

April 28, 2022 Meeting Minutes

Meeting of the Albany Municipal Civil Service Commission held on Wednesday, April 28, 2022 at 4:30pm via video conference in accordance with legislation (S.50001/A.40001) extending virtual access to public meetings under New York State's Open Meetings Law.

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 Manager

I. Call to order

Meeting was called to order at 4:28 pm

II. Approval of March 30, 2022 meeting minutes

The meeting minutes from the 3/30/2022 meeting were approved unanimously

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
Crystallee Quell	Police Officer	Police Department	3/21/2022
Andrew Newlove	Police Officer	Police	4/01/2022
Brandon Bramer	Police Officer	Police	4/01/2022
Daniel Blossom	Police Officer	Police	4/01/2022
Jayden Torelli	Police Officer	Police	4/01/2022
Jean Gomez-Valerio	Police Officer	Police	4/01/2022
John Turoski	Police Officer	Police	4/01/2022
Jomeer McNeal	Police Officer	Police	4/01/2022
Jordan Barach	Police Officer	Police	4/01/2022
Khodr Moussa	Police Officer	Police	4/01/2022
Latrence McCarthy	Police Officer	Police	4/01/2022
Luciano Alonzi	Police Officer	Police	4/01/2022
Moises Pena	Police Officer	Police	4/01/2022
Nicholas Flannery	Police Officer	Police	4/01/2022
William Newton	Police Officer	Police	4/01/2022
Selina Graham	Quality Assurance Manager	Albany School District	11/22/2021
Christopher Sauca	Water Treatment Plant Operator	Water	3/16/2022

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

Name	Title	Agency/Department	Date
Trisha Marie Lossi	Account Clerk	Treasurer's Office	4/18/2022
Alexi Carpenter	Account Clerk II	Police Department	4/25/2022

Name	Title	Agency/Department	Date
Carolyn Terpstra	Accountant	Treasurer's Office	3/14/2022
Amanda Hart	Accountant I	Albany Housing Authority	3/30/2022
Eugene Terrell	Analyst	Audit	4/18/2022
Shantal Plass	Auditor	Audit & Control	4/18/2022
Lashanda Logan	Clerk Typist	Albany School District	11/8/2021
Phoebe Dortic	Clerk Typist	Albany School District	3/4/2022
Ebony Gadson	Clerk Typist	Albany School District	3/18/2022
Karah Signorelli	Clerk Typist	Albany School District	3/21/2022
Jasmine Higgins	Community Outreach Coordinator	Mayor's Office	3/16/2022
Colby Schrom	Dispatcher	Water & Water Supply	4/18/2022
Michael Pakatar	Field Manager	Recreation	3/28/2022
Charles Gold	Human Resources Generalist III	Administrative Services	4/4/2022
Jonathan Kociuba	Office Manager	Albany School District	12/17/2021
Corey Johson	Public Works Foreperson	General Services	3/10/2022
Brian Diamond	Purchasing Agent	Administrative Services	3/14/2022
Katrina Hinds	Receptionist	Albany School District	8/31/2021
Lillian Trimino-Carrero	Receptionist	Albany School District	8/31/2021
Cynthia Carter	Receptionist	Albany School District	3/21/2022
Michael Banks	Recreation Facilities Manager	Recreation	3/28/2022
Nashema Scott	Senior Services Coordinator	Recreation	4/4/2022
Jayme Murphy	Water Meter Reader	Water	4/14/2022
Jose Vega	Water Meter Reader	Water	4/25/2022
William Casner	Watershed Operations Technician	Water	4/18/2022

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

Name	Title	Agency/Department	Date
Taroame Bussey	Building Maintenance Worker	Albany School District	2/14/2022
Christopher Di'Novo	Building Maintenance Worker	Albany School District	3/7/2022
Rahmel Spann	Building Maintenance Worker	Albany School District	3/7/2022
Jesus Espinoza-Navarett	Building Maintenance Worker	Albany School District	3/28/2022
Naseer Pompey	Community Aide	Police Department	4/11/2022
Shadrack Nsegimva	Community Aide	Police Department	4/11/2022
Justus Churco	Equipment Operator III	Water	4/20/2022
Jahlil Young	Hall Monitor	Albany School District	12/6/2021
J'ir Briceus	Hall Monitor	Albany School District	1/31/2022
Tanaja Haggray	Hall Monitor	Albany School District	1/31/2022
Hi-Quavia Tarver	Hall Monitor	Albany School District	2/4/2022
Felix Correa	Hall Monitor	Albany School District	2/7/2022
Nijai Hall	Hall Monitor	Albany School District	2/7/2022
Robin Stokes	Hall Monitor	Albany School District	2/11/2022
Raphael Burton	Hall Monitor	Albany School District	2/14/2022
Denia Varona	Hall Monitor	Albany School District	3/4/2022

Kibresha Gailliard	Hall Monitor	Albany School District	3/4/2022
Ronald Canty	Hall Monitor	Albany School District	3/7/2022
Aysha Hessian	Hall Monitor	Albany School District	3/18/2022
Keshaun Horne	Hall Monitor	Albany School District	3/18/2022
Marshall Azzad	Hall Monitor	Albany School District	3/28/2022
Michael Charleston	Laborer I	General Services	3/24/2022
Randy Russel	Laborer I	General Services	3/24/2022
Anthony Hughes	Laborer II	General Services	4/14/2022
Corey Gordon	Laborer III	Water	4/14/2022
Ryan Mizener	Laborer III	Water	4/25/2022
Norah Harrington	Police Commander	Police Department	4/9/2022
Lee Venette	Reservoir Patrol Guard	Water	4/3/2022
Andre Sutton	Reservoir Patrol Guard	Water	4/18/2022

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

Name	Title	Agency/Department	Date
Shabree Washington	Food Service Helper	Albany School District	3/10/2022
Elmeisha Sturdivant	Food Service Helper	Albany School District	3/21/2022
Kimberly Santiago-llert	Food Service Helper	Albany School District	4/11/2022

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

Name	Title	Agency/Department	Date
Shaniqua Dowdy	Deputy City Clerk	City Clerk	04/11/2022
Ethan Samuel	Staff Assistant	Common Council	1/13/2022

- IV. Creation of New Job Specifications
- Accounts Receivable Specialist

All new job specifications were accepted unanimously by the Commission.

- V. Amendment of Job Specifications
- Deputy Commissioner of Recreation
 - Equal Employment Opportunity Compliance Officer
 - Labor Supervisor
 - Teen Center Director

All new job specifications were accepted unanimously by the Commission.

- VI. Old Business

- VII. New Business

- Appropriate Standing in Creation of Preferred List

After discussion in executive session, the request for an employee to be returned to the rank of Lieutenant by use of a preferred list was denied.

The parameters for the use of a preferred list were not met in the matter presented to the Commission as a result of a disciplinary action against an employee of the City of Albany. The stipulation regarding the matter stated the employee “may” be returned to the rank of Lieutenant following the demotion to Firefighter if and when an opening becomes available (operative word being “may”). Commissioner McNaughton noted the return of the employee to the rank of Lieutenant was contingent on civil service laws. He also noted that the establishment of a preferred list should be consistent with past practices and civil service laws and the particular instance was neither. The Commission unanimously decided that the application in this particular instance of a preferred list was incorrect and unfounded.

VIII. Adjournment

Commissioner McNaughton adjourned the meeting at 5:17 pm

Next regular meeting: Wednesday, May 25, 2022

Next regular meeting was rescheduled to Tuesday, May 24th

Additionally, Commissioner McNaughton requested that a representative from the Albany Housing Authority, Albany Public Library, Albany School District and Albany Parking Authority attend the May meeting to discuss compliance related issues.

BUDGET DIRECTOR
(Albany Parking Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position reports directly to the Executive Director of the Albany Parking Authority and is responsible for budget preparation involving responsibility for the financial analysis and compilation of the entire operating budget. The position's responsibilities will include budget projections, presentations, estimates, requests and justifications, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation.

EXAMPLES OF WORK: (Illustrative only)

- Prepares annual budget and budget projections and oversees the publication and distribution of the approved budget;
- Prepares budget presentations for monthly board meetings;
- Manages, directs and oversees the work of budget, administrative and accounting staff;
- Works with other departments to maintain expenditures and finalize budget;
- Assembles budget data and prepares analysis for review by management, including cost trends and salary projections;
- Manages investment portfolio;
- Conducts cost-benefit analysis to determine short-term and long-term impacts of financial decisions;
- Makes recommendations for effective and efficient utilization of available resources;
- Attends meetings to provide data and justifications for the proposed data;
- Monitors spending throughout the year, analyzing trends, insuring the agency remains within their budget allocations and makes recommendations for effective utilization of available resources;
- Seeks and applies for grants and other funding opportunities, and tracks spending and reimbursements for monies awarded;
- Provides department heads, upon approval of the budget, with the facts and figures regarding their department allocations and insures their awareness of appropriations and limitations;
- Monitors revenues to determine any variance from budget estimates;
- Approves purchase request and orders;
- Assists with preparing documents for annual audits;
- Establishes and maintains reports on revenue, claims, accounts payable and receivable, general operation, and other related accounts;
- Advises management when overspending or revenue decreases may occur;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to manage and oversee accounting staff and procedures;
- Comprehensive knowledge of budgetary practices and preparation;
- Comprehensive knowledge of agency organization, function and operation;

- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of statistics and financial analysis;
- Working knowledge of mathematics;
- Ability to establish and maintain amicable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze, summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to apply guidelines, procedures and policies governing the budget preparation process;
- Resourcefulness;
- Tact;
- Patience;
- 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 NYS Board of Regents to grant degrees with a Master’s Degree and two (2) year full-time paid experience in economics, finance, public budgeting, public administration or a related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and three (3) years full-time paid experience in economics, finance, public budgeting, public administration or a related field; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) through (b) above.

ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The Engineer performs civil engineering work involving the full range of professional activity in the planning, design, inspection, construction supervision, maintenance and technical review and evaluation of: water supply, treatment, storage and distribution systems; wastewater pumping, collection systems; and storm water management. Incumbent may also be assigned to review consultant and contractor plans and estimates, or serve as design and/or construction phase project managers. The incumbent will perform civil engineering activities requiring a high degree of judgment, imagination and resourcefulness in the planning, design, construction, maintenance and evaluation of complex projects. The Engineer may supervise subordinate technicians and, when assigned to design functions or construction supervision, may supervise a large group of subordinate engineers, technicians and seasonal construction inspectors. This position works under general direction from the Commissioner/Deputy Commissioner with wide leeway for independent judgment.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees, prepares and develops project feasibility and scoping studies, design criteria, environmental studies, water system, sewer system and hydrologic modeling, water and/or sewer system capacity analysis and performs designs for water and sewer system improvements, including the economic analyses necessary to select the most cost effective system improvements;
- Assists in the development of an Asset Management system;
- Manages consulting firms performing services for Department projects including defining the scope of consultant work, directing and monitoring the consultant's work to ensure adherence to budget and schedule, coordinating the activities of the consultant with other Department staff, coordinating and clearing with the Commissioner or Deputy Commissioner requests for changes in the scope of the agreements and/or requests for supplemental agreements, and preparing performance evaluations of each consultant;
- As Department Project Manager, in charge for administration of construction contracts, oversees contractor construction activities to ensure conformity to contract requirements, including the quality of construction and adherence to predetermined schedules;
- Performs inspections and investigations in accordance with Department policies and procedures, and recommend appropriate actions based on findings;
- Reviews contract document submittals for conformance with Department policies and standards;
- Participates in the consultant selection process;
- Develops Requests for Proposals;
- Performs reviews of proposed new development and site plan applications for water, sewer and stormwater impacts;

- Attends, participates in and conducts public meetings;
- Assists in development and review of Preventive maintenance programs;
- Serves as Engineering representative to the Commissioner or Deputy Commissioner by conducting special investigations and research about engineering problems, answering questions and complaints, evaluating and summarizing reports, making recommendations about project approvals, payments and property acquisitions, and representing the Department on committees and with other organizations and agencies;
- Supervises and coordinates the work of subordinate engineers, technicians and administrative support staff;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Department's design standards and standard specifications;
Thorough knowledge of the principles, practices, theories and procedures of sanitary engineering;

Thorough knowledge of applicable codes, laws, rules, regulations and policies governing and impacting on water and sewer engineering design and construction;

Good knowledge of applicable GIS software;

Ability to prepare, in final form, complex plans, designs, specifications, contacts and narrative technical material;

Ability to plan, schedule, coordinate and evaluate design, construction and maintenance programs;

Ability to establish cooperative relationships with subordinates, public officials, other agency staff and representatives of contractors, consultants and public interest groups;

Ability to evaluate complicated proposals and designs and select the most practical plan of work accomplishment;

Ability to establish project and work priorities;

Ability to evaluate water and sewer infrastructure and determine maintenance and rehabilitation needs.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Engineering (Civil, Sanitary or Environmental) and two (2) years of engineering experience in water and/or wastewater engineering.

SPECIAL NOTE:

- Possession of a New York State Professional Engineer's license with current registration is required within six month of appointment.

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