

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD APRIL 24, 2018, IN THE MAYOR'S CONFERENCE ROOM, CITY HALL, ALBANY, NY 12207

PRESENT: Erin Apostol, Commissioner, Chairperson
Linda Jackson-Chalmers, Commissioner
Thomas McNaughton, Commissioner
Peachie Jones, Law Department
Sandra Coleman, Senior Personnel Assistant
Ann Giard-Chase, Director of Human Resources (City of Albany)
Owusu Anane, City Council Member

- I. Commissioner Apostol declared the meeting in session at 4:40 p.m.
- II. The Commission unanimously voted to delegate the functions of Secretary to the Commission to the Senior Personnel Assistant.
- III. The Civil Service Office presented the minutes of the meeting held on March 28, 2018.
- IV. The Civil Service Office reported on examinations were issued and posted:
 - An open competitive examination for Chief Fiscal Officer, #61-751 to be held Saturday, June 9, 2018. The last day for filing an application is Thursday, May 17, 2018.
- V. The Commission established the following lists:

LIST#	TITLE	EXAM DATE	ESTABLISHED DATE
61-206	Assistant Operations Manager	1/21/2018	4/24/2018
76-800	Assistant Operations Manager	1/21/2018	4/24/2018
60-198	Staff Assistant	1/21/2018	4/24/2018
62-471	Traffic Technician	1/21/2018	4/24/2018

- VI. The Commission extended the following lists for three years:

LIST#	TITLE	EXAM DATE
65-254	Library Assistant	March 2017
65-265	Librarian I	March 2017
65-276	Librarian II	March 2017
69-089	Librarian III	March 2017

- VII. The Civil Service Office reported on the following **Permanent-Competitive Class** appointments:

NAME	TITLE	DEPARTMENT	DATE
Kimberly Moshier	Recycling Specialist	DGS	3/20/18
Gary Bohl	Assistant Director of Operations	DGS	3/20/18
Cheryl Jackson	Clerk Typist	ASD	3/26/18
Cora Derocher	Administrative Assistant	ASD	3/29/18
Hannah Ricottilli	Library Assistant	APL	4/4/18
Lisa DiNardo	Administrative Assistant	ASD	4/12/18

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

NAME	TITLE	DEPARTMENT	DATE
Josey Rabare	Mapping Technologist	Water & Water Supply	4/2/18
Andrea Leanza	MWBE-Fair Housing Coordinator	Admin. Services	4/2/18
Alden Anderson	Community Engagement Clerk	APL	4/2/18
Kerry Bartholomew	Deputy Registrar of Vital Statistics	Vital Statistics	4/2/18
Monique Kimble	Senior Clerk	Buildings & Reg. Comp.	4/9/18
Jenny Evans	Project Coordinator	ASD	4/9/18
Bonnie Sennett	Confidential Secretary	Law	4/16/18
Abigail Gomes	Community School Site Coordinator	ASD	4/16/18
Zachary Powell	Planner	Planning	4/30/18

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

NAME	TITLE	DEPARTMENT	DATE
John Hajjar	Equipment Operator II	DGS	4/5/18
Nathaniel Ashley	Sanitation Worker	DGS	4/9/18
Gerard Jones	Water Maintenance Foreperson	Water & Water Supply	4/9/18
Brendon Kelley	Automotive Mechanic	Water & Water Supply	4/11/18
Amin Reynoso Ramirez	Sanitation Worker	DGS	4/12/18
Joryi Mena de la Rosa	Sanitation Worker	DGS	4/12/18
Gregory Jones	Laborer I	DGS	4/16/18
Michael Acosta	Laborer III	Water & Water Supply	4/18/18
Steven Williams	Water Maintenance Repair Worker	Water & Water Supply	4/18/18
Thomas Romand	Laborer III	Water & Water Supply	4/18/18

Maurice Perrin	Laborer II	DGS	4/19/18
Shawn Johnson	Equipment Operator I	DGS	4/19/18
Craig Allen	Reservoir Patrol Guard	Water & Water Supply	4/23/18
Frederick Allen	Reservoir Patrol Guard	Water & Water Supply	4/23/18
Jonathan Pabon	Laborer II	Water & Water Supply	4/25/18
Raymond Marrow	Labor Supervisor	DGS	4/26/18

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

NAME	TITLE	DEPARTMENT	DATE
Debra Turner-Ansari	Food Service Helper	ASD	3/29/18
Selima Waklatsi	Recreation Aide	Recreation	4/9/18
Christopher Sauca	Custodial Worker	DGS	4/16/18
Shwana Adkison	Microfilm Aide	Public Records	4/23/18

XI. The Commission reviewed correspondence from Firefighter candidate Ryan DeNardo requesting a temporary withdrawal from this round of hiring.

The commission voted unanimously to accept the temporary withdrawal of the above candidate.

XII. The Commission reviewed a job description for a new position of Community & Service Support Specialist. This is a Competitive class civil service position.

The Commission adopted above job description. 2-1; No - McNaughton

XIII. The Commission reviewed revisions submitted for the job specification for Housing Eligibility Assistant. This is a Competitive class civil service position.

The Commission voted unanimously to revise the above job description.

XIV. The Commission reviewed revisions submitted for the job specification for Youth Aide. This is a Competitive class civil service position.

The Commission voted unanimously to revise the above job description.

XV. Discussion regarding Rule Amendments.

XVI. Discussion and comment from Council Member Anane regarding adopting waiving exam fees for veterans.

XVII. Adjournment

Sandra Coleman
Senior Personnel Assistant

Next meeting: Wednesday, May 30, 2018