

MINUTES

Meeting of the City of Albany Municipal Civil Service Commission held Tuesday, May 25, 2021, via Videoconference in accordance with the health and safety guidelines issued by New York State due to the COVID-19 pandemic.

ATTENDEES: Thomas McNaughton, Commissioner and Chair
Linda Jackson-Chalmers, Commissioner
Michael Cassidy, Commissioner
Phillip Banaszek, City of Albany Assistant Corporation Counsel
Peachie Jones, City of Albany Director of Human Resources

- I. Call to order **(at 4:32pm)**
- II. Approval of April 28, 2021 Meeting minutes **(Unanimously approved by Commission)**
- III. Report of appointments to the Competitive, Non-Competitive, Exempt and Labor Class **(All unanimously approved by Commission)**
 - The Civil Service Office reported on the following **Provisional Appointments in the Competitive Class:**

Name	Title	Agency/Department	Date
Aliya Siddiqui	Public Service Officer	Parking Authority	05-03-2021
Tynisha Anderson	Software & Administrative Specialist	Police	05-10-2021
Kristen Calabrese	Domestic Violence Intake Specialist	Police	05-10-2021
Glen Campman Jr.	Building Services Supervisor	Police	05-10-2021
Justin Epstein	Information Clerk 1	General Services	05-10-2021
Matthew Maynard	Golf Course Superintendent	General Services	05-17-2021
Nate Wolfman	Sign and Graphics Director	Police	05-17-2021
Matthew LaJoy	Rehabilitation Specialist 2	ACDA	05-24-2021
Keith LaJoy	Maintenance Assistant	ACDA	05-24-2021
Robert Santaski, Jr.	Traffic Engineering Electrician	Police	05-24-2021
Trisha Lossi	Custodial Worker	Police	06-01-2021
Jeremie Meyer	Emergency Services Communications Manager	Police	06-01-2021

- The Civil Service Office reported on the following **Non-Competitive Class** appointments:

Name	Title	Agency/Department	Date
Joseph McDade	Commander	Police	02-26-2021
Andre Walker	Equipment Operator 1	General Services	04-22-2021

- The Civil Service Office reported on the following **Exempt Class** appointments:

Name	Title	Agency/Department	Date
Martha Mahoney	Assistant Corporation Counsel	Law	05-25-2021
Matthew Toporowski	Assistant Corporation Counsel	Law	06-04-2021

- The Civil Service Office reported on the following **Labor Class** appointments:

Name	Title	Agency/Department	Date
Jaquan Perrin	Laborer	General Services	04-22-2021
Darvin Gross	Sanitation Worker	General Services	04-29-2021
William Melendez	Automotive Mechanic	General Services	04-29-2021
Tony Alexander	Sanitation Worker	General Services	05-13-2021
Ramel Alexander	Laborer 1	General Services	05-27-2021
Laquan Brown	Laborer 1	General Services	05-27-2021
Issiah Cain	Laborer 1	General Services	05-27-2021

- IV. Amendment of Job Specifications
- Fire Captain ***(Unanimously approved by Commission)***
 - Laborer 2 ***(Tabled until next Commission meeting)***
- V. Old Business ***(None)***
- VI. New Business ***(None)***
- VII. Adjournment ***(at 4:41pm)***

Next regular meeting: Tuesday, June 29, 2021

FIRE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and skilled fire fighting and fire prevention work involving the command of a fire company on an assigned shift. Work involves responsibility for the discipline of the fire fighting personnel of the company to which assigned and for the maintenance of a fire station and its apparatus and equipment. At a fire, a fire captain is responsible for the supervision and safety of all fire fighting personnel, and for the effective and efficient extinguishing of the fire until relieved of command by a higher-ranking officer. Fire captains are required to perform with department standards and rules, subject to inspection and observation by a higher-ranking fire officer.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responds to fire alarms;
- Determines route to be taken;
- Makes decisions as to methods of combating fires;
- Directs fire fighting work until relieved by a superior officer;
- Maintains records and prepares reports regarding personnel, alarms, supplies and other matters relating to the company;
- Supervises and participates in the laying of hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons and cleaning up of premises after fire has been extinguished;
- Directs the cleaning of quarters and of equipment and apparatus at fire station; inspects personnel, maintains discipline;
- Instructs and drills members in fire fighting methods and techniques, and related subjects;
- Supervises the inspection of business and industrial establishments, churches, schools, and other buildings for fire and safety hazards;
- Supervises maintenance of inspection records and preparation of reports;
- Investigates and reports upon the causes of fire in the absence of a superior officer;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern fire fighting principles, practices and methods;
- Thorough knowledge of the operations, use and maintenance of the various types of apparatus and equipment used in fire fighting activities;

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- Thorough knowledge of departmental policies, rules and regulation, and of fire prevention methods;
- Good knowledge of first aid principles;
- Good knowledge of the principles and practices involved in instructing and training members of a fire station, and their application to specific training problems;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the location of streets, fire alarm boxes and hydrants in the city;
- Ability to lead members effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with other officers and men;
- Ability to maintain accurate records and prepare clear reports;
- Physical condition commensurate with the demands of position.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a permanently appointed fire lieutenant in the City of Albany Fire Department.

SPECIAL REQUIREMENTS:

Valid certification as an Emergency Medical Technician (EMT-B) issued by the New York State Health Department at time of appointment and for duration of employment.

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 1955 05/25/21
91979
10/16/91
2/19/92
10/24/01
04/28/21