

MINUTES

Meeting of the Albany Municipal Civil Service Commission held Wednesday, October 27, 2021, at 4:30pm via video conference in accordance with the health and safety guidelines issued by NYS 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
Tatiana Diaz, City of Albany Human Resources Generalist III
Rebecca Campbell, City of Albany Human Resources Generalist III
Joshua Laiacona, City of Albany Police Commander
Mark Decker, City of Albany Police Lieutenant

I. Call to order -

- **Commissioner McNaughton called the meeting to order at 4:42 PM**

II. Approval of October 6, 2021 Meeting minutes

- **The Commission votes unanimously to accept the meeting minutes from the October 6th, 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 Appointments in the Competitive Class:**

Name	Title	Agency/Department	Date
Catherine Marthy	Library Clerk	Albany Public Library	08/16/2021
Vivid Grim	Library Clerk	Albany Public Library	09/22/2021
Sarah Hogan	Library Clerk	Albany Public Library	09/22/2021
Lindsey Musielak	Library Clerk	Albany Public Library	09/24/2021
Kahdesha Joseph	Information Clerk	General Services	09/27/2021
April Fredericks	Telecommunications Specialist	Police	10/04/2021
Pratik Saha	Telecommunications Specialist	Police	10/04/2021
Emmett Gillen	Telecommunications Specialist	Police	10/04/2021
Ixory Palacios	Telecommunications Specialist	Police	10/04/2021
Janae Timmons	Telecommunications Specialist	Police	10/04/2021
Jamie McGraw	Telecommunications Specialist	Police	10/04/2021
Bruce Logan	Building Inspector	Buildings & Regulatory Compliance	10/15/2021
Aime Jefferson	Lead Hazard Reduction Grant Program Manager	ACDA	10/15/2021
Shannon Howland	Telecommunications Specialist	Police	10/18/2021

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

Name	Title	Agency/Department	Date
John Tarver	Rehabilitation Specialist II	ACDA	09/27/2021
Andrew Sterling	Deputy Director of Information Technology	Administrative Services	10/08/2021
Dave Wolfe	Systems Specialist	Administrative Services	10/11/2021
Ryan Rusiecki	Code Enforcement Inspector	Buildings & Regulatory Compliance	10/15/2021
Joshua Gold	Senior Code Enforcement Inspector	Buildings & Regulatory Compliance	10/15/2021
Marissa Morini	Crime Analyst	Police	10/18/2021
Gretchen Ingersoll	Information Clerk	General Services	10/25/2021
Aliya Siddiqui	Paralegal	Corporation Counsel	10/25/2021

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

Name	Title	Agency/Department	Date
Ronald Liddle	Reservoir Patrol Guard	Water & Water Supply	09/19/2021
Abel Garcia	Sanitation Worker	General Services	09/23/2021
Lauren Alpert	Deputy Director of Planning	Planning	10/11/2021
Sylvester Asuen	Automotive Mechanic	Water & Water Supply	10/13/2021
Ryan Mizener	Water Meter Reader	Water & Water Supply	10/20/2021
Larry Halbritter	Laborer III	Water & Water Supply	10/25/2021

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

Name	Title	Agency/Department	Date
Freida Beatty	Recreation Aide	Recreation	10/25/2021

IV. Establishment of Eligible Lists

- **The Commission voted unanimously to establish all lists**
- Fire Captain #71-485
- Fire Lieutenant #71-230

V. Creation of New Job Specifications

- **The Commission voted unanimously to accept the new job specifications**
- Recreation Facility Manager
- Recreation Field Manager

VI. Telecommunications Specialist list #63-141 Non-Selections Appeals

- **Commission entered executive session at 5:00**
- Candidate W.C.
- Candidate D.M.

- **Commissioner McNaughton moved to uphold all non-selections for list #63-141 and the motion was seconded by Commissioner Jackson-Chalmers**

VII. Police Officer #63-027 Non-Selections Appeals

- Candidate C.B.
- Candidate G.B.
- Candidate A.C.
- Candidate J.D.
- Candidate J.G.
- Candidate A.L.
- Candidate C.O.
- Candidate M.P.
- Candidate M.P.
- Candidate C.R.
- Candidate J.S.

- **Commissioner McNaughton moved to uphold all non-selections for list #63-027 and the motion was seconded by Commissioner Jackson-Chalmers**

VIII. Old Business

IX. New Business

X. Adjournment

- **Commissioner McNaughton adjourned the meeting at 6:45 pm**

Next regular meeting: Wednesday, November 24, 2021

- **Meeting rescheduled to Monday, November 22, 2021**

RESOLUTION
of the City of Albany Municipal Civil Service Commission

WHEREAS examinations for the positions of Financial Analyst and Payroll Administrator were held on the 17th day of July 2021; and

WHEREAS examinations for the position of Director of School Security was held on the 7th day of August 2021;

WHEREAS the New York State Department of Civil Service has rated the examinations and transmitted the scores to the City of Albany Civil Service Office;

NOW, THEREFORE, BE IT RESOLVED, that an eligible list consisting of 1 name for the position Financial Analyst is hereby established on November 22, 2021 for four years or until November 21, 2025;

That an eligible list consisting of 3 names for the position of Payroll Administrator is hereby established on November 22, 2021 for four years or until November 21, 2025;

That an eligible list consisting of 2 names for the position Director of School Security is hereby established on November 22, 2021 for four years or until November 21, 2025;

* * *

Approved on the 22th day of November 2021 at a regular meeting of the City of Albany Municipal Civil Service Commission Meeting with the commissioners voting as follows:

Thomas McNaughton: For Against Abstaining Absent

Linda Jackson-Chalmers: For Against Abstaining Absent

Michael Cassidy: For Against Abstaining Absent

Thomas McNaughton (Chair, Civil Service Commission)

Attest: Human Resources Generalist III

Exam #: 60-781
Title: FINANCIAL ANALYST
Salary: \$45,000/annually

Passed: 1 **Most Recent Test Date:** 07/17/2021
Failed: 1 **Date Established:** 11/22/2021
Rejected: 0 **Valid Until:** 11/21/2025
FTA: 1 **Active on List:** 1
Total: 3

PLEASE DO NOT REMOVE FROM CIVIL SERVICE

COMMENT:

Org	Cur	Name	Exam	Vet	Oth	Final
Pos	Pos	Address	Score	Cred	Cred	Score
1	1	SPRING, DYLAN	80.0			80.0

*** End of Report ***

Exam #: 64-463
Title: PAYROLL ADMINISTRATOR
Salary: \$38,493/annually

Passed: 3 **Most Recent Test Date:** 07/17/2021
Failed: 0 **Date Established:** 11/22/2021
Rejected: 0 **Valid Until:** 11/21/2025
FTA: 1 **Active on List:** 3
Total: 4

PLEASE DO NOT REMOVE FROM CIVIL SERVICE

COMMENT:

Org Pos	Cur Pos	Name Address	Exam Score	Vet Cred	Oth Cred	Final Score
1	1	TAYLOR, SHANEE	90.0	0.0		90.0
2	2	WINTER, SHAUNDELL	75.0	0.0		75.0
3	3	ROGERS, TASHAWNA	75.0	0.0		75.0

*** End of Report ***

Exam #: 63-577
Title: DIRECTOR OF SCHOOL SECURITY
Salary: \$65,000-\$75,000/annually

Passed: 2 **Most Recent Test Date:** 08/07/2021
Failed: 0 **Date Established:** 11/22/2021
Rejected: 0 **Valid Until:** 11/21/2025
FTA: 0 **Active on List:** 2
Total: 2

PLEASE DO NOT REMOVE FROM CIVIL SERVICE

COMMENT:

Org Pos	Cur Pos	Name Address	Exam Score	Vet Cred	Oth Cred	Final Score
1	1	THOMPSON, VINCENT	100.0	0.0		100.0
2	2	FARGIONE, MATTHEW	95.0	0.0		95.0

*** End of Report ***

SPECIAL EVENTS OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THIS CLASS: The primary responsibility of the incumbent in this position is to support the strategic planning, execution and oversight of City of Albany events, as well as responsible for designing, implementing and managing entertainment options within the City of Albany. Under the direction of the Director of the Office of Cultural Affairs, the incumbent manages the functionality, layout and logistical needs of events, primarily for the Office of Cultural Affairs and for external departments within the City, as needed. Key to this position is a knowledge of technical live production to produce content for live and pre-recorded interdepartmental and external social media campaigns and virtual events. Supervision may be exercised over vendor/volunteer programs and staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, implements and manages programming and operation of events;
- Provides coordination for creative planning, talent research, agent outreach, fee negotiation and contract review;
- Advances performance riders, including, but not limited to, accommodations, hospitality, transportation and on-site coordination;
- Develops and manages multiple timelines and task lists for simultaneous events throughout the calendar year;
- Liaises with external departments and organizations, as needed;
- Manages Program Aide, responsible for vendors and volunteers onsite at events;
- Scouts locations and identify best layouts for events and press conferences, etc.;
- Assists in the set up and breakdown of Cultural Affairs site equipment (i.e. tables, signs, stage, etc.);
- Identifies new potential programs and event collaborations within the community;
- Provides formal recommendations for upgrading and improvements of events and programs;
- Researches entertainment and operations of comparable festivals across the nation;
- Adheres and maintains annual budget;
- Identifies and implements cost saving measures;
- Maintains files;
- Enters and retrieves information in an automated information system;
- Attends each event as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Self-motivated with the ability to consistently lead projects and meet project deadlines, in a fast paced, production driven environment;
- Ability to work in high-pressure situations;
- Good knowledge of community resources and facilities;

- Good knowledge of planning large scale events;
- Good knowledge of computer programs and software applications;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of technical live production and equipment;
- Experience with various social media platforms;
- Excellent organizational skills;
- Excellent interpersonal and communication skills;
- Excellent public speaking and communication skills;
- Ability to plan and supervise the work of others;
- Ability to deal calmly and effectively with co-workers, vendors, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s and three (3) years of fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree and five (5) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

SPECIAL REQUIREMENTS:

This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions.

SPECIAL EVENTS COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent utilizes their experience in communications, social media, community engagement, website maintenance and marketing to develop and manage marketing campaigns that provide information, with a clear vision, to the community regarding the Office of Cultural Affairs' events, as well as external departments within the City of Albany, as needed. The work is performed with the support of and done under the general direction of the Director with leeway allowed for the use of independent judgment, while following prescribed policies and procedures. The incumbent also acts as the spokesperson for the department and serves as the media contact person.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates the development and distribution of information to the community regarding the Cultural Affairs Office's activities, events and programs, as well as for external departments within the City, as needed, via print and digital advertising, website, social media posts, general announcements, media statements, press releases, etc.;
- Handles media relations – providing prompt responses to press inquiries and image requests;
- Creates, deploys, maintains and measures innovative marketing and communications campaigns over various social media platforms to generate audience interest in Cultural Affairs' events and external departments, as needed;
- Develops new, long-term marketing strategies to increase following, engagement and online presence across social media platforms;
- Utilizes public relations, marketing, social media, networking and advertising to increase awareness of City of Albany events and information;
- Demonstrates effective project management, often across multiple overlapping promotional calendars;
- Adheres and maintains annual marketing budget;
- Plans, develops and coordinates promotional materials for special events and ceremonies, as well as for the associated advertising/marketing materials;
- Manages production coordination (writes, reviews, designs and edits) for all printed (posters, brochures, flyers, invitations, banners, signage etc.) and digital marketing materials;
- Solicits media sponsorship (radio, print, television) for all events;
- Coordinates with web developers and/or maintains regular updates to Office of Cultural Affairs' website to update content and ensure overall site consistency and accuracy;
- Maintains and manages ongoing production calendar for all graphics/communications projects;
- Coordinates all aspects of (writes, edits and distributes) Cultural Affairs' press conferences;
- Maintains and coordinates media relations (TV, print and radio) by scheduling and preparing press/news releases and conferences;

- Assists on site at events (social media posts, media placement, special ceremonies, writes stage remarks);
- Maintains current media lists;
- Prepares various reports on campaign effectiveness, when needed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Self-motivated with the ability to consistently lead projects and meet project deadlines, in a fast paced, production driven environment;
- Ability to work in high-pressure situations;
- Thorough knowledge of principles and practices of public relations;
- Thorough knowledge of the programs, policies and procedures of special events;
- Good knowledge of the principles of journalism as applied to public relations;
- Good knowledge of methods of producing, publishing and distributing printed information;
- Working knowledge of the basic concepts and terms used in printing layout and design;
- Working knowledge of technical live production and equipment;
- Working knowledge of social media via various social media platforms;
- Working knowledge of social management tools to provide metrics
- Skill in preparing material for publication and/or presentation;
- Skill in public speaking techniques;
- Ability to communicate effectively both orally and in writing;
- Ability to express oneself clearly and concisely;
- Ability to direct the work of personnel assigned to various projects;
- Ability to establish and maintain effective working relationships;
- Ability to operate a personal computer as well as the various software used to achieve the City's Office of Cultural Affairs' PR goals and objectives;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Good judgment;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees

with a Bachelor's Degree and two (2) years of fulltime paid experience in public relations, marketing, journalism, communications, or events office; OR

B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years fulltime paid experience in public relations, journalism communications or events office; OR

C. Any equivalent combination of training and experience as defined between the limits of A and B above.

SPECIAL REQUIREMENT:

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

NOTE: Position will be required to work evenings, Saturdays, Sundays, and holidays

WATERSHED OPERATIONS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work supporting the watershed unit by supervising field staff and seasonal technicians, assisting with the watershed and facility planning and, overseeing day-to-day operations, maintenance, and work activities on the Albany Water Department (AWD) properties and watershed lands. Additionally, the technician will be responsible for developing maintenance and work planning activities as well as coordinating activities from direction of the watershed unit staff. The Watershed Operation Technician will be a **working** supervisor of one or more small crews responsible for completing a variety of tasks. These tasks may include the supervision, maintenance, operation, rehabilitation, improvement, or construction of department infrastructures and facilities; including buildings and grounds, recreation facilities, environmental protection projects, trail and road systems, water access sites, reservoirs and forestlands activities, and wildlife management. Work is performed under the direct supervision of the Watershed Manager in carrying out the objectives associated with watershed unit.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops strategies for watershed operations to meet the units water quality goals, forestland operations, infrastructure integrity, and conservation goals; to ensure agency regulatory and department compliance;
- Inspects, collects and organizes environmental and facility conditions and data, ability to keep electronic logs;
- Works alongside work units providing facility maintenance and light construction;
- Operation, maintenance and calibration of a variety of power driven, self-propelled mechanical, watercraft equipment and technical equipment;
- Responsibilities may include establishing work schedules, observing work in progress, procurement of quotes for supplies and materials, tracking supplies, materials, and equipment to ensure they are used properly, accurate and timely submission of schedules, reports and work orders;
- Provides objectives for the field staff and facilities;
- Performs reservoir, forest health and invasive species inventory and assessments;
- Organize digital and paper files;
- Assist with drone program;
- Assist with pesticide applications;
- Utilizing GIS/GPS;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practical application of science and technology, including applying methods, principles, techniques and procedures;
- Good knowledge of principles of equipment and facility maintenance, monitoring and operations;

- Exceptional organization skills and self-motivation;
- Good knowledge of personal computers and office equipment;
- Ability to follow oral and written directions;
- Dependability;
- Able to negotiate difficult terrain, work in remote areas and in adverse weather conditions;
- Able to lift and move objects up to 50 pounds;
- Pre-employment physical and drug screening.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Resource Management, Environmental Science, or a related field and one (1) years full-time paid experience in natural resource management or a related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Natural Resource Management, Environmental Science, or a related field and two (2) years full-time paid experience in natural resource management or a related field; **OR**
- C. High school diploma or GED and five (5) years full-time paid experience in natural resource management or a related field; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

PREFERRED QUALIFICATIONS:

- Experience utilizing ESRI ArcGIS software and applications;
- Experience utilizing Microsoft Excel, Office, Access and applications;
- Experience with watercraft and off-road vehicles;
- Experience utilizing chainsaws and other small equipment.

SPECIAL REQUIREMENT:

- Must possess a valid NYS Driver's License at the time of appointment and for the duration of employment.
- Must complete a Coast Guard approved Boating Safety Course within six months of appointment.