

**AGENDA
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
August 17, 2021**

1. Privilege of the Floor for the Agenda.
2. Approve the minutes of July 20, 2021.
3. Review and approve Report of Personnel Actions (attached).
4. The following New Position Duty Statements were reviewed, and the following positions are to be established:

<u>Position</u>	<u>Jurisdiction</u>	<u>Class</u>
Automotive Mechanics (5)	BH-BL School District	Non-Competitive
Community Development and Planning Coordinator	Town of Glenville	Competitive
Deputy Chief Assistant Conflict Defender II	County – Conflict Defender	Exempt*
Deputy Chief Assistant Public Defender	County – Public Defender	Exempt*
Deputy Chief Assistant Public Defender II	County- Public Defender	Exempt*
Facilities Engineer	County-Facilities	Competitive
Maintenance Workers (2)	Duanesburg Schools	Non-Competitive
Purchasing and Specifications Representative	County-Purchasing	Competitive
Senior Legal Assistant	County – Conflict Defender	Competitive

*pending class

5. The following job class specification is to be adopted:

<u>Title</u>	<u>Requested by:</u>
Community Development and Planning Coordinator	Town of Glenville

6. Consider the request from the Supervisor, Town of Rotterdam to promote Cindy Dumar to the position of Senior Typist in accordance with the requirements of Section 52.7 of the New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
7. Consider the request from the Supervisor, Town of Niskayuna, to reinstate John Favata to the position of Police Officer based on Mr. Favata’s previous permanent competitive class status with the City of Schenectady.
8. Consider the request from the Unified Communication Center Director to transfer Steffaney Benson-Sabaha, Telecommunications Specialist, Albany County, to UCC as a Public Safety Dispatcher I Trainee in accordance with Section 70(1) of the Civil Service Law and Rule XVII of the Schenectady County Civil Service Commission. No further written examination will be required.
9. The next meeting will be Tuesday, September 21, 2021 at 1:00 pm.

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST

69-407 Senior Library Clerk (Co. Library)
OC LE 09/03/19 Expired 07/28/21

The following Eligible Lists were established for four years:

69-351 Administrative School Aide (Mohon)
OC Passed: 5 Failed: 4
Established on 07/27/21

73-630 Principal Library Clerk (Co. Library)
PROM Passed: 3 Failed: 1
Established on 07/28/21

65-497 Senior Library Clerk (SUNY Sch'dy)
OC Passed: 3 Failed: 0
Established on 07/29/21

65-497A Senior Library Clerk (Co. Library)
OC Passed: 3 Failed: 0
Established on 07/29/21

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:

<u>EXAM # TITLE</u>	<u>DUE TO EXP.</u>
800-32 Caseworker/Caseworker Trainee (Co DSS) 4 YEARS OLD	09/18/21
75-303 Dir of Income and Housing Serv (Co DSS) 0 NAMES	09/01/21
77-495B Police Sergeant (Rott) 4 YEARS OLD	09/18/21
74-493 Principal Account Clerk II (Co. Sheriff) NCP 0 NAMES	09/01/21
18944 School District Network Analyst (City Sch) 4 YEARS OLD	09/18/21

73-290 0 NAMES	Senior Account Clerk (MHA)	09/01/21
74-111 0 NAMES	Senior Bookkeeper (SUNY SCCC)	09/17/21
69-100 0 NAMES	Sr. Environmental Systems & Fac Mechanic (Nisk Sch)	09/29/21