



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
June 22, 2023**

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

Chairperson Dagostino called the meeting to order at 1:00.

All Commissioners were present for the meeting.

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 May 16, 2023.

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

Mr. Nebolini 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>
Account Clerk	Town of Rotterdam	Competitive
Anti-Violence Coordinator	City of Schenectady-Police	Competitive
Court Clerk	Town of Niskayuna	Exempt*
Eligibility Clerk (3)	County – Social Services	Competitive
Financial Crime Analyst	County – District Attorney	Competitive
GIS/ Maps/Location Worker	Town of Rotterdam	Competitive
Groundswoker (6)	Schenectady City School District	Non-Competitive
Information Processing Specialist IV	Schenectady City School District	Competitive
Maintenance Mechanic (Mason)	Schenectady City School District	Non-Competitive
Occupancy Specialist II	Municipal Housing Authority	Competitive

School Monitor (4)	Duanesburg School District	Non-Competitive
Security Monitor (2)	Niskayuna School District	Competitive
Senior Public Health Sanitarian	Schenectady County	Competitive
Student Engagement & School Attendance Specialist (4)	Schenectady City School District	Competitive
Turf Manager	Schenectady City School District	Competitive
Wastewater Treatment Plant Mechanic (Town)	Town of Rotterdam	Competitive
Water Treatment Plant Operator Trainee (2)	Town of Niskayuna	Competitive

*pending class

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

<u>Title</u>	<u>Requested by:</u>
Anti-Violence Coordinator	City of Schenectady
Financial Crime Analyst	County
GIS/Maps/Location Worker	Town of Rotterdam
Occupancy Specialist II	Municipal Housing Authority
Turf Manager	Schenectady City School District
Wastewater Treatment Plant Mechanic (Town)	Town of Rotterdam

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>
Automotive Mechanic	County - DEPW
Eligibility Clerk	County – Social Services
Equipment Operator/Plant Mechanic	Town of Niskayuna
Innovation and Performance Specialist	City of Schenectady
Mail Clerk	SUNY SCCC
Patrol Officer	Schenectady County
Patrol Officer (Spanish Speaking)	Schenectady County
Patrol Officer (Part-Time)	Schenectady County
Payroll Coordinator	Schenectady City School District
Police Officer	City of Schenectady
	Town of Niskayuna
	Town of Glenville
	Town of Rotterdam
	Village of Scotia
Police Officer (Spanish Speaking)	City of Schenectady
	Town of Niskayuna
	Town of Glenville
	Town of Rotterdam
	Village of Scotia
Purchasing Aide	County - Purchasing

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Police Chief, City of Schenectady, to remove Naomi Hughes from eligibility list #69-877 for the position of Police Officer pursuant to §50(4) of the Civil Service Law and Rule IX of the Schenectady County Civil Service Rules.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Commissioner of Social Services to place the Deputy Commissioner of Social Services position in the Non-Competitive PI/C classification.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to waive the residency requirement for the position of Code Enforcement Officer (City). The Mayor would like to open the examination to residents of Schenectady County.

Mr. Ackerman moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to waive the residency requirement for the position of PC Support Specialist. The Mayor would like to open the examination to residents of contiguous counties.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Mayor, City of Schenectady, to waive the residency requirement for the position of Innovation and Performance Specialist. The Mayor would like to open the examination to residents of Schenectady County.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Supervisor, Town of Rotterdam, to transfer Christopher Yankowski from the New York State University Police to the Town of Rotterdam as a Police Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources, Niskayuna Central School District, to deem the eligible list #66-694B established on 12/8/22 for SUNY Schenectady County Community College appropriate for filling a vacancy in the Niskayuna School District.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Commission of Planning, Schenectady County Department of Planning and Economic Development, to promote Stephen Feeney to the position of Senior Planner 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. Feeney has qualified on a similar examination and no further examination will be required.


Ms. Biittig referred to the attached list of examinations.

The next regularly scheduled meeting will be held on **Tuesday, July 18, 2023** 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:

60-062 OC	Account Clerk/Payroll Audit Clerk (T/O Rott) LE 06/15/22 Expired 06/14/23
67-287 OC	Computer Technician (Mohon Sch) LE 06/23/20 Expired 05/17/23
66-874C OC	School Secretary (Duanes Sch) LE 12/07/22 WILL EXPIRE 12/06/23
69-627A OC	Senior Payroll Audit Clerk (City Sch) LE 09/02/20 Expired 06/07/23
300-17C OC	Water Treatment Plant Operator Trainee (City) LE 05/06/21 Expired 05/23/23

The following Eligible Lists were established for four years:

68-504 OC Established on 06/15/23	Account Clerk/Payroll Audit Clerk (T/O Rott) Passed: 5 Failed: 0
63-677 OC Established on 06/07/23	Asst. Manager of Data and Information (City Sch) Passed: 2 Failed: 1
69-186 OC Established on 05/18/23	Computer Technician (Mohon Sch) Passed: 2 Failed: 0
78-432 PROM Established on 06/07/23	Deputy Director of Information Services (Co. IS) Passed: 1 Failed: 0
77-163 PROM Established on 06/12/23	Director of Assisted Housing (MHA) Passed: 2 Failed: 0
26-896 OC Established on 06/12/23	Director of Facilities I (State-Wide) Passed: 403 Failed: 49
26-897 OC Established on 06/12/23	Director of Facilities II (State-Wide) Passed: 395 Failed: 109
26-898 OC Established on 06/12/23	Director of Facilities III (State-Wide) Passed: 477 Failed: 181

75-734 E&T Financial Coordinator (Co. SJTA)
PROM Passed: 1 Failed: 0
Established on 06/07/23

72-914 Housing Authority Project Mgr. (MHA)
PROM Passed: 1 Failed: 0
Established on 06/12/23

69-965 Housing Authority Project Mgr. (MHA)
OC Passed: 3 Failed: 0
Established on 06/12/23

74-497 Information Technology Infrastructure Mgr. (Co. IS)
PROM Passed: 1 Failed: 0
Established on 06/07/23

69-498 Nutritionist (Co. Public Health)
OC Passed: 1 Failed: 0
Established on 05/12/23

66-916 Occupancy Specialist (MHA)
OC Passed: 12 Failed: 0
Established on 06/13/23

74-742 Principal SWE (Co. DSS)
PROM Passed: 5 Failed: 0
Established on 05/12/23

72-562 Public Safety Dispatcher II (Co. UCC)
PROM Passed: 3 Failed: 0
Established on 06/12/23

77-337 Purchasing Agent (County Purchasing)
PROM Passed: 1 Failed: 0
Established on 05/24/23

67-876 Purchasing Agent (Schools&MHA) (Nisk Sch)
OC Passed: 2 Failed: 0
Established on 05/24/23

60-439 Purchasing and Specifications Rep (Co. Purchasing)
OC Passed: 6 Failed: 1
Established on 05/24/23

69-564 School Secretary (Duanesburg Sch)
OC Passed: 4 Failed: 2
Established on 05/18/23

69-685 Senior Account Clerk-Typist (City Sch)
OC Passed: 5 Failed: 0
Established on 06/08/23

75-038 Senior Payroll Audit Clerk (SUNY SCCC)
PROM Passed: 1 Failed: 0
Established on 06/08/23

66-105 Senior Payroll Audit Clerk (City Sch)
OC Passed: 4 Failed: 0
Established on 06/08/23

300-42 Wastewater Treatment Plant Operator Trainee (City)
OC Passed: 2 Failed: 1
Established on 05/24/23

300-43 Water Treatment Plant Operator Trainee (City)
OC Passed: 2 Failed: 2
Established on 05/24/23

67-862 WIC Program Coordinator (Co. Public Health)
OC Passed: 1 Failed: 0
Established on 05/12/23

There was no Eligible List established for the following:

79-364 Principal Account Clerk (City Fire)
NLE 06/08/23

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

65-478	Data Analyst (City Sch)	07/23/23	4 years old
72-195	Index and Recording Clerk (County Clerk)	07/23/23	4 years old
68-732	Sr Employment and Training Counselor (SJTA)	07/25/23	0 Names
52.7 Ramirez	Senior Systems Administrator (Co. IS)	07/18/23	0 Names