



**MEETING MINUTES
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
August 20, 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
Julie Biittig - Supervising Personnel Assistant
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 Agenda.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of July 16, 2024.

Mr. Nebolini, 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 Clerk	Schalmont School District	Competitive
Aging Services Representative	County – Office of the Aging	Competitive
Assistant Modernization Program Coordinator (HELPS Program)	Municipal Housing Authority	Non-Competitive*
Assistant Payroll and Human Resources Liaison	Schenectady City School District	Competitive
Cleaners (5)	Mohonasen School District	Non-Competitive
Deputy Comptroller	Town of Niskayuna	Competitive
Executive Assistant to the Principal (4)	Burnt Hills-Ballston Lake Schools	Competitive
Information Processing Specialist I	County – Veterans Services	Competitive
Junior Accounting Supervisor	County - Finance	Competitive
Maintenance Helpers (2)	Mohonasen School District	Non-Competitive
Manager of Community Services (HELPS Program)	County – Public Health	Non-Competitive*
Modernization Program Coordinator (HELPS Program)	Municipal Housing Authority	Non-Competitive*
Program Support Specialist	County – Public Health	Competitive
Seasonal Laborer Loader	City of Schenectady	Labor*
Senior Heavy MEO Crew Leader	Town of Rotterdam	Non-Competitive

Senior Public Health Sanitarians (HELPS Program)	County – Public Health	Non-Competitive*
Wastewater Treatment Plant Operator Trainee	Town of Rotterdam	Competitive

*pending classification

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

<u>Position</u>	<u>Jurisdiction</u>
Aging Services Representative	Senior and Long Term Care
Assistant Payroll and Human Resources Liaison	Schenectady City School District
Assistant Modernization Program Coordinator (HELPS Program)	Municipal Housing Authority
Junior Accounting Supervisor	County - Finance
Manager of Community Services (HELPS Program)	County – Public Health
Modernization Program Coordinator (HELPS Program)	Municipal Housing Authority
Program Support Specialist	County – Public Health
Seasonal Laborer Loader	City of Schenectady
Senior Public Health Sanitarian (HELPS Program)	County – Public Health

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>
Accountant	City of Schenectady
Accounts Payable Clerk	Schalmont School District
Automotive Mechanic Helper	Town of Rotterdam
Intern	County – Human Resources
Junior Accountant	City of Schenectady
Manager of Community Services	County – Public Health
Motor Vehicle Representative II	County – Co. Clerk
Motor Vehicle Representative II (HELPS Program)	County – Co. Clerk
Reservation Specialist	SUNY SCCC
Senior Heavy MEO Crew Leader	Town of Rotterdam
Senior Reservation Specialist	SUNY SCCC

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the School Business Manager, Scotia-Glenville School District, to promote Kenna Collins to Senior Payroll Audit 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. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the from the Sheriff, Schenectady County, to promote Biagina Wickham to Principal Account 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. Nebolinimoved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Mayor, Village of Scotia, to transfer Charles Sperbeck from Schoharie County

Sheriff's department to the Village 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 from the Mayor, City of Schenectady, to waive the residency requirement of the position of Webmaster. He would like to open the examination to residents of Schenectady County.

The next regularly scheduled meeting will be held on Tuesday, September 17, 2024, at 1:00 pm.

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


Mrs. Dagostino called for Privilege of the Floor for the Public Hearing.

Respectfully Submitted,



Joe McQueen
Secretary of the Civil Service Commission

By:



Barbara Leonard
Personnel Technician

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

71-295 Correction Lieutenant (Co. Jail)
PROM LE 05/18/21 Expired 07/14/24

77-430 Deputy Fire Chief (City Fire)
PROM LE 08/02/23 Expired on 08/01/24

The following Eligible Lists were established for four years:

64-141 Computer Network Administrator/Technician (BH-BL Sch)
OC Passed: 1 Failed: 0
Established on 07/29/24

69-995 Computer Operator (BH-BL Sch)
OC Passed: 2 Failed: 0
Established on 07/29/24

71-284 Correction Captain (Co. Jail)
PROM Passed: 4 Failed: 0
Established on 07/15/24

79-556 Correction Lieutenant (Co. Jail)
PROM Passed: 9 Failed: 2
Established on 07/15/24

72-583 Deputy Fire Chief (City Fire)
PROM Passed: 4 Failed: 2
Established on 07/17/24

There was no Eligible List established for the following:

67-298 Assistant Purchasing Agent (Co. Purchasing)
NLE 07/15/24

74-174 Fire Chief (NFD #1)
NLE 07/17/24

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN SEPTEMBER:

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
64-550	Food Service Manager (City Schools)	09/01/24	4 years old
52.7 XII.8 Fink	Human Resources Specialist (City Sch)	09/18/24	0 names left
20986	Sr. Computer Systems Analyst/Prog (SCCC)	09/13/24	4 years old
52.7 XII.8 Coleman	Sr. Human Resources Specialist (City Sch)	09/18/24	0 names left