

## MINUTES

### MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD FEBRUARY 24, 2021, VIA VIDEO CONFERENCE IN ACCORDANCE WITH THE HEALTH AND SAFETY GUIDELINES ISSUED BY NYS DUE TO COVID-19.

ATTENDEES: Thomas McNaughton, Commissioner, Chair  
Linda Jackson-Chalmers, Commissioner  
Michael Cassidy, Commissioner  
Philip Banaszek, Law Department  
Sandra Coleman, Human Resources Generalist III  
Peachie Jones, Director of Human Resources (City of Albany)  
Rebecca Campbell, Human Resources Generalist II  
Anthony Battuello, Police Commander, Albany Police Department  
Dylan Hodgkiss  
John Dolan  
Joshua Shahid  
Naomi Hughes

- I. Call to order – **Commissioner McNaughton called the meeting to order at 4:40 p.m.**
- II. Approval of minutes – **The Commission voted unanimously to accept the minutes from the February 18, 2021 meeting as written.**
- III. Report of appointments to the Competitive, Non-Competitive, Exempt and Labor Class
  - The Civil Service Office reported on the following **Permanent -Competitive Class** appointments:

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Nathan Hearn	Library Clerk	APL	12/1/2020
Wisdom Johnson	Library Assistant	APL	12/2/2020
Cecilia Holodak	Library Clerk	APL	12/3/2020
Michele Newkirk	Library Clerk	APL	12/3/2020

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
John Dortch	Construction Manager	AHA	8/11/2020
Kristen Blackwell Clark	Office Manager	ASD	1/11/2021
Michele Andre	Auditor	Audit & Control	2/22/2021

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Luis Roldan	Senior Planner	Planning	2/15/2021

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Hilliard Piper	Building Maintenance Worker	ASD	12/21/20
Ricardo Burciaga	Laborer II	DGS	2/4/2021
Kevoy Baxter	Sanitation Worker	DGS	2/11/2021
Irving Slaughter	Laborer I	DGS	2/11/2021

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Brian Brooks	Cleaner	ASD	12/21/2020
Asaad Leigh	Custodial Worker	ASD	1/4/2021

IV. Firefighter Non-Selections

- No EMT Certification

NAME
Jacob Sheridan

V. Executive Session - **The Commission went into Executive Session at 4:45 p.m. to hear/review appeals of the Police Officer candidates that submitted appeals to their non-selection for disqualification.**

VI. Police Officer Appeals

- Candidate J.D. – **The Commission unanimously voted to accept the appeal of the candidate and ordered the Civil Service/HR Office to schedule a second evaluation for the candidate.**
- Candidate N.H. – **The Commission unanimously voted to deny the appeal of this candidate.**
- Candidate D.H. - **The Commission unanimously voted to deny the appeal of this candidate.**
- Candidate J.S. - **The Commission unanimously voted to deny the appeal of this candidate.**

**Commissioner McNaughton left the meeting for 10 minutes.**

VII. Amendment of Job Specifications – **The Commission unanimously voted to amend the job specifications for the following titles.**

- Confidential Legal Secretary
- General Counsel
- Golf Course Superintendent
- Program Aide (Special Events)
- Water Plant Maintenance Mechanic

VIII. Old Business

IX. New Business

- Abolishment of Titles not in use – **The Commission unanimously voted to abolish the list of titles attached to the minutes.**
- Police Non-Selects – Discussion.  
**The Commission unanimously voted to non-select the candidates provided by APD for disqualification.**

X. Adjournment – **The meeting adjourned at 6:42 p.m.**

Next regular meeting: Wednesday, March 31, 2021

*Sandra Coleman*  
Human Resources Generalist III

## Positions in City of Albany Civil Service Administration

### **A**

Administrative Aide CSC 1-30-02 Final.pdf  
Assessment Clerk - CSC 3-31-04 final.pdf  
Assistant Boiler Tender - CSC - 1-6-16.pdf  
Assistant Karate Instructor - CSC 1-26-05 FINAL.pdf  
Assistant Property Manager - CSC 12-28-05 Final.pdf  
Assistant to the City Clerk - CSC 9-25-02 FINAL.pdf

### **B**

Benefits Administrator - CSC 6-27-18.pdf  
Budget Analyst - CSC 2-26-14 Final.pdf  
Business Systems Analyst CSC 12-20-17.pdf

### **C**

Chauffeur CSC 11-19-03 FINAL.pdf  
Chief Inspector CSC 1-6-16.pdf  
Chief of Staff to the Commissioner  
Chief Recreation Maintenance Repair Worker -1-6-16-CSC- FINAL.pdf  
Civil Service Administrator CSC 1-16-19.pdf  
Computer Operator I - CSC 6-27-01 Final.pdf  
Computer Specialist - CSC 2-25-98.pdf  
Constituent Services Assistant - CSC 12-27-17.pdf [fix typo]  
Contract Specialist- CSC-9-21-88 Final.pdf  
Contract and Supply Aide.pdf

### **D**

Department Liaison (Code Enforcement) CSC 5-26-04 Final.pdf  
Deputy Director of Buildings CSC 2-22-17.pdf  
Deputy Director of Codes - CSC 2-22-17.pdf  
Director Of Mainstream Operations.pdf  
Director Of Manpower Planning.pdf  
Director of Finance (APL) spec draft 5-6-09 (2).pdf  
Director of Finance - CSC 10-25-00 FINAL.pdf  
Director of Maintenance.pdf  
Director of Recycling - CSC 6-30-10 Draft.pdf

## **E**

Environmental Services Coordinator - CSC 10-25-00 FINAL.pdf  
Environmental Services Specialist- CSC 10-25-00 FINAL.pdf  
Equal Employment Opportunity.pdf

## **F**

Financial Operations Specialist - CSC 9-25-02 FINAL.pdf  
Fire Alarm Operator.pdf

## **G**

Grounds Helper.pdf  
Group Fitness Instructor CSC 4-29-15 FINAL.pdf

## **I**

Information Specialist - CSC 6-28-06 Final.pdf  
Information Technology Assistant - CSC 1-5-15.pdf

## **J**

Job Development Specialist CSC 9-26-01 Final.pdf

## **K**

Karate Instructor CSC 5-22-02 Final.pdf  
Karate and Weightlifting Instructor - Justification.pdf  
Keyboard Assistant CSC 9-27-06 Final.pdf

## **M**

Modernization Assistant CSC 6-26-02 FINAL.pdf

Modernization Intern CSC 6-27-01 final.pdf

## **N**

Neighborhood Development Specialist CSC 1-30-08 Final.pdf

Neighborhood Resource Coordinator CSC 7-28-04 Final.pdf

## **O**

Operations Analyst CSC 6-29-11 Final.pdf

Operations Assistant CSC 3-31-04 Final.pdf

Operations Specialist - CSC 3-27-02 FINAL.pdf

## **P**

Payroll Clerk CSC 8-26-15 Final.pdf

Photographer - CSC 6-28-06 Final.pdf

Planner (Historic Preservation and Neighborhood) CSC 5-27-15 Final.pdf

Policy - Fiscal Analyst CSC 8-27-14 Final.pdf

Principal Economic Developer - CSC 03-30-05 Final.pdf

Program Aide - Volunteer Coordinator - CSC 2-25-04 FINAL.pdf

Program Aide - Volunteer Services CSC 11-30-05 Final.pdf

Program Analyst CSC 8-29-01 Final.pdf

Program Compliance Officer CSC 9-26-01 Final-2.pdf

Program Instructor.pdf

## **R**

Recreation Facilities Supervisor CSC 8-28-13 Final.pdf

Refrigerant Recovery Technician CSC 2-23-05 Final RES B.pdf

Registrar of Vital Statistics - CSC 8-30-16 Final.pdf

Rehabilitation & Environmental Services Manager, CSC 1-30-08 Final-2.pdf

Rehabilitation Construction Director - CSC 9-25-02 FINAL-2.pdf

Rehabilitation Finance Director 9-12-01-2.pdf

Resource Materials Clerk - CSC 11-17-04 Final.pdf

Resource Materials Coordinator CSC 2-23-05 Final.pdf

Riverfront Program Manager CSC 1-15-03 Final.pdf

## **S**

Senior Gang Prevention Coordinator - CSC 5-22-02 Final.pdf

Senior Personnel Assistant CSC 2-23-05 Final .pdf

Senior Programmer.pdf

Senior Stenographer CSC 6-26-02 Final.pdf  
Senior Typist - CSC 6-26-02 final.pdf  
Skating Rink Manager.pdf  
Solid Waste Manager 4-6-2017.pdf  
Special Projects Manager-Water - CSC 1-30-02 FINAL (pdf).pdf  
Staff Professional Engineer (Solid Waste) - CSC 5-27-15.pdf  
Summer Recreation Staff.pdf  
Supervising Custodian - 1978.pdf  
Support Services Coordinator.pdf  
System Support Specialist - CSC 9-24-08 FINAL-Asst. Systems Specialist.pdf

## **T**

Tax Record Clerk 7-25-01 final.pdf  
Telephone Operator-1-6-16 - CSC - Final.pdf

## **W**

Waste Acquisition Assistant - CSC 8-29-01.pdf [fix typo]

## **Y**

Youth Basketball Coordinator - CSC 1-26-05 FINAL.pdf  
Youth Programs Coordinator 8-02.pdf