



**MEETING MINUTES  
SCHENECTADY COUNTY  
CIVIL SERVICE COMMISSION  
November 19, 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

There were no comments during Privilege of the Floor for the Civil Service Commission meeting.

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously voted to approve the minutes of October 17, 2024.

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>
Account Clerk	Town of Rotterdam	Competitive
Assistant Maintenance Supervisor (Office of Facilities)	County – Facilities	Competitive
Confidential Secretary to the Conflict Defender	County – Conflict Defender	Exempt*
Head Custodian (2)	Schenectady City Schools	Competitive
Human Resources Coordinator (HELPS Program)	ALL	Non-Competitive*
Information Processing Specialist III (6)	Schenectady City Schools	Competitive
Information Processing Specialist IV	Schenectady City Schools	Competitive

Intern	County – Veterans Services	Non-Competitive
Intern	County – DEPW	Non-Competitive
Manager of Fiscal Operations (Public Health) (HELPS Program)	County – Public Health	Non-Competitive*
Paralegal (County)	County – Law	Competitive
Patrol Officer (Part-Time) (6)	County – Sheriff Civil Office	Non-Competitive
Principal Account Clerk (2)	County – Social Services	Competitive
School Bus Driver/Monitor (2)	Burnt Hills-Ballston Lake Schools	Non-Competitive*
School Monitor (5)	Burnt Hills-Ballston Lake Schools	Non-Competitive
Secretary to the Chief of Police II	Town of Glenville	Competitive
Senior Casework Assistant	County – Social Services	Competitive
Senior Legal Assistant (2)	County – Public Defender	Competitive
Senior Crime Victim Services Assistant	County – District Attorney	Competitive
Stormwater Program Coordinator	Town of Rotterdam	Non-Competitive*
Substance Abuse Counselor (Schools)	Schenectady City Schools	Competitive
Teacher Aide (5)	Burnt Hills- Ballston Lake Schools	Non-Competitive
Water and Sewer Maintenance Manager	Town of Rotterdam	Competitive

\*pending classification

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>
Assistant Maintenance Supervisor (Office of Facilities)	County – Facilities
Confidential Secretary to the Conflict Defender	County – Conflict Defender
Human Resources Coordinator(HELPS Program)	ALL
Manager of Fiscal Operations (Public Health) (HELPS Program)	County – Public Health
Secretary to the Chief of Police II	Town of Glenville
Senior Casework Assistant	County – Social Services
Water and Sewer Maintenance Manager	Town of Rotterdam

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

<u>Title</u>	<u>Requested by:</u>
Maintenance Worker	County - Facilities
Manager of Fiscal Operations (Public Health)	County – Public Health

Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Public Defender to deem eligible list #63-626, Senior Legal Assistant, established on 4/01/24 for the Conflict Defender's Office, appropriate for filling a vacancy in the Public Defender's Office.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Probation Director to deem the eligible list #87-003, Probation Officer 1 Trainee, established on 10/1/24, appropriate for filling a vacancy for Probation Officer 1.

Mr. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Commissioner of Finance to promote Maria Rampersad to the position of Principal Account Clerk, effective 1/1/25, 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. Nebolini moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Human Resources to adopt the Resolution amending Rule XXV -Layoff of Competitive Class Employees.

Mrs. Dagostino moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Director of Human Resources to adopt Resolution amending Rule XII – Certification for Appointment.

Mrs. Dagostino moved, and Mr. Ackerman seconded, and the Commission unanimously approved the request from the Director of Public Works, Schenectady County, to promote Angelo Melillo to the position of Civil Engineer effective Jan. 1, 2025 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.

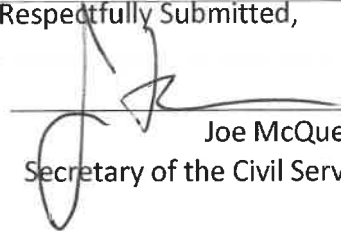
Mr. Ackerman moved, and Mr. Nebolini seconded, and the Commission unanimously approved the request from the Sheriff, Schenectady County, to transfer Martha Lara from the New York State Department of Corrections to Schenectady County as a Correction Officer in accordance with Rule XVII of the Schenectady County Civil Service Rules.

Mr. Nebolini moved, and Mrs. Dagostino seconded, and the Commission unanimously approved the request from the Sherriff, Schenectady County, to transfer Andrew Beaudet 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.

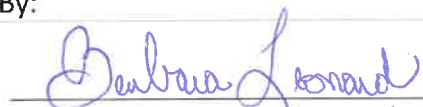
The next regularly scheduled meeting will be held on **Tuesday, December 17, 2024**, at 1:00 pm.

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

Respectfully Submitted,

 11/19/24  
Joe McQueen  
Secretary of the Civil Service Commission

By:

  
Barbara Leonard  
Personnel Technician

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**ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST**

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62-111 OC	Index and Recording Clerk (Co. Clerk) LE 10/04/23 Expired 10/16/24
60-754 OC	Senior Payroll Audit Clerk (Co. Depts.) LE 10/2/23 Expired 10/20/24
63-448 OC	Special Patrol Officer (Co. Sheriff) LE 11/17/21 Expired 10/28/24

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

69-542 Community Learning Center Project Mgr. (City Sch)  
OC Passed: 2 Failed: 0  
Established on 10/22/24

87-469 Index and Recording Clerk (Co. Clerk)  
OC Passed: 5 Failed: 0  
Established on 10/17/24

70-257 Payroll Audit Clerk (City)  
PROM Passed: 1 Failed: 0  
Established on 10/18/24

70-257A Payroll Audit Clerk (T/O Rott)  
PROM Passed: 1 Failed: 0  
Established on 10/18/24

88-998 Payroll Coordinator (County)  
OC Passed: 2 Failed: 1  
Established on 10/18/24

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68-223 Real Property Clerk (City)  
OC Passed: 2 Failed: 1  
Established on 10/21/24

68-223A Real Property Clerk (T/O Nisk)  
OC Passed: 5 Failed: 0  
Established on 10/21/24

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86-236A Sr. Payroll Audit Clerk (Co. Depts)  
OC Passed: 1 Failed: 0  
Established on 10/21/24

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60-801 Senior School Safety Officer (City Sch)  
OC Passed: 1 Failed: 2  
Established on 10/30/24

88-533 Special Education Program Assistant (Mohon Sch)

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OC            Passed: 2    Failed: 0  
Established on 10/21/24

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85-504        Special Patrol Officer (City)  
OC            Passed: 1    Failed: 1  
Established on 10/29/24

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85-405A      Special Patrol Officer (Co. Sheriff's)  
OC            Passed: 2    Failed: 0  
Established on 10/29/24

**There was no Eligible List established for the following:**

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62-918        Infection Control Coordinator (Co. Glendale Home)  
NLE 10/31/24

**THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE IN DECEMBER:**

<u>EXAM #</u>	<u>TITLE</u>	<u>EXPIRE</u>	
52.7 XII.8 Pangburn	Building Inspector (T/O Glenville)	12/18/24	0 names left
300-21	Nurse Practitioner-Glendale (Co. Glendale)	12/17/24	4 years old
300-22A	Physical Therapist (School) (Nisk Sch)	12/17/24	4 years old

