

**AGENDA
SCHENECTADY COUNTY
CIVIL SERVICE COMMISSION
December 21, 2021**

1. Privilege of the Floor for the Public Hearing.
2. Privilege of the Floor for the Agenda.
3. Approve the minutes of December 7, 2021.
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>
Archivist	County - Clerk	Competitive
Assistant District Attorney I	County – District Attorney	Exempt*
Assistant District Attorney II (4)	County – District Attorney	Exempt*
Assistant District Attorney III (4)	County – District Attorney	Exempt*
Assistant District Attorney IV	County – District Attorney	Exempt*
Assistant District Attorney V	County – District Attorney	Exempt*
Assistant District Attorney VI (3)	County – District Attorney	Exempt*
Assistant Treasurer	Scotia-Glenville School District	Competitive
Associate Commissioner of Economic Assistance and Support	County - DSS	Competitive
Automotive Mechanic	Duanesburg School District	Non-Competitive
Clerk to the Town Justice	Town of Niskayuna	Exempt*
Confidential Assistant to the UCC Director	County – UCC	Exempt*
Confidential Secretary to the Director of Public Works	Town of Rotterdam	Exempt*
Deputy Director of Public Health	County – Public Health	Competitive
Executive Secretary I	Niskayuna Fire District #1	Competitive
Groundswoker	Scotia-Glenville School District	Labor
Infection Control Coordinator	County - Glendale	Competitive
Laborer	Niskayuna Fire District #2	Labor
Purchasing Agent	County - Purchasing	Competitive
Sewer Maintenance Worker CCTV Operator	City - Wastewater	Competitive

*pending class

5. The following new job class specifications are to be adopted:

<u>Title</u>	<u>Requested by:</u>
Archivist	County - Clerk
Associate Commissioner of Economic Assistance and Support	County - DSS
Confidential Secretary to the Director of Public Works	Town of Rotterdam
Deputy Director of Public Health	County – Public Health
Infection Control Coordinator	County - Glendale
Purchasing Agent	County - Purchasing
Sewer Maintenance Worker CCTV Operator	City - Wastewater

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

Admissions Coordinator	County - Glendale
Automotive Mechanic	Duanesburg Central School District
Principal Employment and Training Counselor	County - SJTA

7. Consider the request from the Executive Director, Municipal Housing Authority, to extend the temporary appointment of Domenic Viscariello to the position of Clerk of the Works. He would like to extend the appointment until September 1, 2022.
8. Consider the request from the Acting District Director of Human Resources, Schenectady City School District, to waive the residency requirement for the position of Chief of Facilities Operations and Grounds. She would like to open recruitment to residents of New York State.
9. Consider the request from the Business Administrator, Scotia-Glenville School District, to appoint James McCullough to the position of Senior Maintenance Mechanic 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. Mr. McCullough has qualified on a similar examination and no further written examination will be required.
10. Consider the request from the Supervisor, Town of Glenville, to transfer Christopher Dunn, Police Officer, from the City of Amsterdam to the Town of Glenville as a Police Officer in accordance with Section 70.1 of New York Civil Service law and Schenectady County Civil Service Rule XVII, 1 (c).
11. Consider the request from the Acting District Director of Human Resources, Schenectady City School District, to appoint Amy Csenge to the position of Senior Human Resources Specialist 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. Ms. Csenge has qualified on a similar examination and no further written examination will be required.
12. Consider the request from the Mayor, City of Schenectady, to transfer Joseph Guarneri, Police Officer, from the City of Albany to the City of Schenectady as a Police Officer in accordance

with Section 70.1 of New York Civil Service law and Schenectady County Civil Service Rule XVII, 1 (c).

13. The next meeting will be Thursday, January 20, 2022 at 1:00 pm.

ELIGIBLE LISTS EXPIRED IN FACE OF NEW LIST:

63-700 OC	Patrol Officer (County Sheriff's) LE 12/18/18	Expired 11/29/2021
63-675 OC	Patrol Officer (Spanish Spk) (County Sheriff's) LE 12/18/18	Expired 12/02/2021
63-553 OC	Police Officer (All Jurisdictions) LE 12/18/18	Expired 12/01/2021
67-441 OC	Police Officer (Spanish Speaking) (All Jurisdictions) LE 12/18/18	Expired 12/01/2021
64-706A OC	School Safety Officer (Schalmont Sch) LE 05/23/2019	Expired 11/16/2021
67-173B OC	Security Monitor (Nisk Sch) LE 06/04/2020	Expired 11/16/2021
63-754 OC	Special Patrol Officer (Co. Sheriff's) LE 05/15/2018	Expired 11/16/2021

The following Eligible Lists were established for four years:

68-176 OC	Assistant to the City Engineer (City) Passed: 1 Failed: 0	Established on 12/17/21
68-508 OC	Civil Engineer (Co. Eng. & PW) Passed: 1 Failed: 0	Established on 12/17/21
75-911 PROM	Director of Bureau of Engineering (Co. Eng & PW) Passed: 1 Failed: 0	Established on 12/17/21
69-323 OC	Director of Technology (BH-BL Sch) Passed: 1 Failed: 0	Established on 12/10/21
70-394 PROM	Information Services Security Officer (SUNY Sch'dy) Passed: 1 Failed: 0	Established on 12/10/21

60-213B Junior Civil Engineer (T/O Nisk)
OC Passed: 1 Failed: 0
Established on 12/17/21

60-542 K-9 Trainer (Co. Sheriff's)
OC Passed: 1 Failed: 0
Established on 11/17/21

60-719 Manager of Data and Information (City Sch)
OC Passed: 3 Failed: 1
Established on 12/13/21

68-514 Manager of Support Services (Co. IS)
OC Passed: 1 Failed: 0
Established on 12/10/21

67-505 Patrol Officer (Co. Sheriff's)
OC Passed: 67 Failed: 0
Established on 11/30/21

67-578 Patrol Officer (Spanish Spk) (Co. Sheriff's)
OC Passed: 1 Failed: 0
Established on 12/03/21

67-417 Police Officer (All Jurisdictions)
OC Passed: 110 Failed: 1
Established on 12/02/21

67-441 Police Officer (Spanish Spk) (All Jurisdictions)
OC Passed: 1 Failed: 0
Established on 12/02/21

68-555 School Safety Officer (Schalmont Sch)
OC Passed: 4 Failed: 0
Established on 11/17/21

60-061 Security Monitor (Niskayuna Schools)
OC Passed: 3 Failed: 1
Established on 11/17/21

63-346A Senior Civil Engineer (Co. Eng)
OC Passed: 1 Failed: 0
Established 12/17/21

63-346B Senior Civil Engineer (T/O Nisk)
OC Passed: 1 Failed: 0
Established on 12/17/21

63-448 Special Patrol Officer (Co. Sheriff's)
OC Passed: 5 Failed: 0
Established on 11/17/21

There was no Eligible List established for the following:

None

THE FOLLOWING ELIGIBLE LISTS WILL EXPIRE:

<u>EXAM #</u>	<u>TITLE</u>	<u>DUE TO EXP.</u>
61-594 4 Years Old	Budget Analyst Trainee (Co Finance)	01/22/22
64-227 4 Years Old	HVAC/R Technician (County Fac)	01/22/22
69-181 4 Years Old	Literacy Outreach Coordinator (Co Lib)	01/22/22
61-547 4 Years Old	School Food Service Dir 1 (Schal Sch)	01/22/22
68-593 4 Years Old	WWTP Laboratory Tech (City WW)	01/22/22