



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

Present:

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

Absent:

Joe McQueen – Secretary to the Civil Service Commission

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.

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

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously voted to approve the minutes of August 20, 2024.

Mr. Ackerman, 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>
Aging Services Representative	County – Senior and LTC Services	Competitive
Assistant Comptroller (Town of Niskayuna)	Town of Niskayuna	Non-Comp PI/C*
EMS Coordinator	County – Emergency Management	Competitive
Occupational Therapist (School District) (3)	Niskayuna Central School District	Competitive
Planning Technician	Town of Glenville	Competitive
Police Sergeant	Village of Scotia	Competitive
Senior Mail and Accounts Clerk	City of Schenectady - Finance	Competitive
Senior School Safety Officer	Schenectady City School District	Competitive

Zoning Officer

Town of Glenville

Competitive

*pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Assistant Comptroller (Town of Niskayuna)	Town of Niskayuna

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

<u>Title</u>	<u>Requested by:</u>
Director of Income and Housing Services	County – Social Services
Executive Assistant to the Principal	Burnt Hills Ballston Lake School District
Recruitment and Retention Specialist	Schenectady City School District
Senior School Safety Officer	Schenectady City School District
Stormwater Program Coordinator	Town of Rotterdam
Supervising Support Investigator	County – Social Services

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from Consider the request from the Public Health Director to deem eligible list #72-590-Principal Account Clerk established on 7/10/24 for the County Department of Social Services appropriate for filling a vacancy in the Public Health Department.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Assistant Superintendent of Human Resources and Professional Learning, Schenectady City School District, to promote Michael DeMarco to the position of Senior Mail 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. No further written exam is required.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Assistant Superintendent of Human Resources and Professional Learning, Schenectady City School District, to promote Christopher D’Alessandro to the position of Senior 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. No further written exam is required.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Deputy Town Supervisor, Town of Niskayuna, to deem eligible list #63-219-Accounts Payable Clerk established on 7/8/24 for the Niskayuna Central School District, appropriate for filling a vacancy in the Town of Niskayuna.

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

the request from the Deputy Town Supervisor, Town of Niskayuna, to deem eligible list #62-198B-Senior Account Clerk established on 7/9/24 for the Schalmont School District, appropriate for filling a vacancy in the Town of Niskayuna.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Deputy Town Supervisor, Town of Niskayuna, to deem eligible list #68-504-Account Clerk/Payroll Audit Clerk established on 6/15/23 for the Town of Rotterdam, appropriate for filling a vacancy in the Town of Niskayuna.

The next regularly scheduled meeting will be held on Tuesday, October 17, 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

86-059 OC	Correction Officer (Co. Jail) LE 02/27/24 WILL EXPIRE 02/26/25
86-061 OC	Correction Officer (Spanish Spk.) (Co. Jail) LE 02/27/24 WILL EXPIRE 02/26/25
66-642 OC	Executive Secretary I (Nisk Sch) LE 12/07/22 Expired 08/29/24
66-642C OC	Executive Secretary I (SG Sch) LE 12/07/22 Expired 08/29/22
66-694E OC	Executive Secretary II (City Sch) LE 12/09/22 Expired 08/29/24
66-720B OC	IPS II (Co. Depts.) LE 12/13/22 Expired 09/10/24
66-720D OC	IPS II (City Sch) LE 12/14/22 Expired 09/10/24
66-846 OC	IPS III (City) LE 12/14/22 Expired 09/10/24
64-986 OC	Legal Secretary (Co. Depts.) LE 12/09/22 EXPIRED 08/28/24
69-564 OC	School Secretary (Duanesburg Sch) LE 05/18/23 Expired 08/28/24
66-874B OC	School Secretary (BH-BL Sch) LE 12/09/22 Expired 08/29/24

The following Eligible Lists were established for four years:

85-801 Conf. Sec. to the Director of Public Works (T/O Rott)
OC Passed: 2 Failed: 0
Established on 08/29/24

89185 Correction Officer (Co. Jail)
OC Passed: 44 Failed: 0
Established on 08/30/24

89190 Correction Officer (Spanish Spk) (Co. Jail)
OC Passed: 4 Failed: 0
Established on 08/30/24

62-310A Executive Secretary I (Nisk Sch)
OC Passed: 9 Failed: 3
Established on 08/30/24

62-310B Executive Secretary I (S-G Sch)
OC Passed: 5 Failed: 0
Established on 08/30/24

62-310C Executive Secretary I (NFD #1)
OC Passed: 12 Failed: 0
Established on 09/11/24

72-939 Executive Secretary II (S-G Sch)
PROM Passed: 1 Failed: 1
Established on 08/30/24

64-602 Executive Secretary II (City Sch)
OC Passed: 6 Failed: 3
Established on 08/30/24

60-878A IPS II (City Sch)
OC Passed: 15 Failed: 8
Established on 09/11/24

60-878B IPS II (Co. Depts.)
OC Passed: 12 Failed: 2
Established on 09/12/24

61-913 IPS III (City)
OC Passed: 8 Failed: 4
Established on 09/11/24

77-601 IPS IV (City Police)
PROM Passed: 1 Failed: 2
Established on 09/11/24

60-620 IPS IV (City)
OC Passed: 9 Failed: 4
Established on 09/11/24

85-501 Legal Secretary (Co. Depts.)
OC Passed: 4 Failed: 0
Established on 08/29/24

74-195 Park Supervisor (City)
PROM Passed: 1 Failed: 0
Established on 08/19/24

66-074 School Secretary (Duanes Sch)
OC Passed: 1 Failed: 0
Established on 08/29/24

66-074A School Secretary (BH-BL Sch)
OC Passed: 12 Failed: 1
Established on 08/30/24

87-013 Secretary to the Chief of Police (T/O Glenville)
OC Passed: 2 Failed: 0
Established on 08/29/24

73-728 Sr. Grand Jury Reporter and Coordinator (Co. DA)
PROM Passed: 1 Failed: 0
Established on 08/29/24

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 OCTOBER:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	<u>EXPIRE</u>
52.7 XII.8 Mancari	Human Resources Specialist (City Sch)	10/16/24	0 Names left
73-366	Payroll Coordinator (County) (Co. Fin)	10/01/24	0 Names left
66-144	Radio Network Technical Support Spec (Co. UC)	10/09/24	0 Names left