



**AGENDA**  
**SCHENECTADY COUNTY**  
**CIVIL SERVICE COMMISSION**  
**November 15, 2022**

Call for a public hearing to be held for the purpose of soliciting public comment on the proposed changes to the Appendices of the Schenectady County Civil Service Rules.

1. Privilege of the Floor for the Public Hearing.
2. Privilege of the Floor for the Agenda.
3. Approve the minutes of September 20, 2022.
4. Review and approve Reports of Personnel Actions for October and November (attached).
5. 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>
Assistant Conflict Defender	County – Conflict Defender	Exempt*
Assistant District Attorney II (2)	County-District Attorney	Exempt*
Executive Assistant to the Executive Director, Human Rights Commission	County – Human Rights Commission	Exempt*
Fire Captain-Paramedic (4)	Niskayuna Fire District #1	Competitive
Fire Lieutenant-Paramedic (2)	Niskayuna Fire District #1	Competitive
Food Service Helper/School Monitor (5)	Burnt Hills-Ballston Lake School District	Non-Competitive*
Human Resources Assistant	Niskayuna Central School District	Competitive
Information Processing Specialist III (3)	Schenectady City School District	Competitive
Jail General Mechanic	County – Jail	Non-Competitive*
Lead Wastewater Treatment Plant Operator	Town of Rotterdam	Competitive
Mental Health Counselor	Schenectady City School District	Competitive
Payroll Coordinator (County)	County – Finance	Competitive
Principal Account Clerk	County – Finance	Competitive

School Bus Driver/Food Service Helper (4)	Burnt Hills-Ballston Lake School District	Non-Competitive*
Security Monitor (5)	Schalmon School District	Competitive
Senior Computer Technician	Mohonasen School District	Competitive
Senior Public Health Specialist	County – Public Health	Competitive
Substance Abuse Counselor (Schools)	Schenectady City School District	
Technical Resource Officer	County – District Attorney	Competitive
Veteran’s Peer Support Coordinator	County – Office of Community Services	Competitive
Wastewater Treatment Plant Lab Technician	City of Schenectady	Competitive
Wastewater Treatment Plant Mechanic	City of Schenectady	Non-Competitive

\*Pending Class

6. The following job class specifications are to be adopted:

<u>Title</u>	<u>Requested by:</u>
Confidential Assistant to the UCC Director	Competitive
Executive Assistant to the Executive Director, Human Rights Commission	County – Human Rights Commission
Food Service Helper/School Monitor	BH-BL School District
Lead Wastewater Treatment Plant Operator	Town of Rotterdam
Mental Health Counselor	Schenectady City School District
Payroll Coordinator (County)	County - Finance
Senior Public Health Specialist	County – Public Health
Substance Abuse Counselor (Schools)	Schenectady City School District
Veteran’s Peer Support Coordinator	County - Veteran’s Affairs

7. The following job class specifications are to be revised:

<u>Title</u>	<u>Requested by:</u>
Behavior Intervention Specialist	Schenectady City School District
Building Inspector (Town)	Town of Duanesburg
Confidential Assistant to the Director of Facilities	County - Facilities
Culture and Community Engagement Specialist	Schenectady City School District
Deputy Comptroller	Town of Rotterdam
Engineering Technician I	Town of Niskayuna
Information Processing Specialist I	County – Human Resources
Information Processing Specialist I (Spanish Speaking)	County – Human Resources

Parks Workers  
PC Support Specialist  
Typist  
Typist (Spanish Speaking)

Town of Glenville  
County – Information Services  
County – Human Resources  
County – Human Resources

8. Consider the request from the Interim Director of Human Resources, Niskayuna Central School District, to reinstate Kristin Chotkowski to the position of Purchasing Agent based on her previous permanent, competitive status with Schenectady City School District. Ms. Chotkowski is currently employed with the Albany City School District.
9. Consider the request from the Personnel and Benefits Administrator, City of Schenectady, to waive the residency requirement for the position of Electrical Inspector. She would like to open the exam to residents of contiguous counties.
10. Consider the request from the Personnel and Benefits Administrator, City of Schenectady, to waive the residency requirement for the position of Line Worker. She would like to open the exam to residents contiguous counties.
11. Consider the request from the Supervisor, Town of Rotterdam, to transfer Reiana Opalka from the position of Deputy Sheriff, Albany County, to the Town as a Police Officer in accordance with Section 70(1) of Civil Service Law and Rule XVII of the Schenectady County Civil Service Rules.
12. Consider the request from the Personnel and Benefits Administrator, City of Schenectady, to waive the residency requirement for the position of Purchasing Supervisor. She would like to open the exam to residents of Schenectady County.
13. Consider the request from Probation Director to promote Annette McDonald to the position of Information Processing Specialist II in accordance with the requirements of Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
14. Consider the request from Sheriff to promote William McDonald to the position of Senior Accountant in accordance with the requirements of Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
15. Consider the request from the Sheriff to promote Michael Murphy to the position of Senior Account Clerk in accordance with the requirements of Section 52.7 of New York State Civil Service Law and Rule XII.8 of the Schenectady County Civil Service Rules. No further written examination will be required.
16. Consider the request from Assistant Superintendent for Business, Schalmont Central School District, to deem list #63-798 Transportation Director, Duanesburg School District, appropriate

for filling the vacancy in Schalmont Schools.

17. Consider the request from the Police Chief, Town of Niskayuna, to transfer Derek Breslin from the Town of Colonie to the Town of Niskayuna as a Police Officer.
18. Consider the request from the Supervisor, Town of Rotterdam, to transfer Robert Yaggle from Fulton County to the Town as a Lead Wastewater Treatment Plant Operator.
19. Consider the request from the Police Chief, Village of Scotia, to reinstate Carlton Kuhlmeier Jr. to the position of Police Officer based on his previous, permanent Competitive class status as a Police Officer with the Town of Niskayuna.
20. The next meeting will be December 20, 2022 at 1:00 pm.

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

69-035            Correction Officer (Co. Jail)  
OC                LE 08/21/21    Expired 09/19/22

68-748            Public Health Education Coordinator (Co. Pub Health)  
OC                LE 05/31/19    Expired 09/14/22

66-606            Public Health Specialist (Co. Public Health)  
OC                LE 05/31/19    Expired 09/14/22

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

22177            Computer Helpdesk Specialist (Nisk Sch)  
OC                Passed: 3        Failed: 0  
Established on 10/07/22

68-148            Correction Officer (Co. Jail)  
OC                Passed: 16       Failed: 1  
Established on 09/19/22

63-627            Epidemiologist (County Public Health)  
OC                Passed: 1        Failed: 1  
Established on 09/15/22

22178            Network Analyst (Co. Information Svs.)  
PROM            Passed: 1        Failed: 0  
Established on 10/07/22

65-977            Public Health Education Coordinator (Co. Public Health)  
OC                Passed: 2        Failed: 0  
Established on 09/15/22

63-726            Public Health Specialist (Co. Public Health)  
OC                Passed: 5        Failed: 0  
Established on 09/15/22

68-510            Assistant Director of Nursing (Co. Glendale)  
OC                Passed: 1        Failed: 0  
Established on 10/17/22

78-016            Deputy Probation Director (Group B) (Co. Probation)  
PROM            Passed: 1        Failed: 0  
Established on 10/25/22

64-476            Director of Community Development (T/O Glenville)  
OC                Passed: 1        Failed: 0  
Established on 10/18/22

60-608 Director of Programs for Children with Special Needs (Co. Public Health)  
OC Passed: 1 Failed: 0  
Established on 10/17/22

63-572 Head Automotive Mechanic (Duanesburg School District)  
OC Passed: 1 Failed: 0  
Established on 10/24/22

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

69-640 Director of Nurses (Co. Glendale Home)  
NLE 10/17/22

68-479 Fleet Manager (City)  
NLE 10/24/22

**THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:**

<b><u>EXAM #</u></b>	<b><u>TITLE</u></b>	<b><u>DUE TO EXP.</u></b>
60-542 0 Names	K-9 Trainer (Co. Sheriff's)	11/16/22
68-176 0 Names	Assistant to the City Engineer (City)	12/16/22
69-642 0 Names	Chief WWTPPO (T/O Niskayuna)	12/26/22
61-339 0 Names	Chief Water Treatment Plant Op (T/O Nisk)	12/26/22
68-508 0 Names	Civil Engineer (Co. Engineering)	12/16/22
75-911 0 Names	Director of Bureau of Engineering (Co)	12/16/22
69-323 0 Names	Director of Technology (BH-BL)	12/09/22

70-394 0 Names	Information Services Security Office (SCCC)	12/09/22
68-514 0 Names	Manager of Support Services (Co. IS)	12/09/22
300-22B 0 Names	Physical Therapist (School) (Schalmont Sch)	12/17/22
63-346A 0 Names	Sr. Civil Engineer (County Engineering)	12/16/22
52.7 XII.8 0 Names	Senior Human Resources Specialist (City Sch)	12/20/22
52.7 XII.8 0 Names	Senior Maintenance Mechanic (S-G Sch)	12/20/22
68-509 0 Names	Sr. Wastewater Treatment Plant Op (T/O Nisk)	12/26/22