

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD DECEMBER 18, 2018, IN THE MAYOR'S CONFERENCE ROOM, CITY HALL, ALBANY, NY 12207

ATTENDEES: Thomas McNaughton, Commissioner, Chair
Linda Jackson-Chalmers, Commissioner
Michael Cassidy, Commissioner
Peachie Jones, Law Department
Sandra Coleman, Principal Civil Service Administrator
Ann Giard-Chase, Director of Human Resources (City of Albany)
Maria Walker, Deputy Chief of Fire & Emergency Services
Craig Wickham, Deputy Chief of Fire & Emergency Services
Gregory Magee
Lisa King
Darlene Magee
Marilyn Mattice
Don Jarvis
David Panzironi
Annette Panzironi
TJ Schuhle

I. Call to order

Commissioner McNaughton called the meeting to order at 4:13 p.m.

II. Approval of minutes

The Commission voted unanimously to approve the minutes from the November 28, 2018 meeting as written.

III. Executive Session 4:14 p.m. – 4:39 p.m.

The Commission voted to enter into executive session to discuss psychological pre-screening of firefighter candidates with the Fire Department, inviting Deputy Chief Walker, Deputy Chief Wickham, Peachie Jones, Ann Giard-Chase and Sandra Coleman to stay. No formal vote/action taken.

IV. Firefighter appeals – The Commission heard appeals from the following Firefighter candidates:

- Gregory Magee
- David Panzironi
- T.J. Schuhle

V. Exam Announcements – Report of Announcements that have been issued.

- An open competitive examination for Accounting Assistant, #61-410 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.
- An open competitive examination for Domestic Violence Intake Specialist, #62-109 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.
- An open competitive examination for Recreation Operations Manager, #60-604 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.
- An open competitive examination for School Crossing Officer Supervisor, #66-983 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.
- A promotional examination for School Crossing Officer Supervisor, #79-490 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.
- A promotional examination for Senior Water Treatment Plant Operator, #79-795 to be held Saturday, March 2, 2019. The last day for filing an application is Friday, January 11, 2019.

VI. Establishment of lists – Commission to establish the following lists:

LIST#	TITLE	EXAM DATE	ESTABLISHED DATE	ESTABLISHED UNTIL	# OF ELIGIBLES ON LIST
63-610	Director of Enrollee Services	9/29/2018	12/18/2018	12/17/2019	1
64-501	Project Manager	10/13/2018	12/18/2018	12/17/2019	1
64-477	Project Management Director	10/13/2018	12/18/2018	12/17/2019	1
63-190	Youth Program Facilitator	10/13/2018	12/18/2018	12/17/2019	1

The Commission voted unanimously to establish the above listed exams for a period of one year.

VII. Firefighter Non-Selects

- Alexander Madeo
- Patrick Doyle
- Jason Merry

The Commission voted unanimously to non-select the above listed candidates from the current Firefighter list.

VIII. 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
Elnora Baker	Library Assistant	APL	10/11/2018
Luke Martin	Library Assistant	APL	10/28/2018

Briana M. Tiernan	Library Assistant	APL	11/5/2018
Tomi Mile	Custodian	ASD	12/14/2018
Mark Hoffman	Custodian	ASD	12/18/2018

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Jasmine Higgins	Constituent Services Assistant	Mayor	1/1/2018
Jasmina Gordon	Office Manager	ASD	12/3/2018

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Melinda Sparks	Hall Monitor	ASD	11/16/2018
Timothy Lester	Hall Monitor	ASD	11/30/2018
Shontel Trotter	Hall Monitor	ASD	11/30/2018
Juan Garzon	Recreation Assistant	Recreation	12/10/2018
Luigi Cubello, Jr.	Sanitation Worker	DGS	12/10/2018
Keith Childs	Sanitation Worker	DGS	12/10/2018
Jordan Harris	Sanitation Worker	DGS	12/10/2018
Ramon Rojas de Jesus	Sanitation Worker	DGS	12/10/2018
Kenneth Koonce	Laborer II	DGS	12/13/2018
Sanja O'Connor	Water Maintenance Repair Worker	Water & Water Supply	12/14/2018
Damien Taylor	Reservoir Patrol Guard	Water & Water Supply	12/19/2018
Christopher Betz, Jr.	Sanitation Worker	DGS	12/20/2018

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Thomas Sanabria	Recreation Aide	Recreation	12/10/2018
Saphire Hernandez	Recreation Aide	Recreation	12/24/2018

IX. Adoption of Job Specifications

- Chief Accountant
- Deputy Commissioner of Administrative Services

The Commission voted unanimously to adopt the above listed job specifications.

X. Amendment of Job Specifications

- Accounting Assistant
- Assistant Director of School Campus and Neighborhood Security

- Director of School Security
- Head Custodian

The Commission voted unanimously to revise the above listed job specifications.

XI. Executive Session 5:17 p.m. – 5:43 p.m.

The Commission voted to enter into executive session to discuss psychological pre-screening of firefighter candidates, inviting Peachie Jones, Ann Giard-Chase and Sandra Coleman to stay.

The Commission voted unanimously to have second evaluations performed for candidates Magee and Panzironi.

The Commission voted unanimously to remove candidate Schuhle from the list for a period of one year from initial evaluation.

XII. Adjournment – 5:45 p.m.

Sandra Coleman
Principal Civil Service Administrator

Next scheduled meeting: Wednesday, January 16, 2019