETING MINUTES  
SCHENECTADY COUNTY  
CIVIL SERVICE COMMISSION  
January 18, 2024**

**Present:**

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

Mrs. Dagostino called the meeting to order at 1:01. All Commissioners were present.

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

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 December 19, 2023.

Mr. Nebolini moved, and Mr. Ackerman 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	Municipal Housing Authority	Competitive
Discovery Clerk (2)	County – District Attorney	Non-Competitive PI/C*
Driver of Mobile Training Labs	SUNY SCCC	Non-Competitive*
IEE (Innovation, Equity and Engagement) Project Manager	Schenectady City School District	Competitive
Information Processing Specialist IV	City of Schenectady-Neighborhood Revitalization	Competitive
Information Processing Specialist IV (3)	City of Schenectady-Police	Competitive
Licensed Practical Nurse (3)	Burnt Hills-Ballston Lake School District	Non-Competitive
Payroll Audit Clerk	Town of Rotterdam	Competitive
Principal Account Clerk	County – Public Health-Community Services	Competitive

\*pending class

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

<u>Position</u>	<u>Jurisdiction</u>
Driver of Mobile Training Labs	SUNY SCCC
IEE (Innovation, Equity and Engagement) Project Manager	Schenectady City School District

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

<u>Title</u>	<u>Requested by:</u>
Community Learning Center Project Manager	Schenectady City School District
Discovery Clerk	County – District Attorney
Grants Writer	Schenectady City School District
Library Assistant	County – Public Library
School Safety Officer	Schalmont Central School District

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Human Resources, Niskayuna Central School District, to open the residency requirement for the Executive Secretary I examination to residents of contiguous counties.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Niskayuna, to promote Jennifer Liuzzo to Senior Real Property Clerk in accordance with Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to open the residency requirement for the Building Inspector examination to residents of Schenectady County.

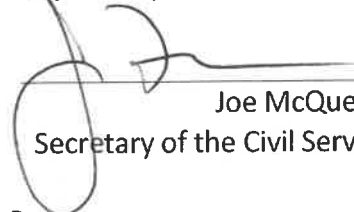
Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to appoint Paul LaFond to the position of Commissioner of General Services in accordance with Section 52.7 of New York Civil Service law and Rule XII.8 of the Schenectady County Civil Service Rules

Ms. Biittig referred to the attached list of examinations.

The next regularly scheduled meeting will be held on **Thursday, February 22, 2024**, at 1:00 pm.

Mr. Ackerman moved, and Mr. Nebolini 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:



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Barbara Leonard

Personnel Technician

## ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

71-062            Correction Sergeant (Co. Jail)  
PROM            LE 02/04/2022            Expired 01/01/2024

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

23093            Computer Systems Programmer/Analyst (SUNY SCCC)  
OC            Passed: 1            Failed: 0  
Established on 01/03/24

79-579            Correction Sergeant (Co. Sheriff's)  
PROM            Passed: 8            Failed: 3  
Established on 01/02/24

23094            IT Technician (City Sch)  
OC            Passed: 2            Failed: 0  
Established on 01/03/24

23095A           Network and Systems Technician (BH-BL Sch)  
OC            Passed: 1            Failed: 0  
Established on 01/04/24

23095B           Network and Systems Technician (Nisk Sch)  
OC            Passed: 1            Failed: 0  
Established on 01/03/24

23096            PC Support Specialist (City)  
OC            Passed: 3            Failed: 0  
Established on 01/04/24

### The following Preferred 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 FEBRUARY:

<u>EXAM #</u>	<u>TITLE</u>		<u>EXPIRE</u>
66003	Assistant Library Director III (Co Lib)	02/04/24	4 years old
67-286	Budget Analyst (Co. Finance)	02/01/24	0 names left

68-455	Community Dev Prog Coordinator	02/19/24	4 years old
78-048	Deputy Dir of Human Resources (Co. CS)	02/15/24	0 names left
77-936	Healthy Sch'dy Families Program Coord.	02/08/24	0 names left
68-415	Human Resources Clerk (Co. Civil Svs)	02/02/24	4 years old
62-934	Indigent Legal Services Data Mgr (Co. Fin)	02/01/24	0 names left
75-175	Librarian III (Co. Library)	02/04/24	4 years old
66-187	Librarian III (Co. Library)	02/04/24	4 years old
77-927	Payroll & HR Liaison (City Schools)	02/01/24	0 names left
78-431	Payroll and Personnel Coord (Co. Finance)	02/16/24	0 names left
72-008	Personnel Assistant (Co. Civil Svs)	02/02/2024	4 years old
68-483	Pupil Personnel Services Project Mgr (City Sch)	02/24/24	4 years old
73-988	Senior Planner (City)	02/01/24	0 names left