

## MINUTES

### MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD FEBRUARY 28, 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  
Joseph Toomey, Executive Deputy Chief, Albany Fire Department  
Maria Walker, Deputy Chief, Albany Fire Department  
Caitlyn Sleasman, Firefighter Candidate  
Joseph McFerran, Firefighter Candidate

- I. Commissioner Apostol declared the meeting in session at 4:35 p.m.
- II. The Commission reviewed the following appeals received from candidates that were non-selected, at the January 31, 2018 meeting, from the Firefighter list:

| NAME                | REASON      |
|---------------------|-------------|
| Joseph McFerran     | Failed CPAT |
| Caitlyn Sleasman    | Failed CPAT |
| Thomas Szesnat, Jr. | Failed CPAT |

*The Commission voted to disqualify the above candidates for the current round of hiring and authorized letters to be sent to the candidates.*

- *McFerran – unanimous DQ*
  - *Szesnat, Jr. – unanimous DQ*
  - *Sleasman – Apostol voted to retest for current round, Jackson-Chalmers & McNaughton voted to DQ for current round*
- III. The Commission voted to delegate the functions of Secretary to the Commission to the Senior Personnel Assistant.
  - IV. The Civil Service Office presented the minutes of the meeting held on January 31, 2018.
  - V. The Civil Service Office reported on examinations which were issued and posted:
    - A non-competitive promotional examination for Accountant II, #78-718 to be held Saturday, March 17, 2018. There is one candidate eligible for this non-competitive promotion.
    - An open competitive examination for Records Manager, #66-356 to be held Saturday, March 17, 2018. The last day for filing an application is Friday, March 2, 2018.
    - An open competitive examination for Code Enforcement Inspector-Trainee, #63-056 to be held Saturday, April 21, 2018. The last day for filing an application is Wednesday, March 14, 2018.

- An open competitive examination for Human Resources Office Supervisor, #66-659 to be held Saturday, April 21, 2018. The last day for filing an application is Wednesday, March 14, 2018.

VI. The Commission established the following lists:

| LIST#  | TITLE                            | EXAM DATE  | ESTABLISHED DATE |
|--------|----------------------------------|------------|------------------|
| 61-136 | Assistant Director of Operations | 10/28/2017 | 2/28/2018        |
| 62-550 | Team Leader                      | 10/28/2017 | 2/28/2018        |
| 62-683 | Landfill Superintendent          | 11/18/2017 | 2/28/2018        |
| 69-284 | Recycling Specialist             | 11/18/2017 | 2/28/2018        |

VII. The Commission extended the following lists:

| LIST#  | TITLE            | EXAM DATE  | ESTABLISHED DATE |
|--------|------------------|------------|------------------|
| 62-999 | Assessment Clerk | 10/29/2016 | 3/16/2017        |
| 68-788 | Firefighter      | 3/18/2017  | 8/3/2017         |

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

| NAME                 | TITLE                                | DEPARTMENT           | DATE     |
|----------------------|--------------------------------------|----------------------|----------|
| Kaitlyn McKitrick    | Engineering Aide III                 | Water & Water Supply | 2/2/2018 |
| Evan Rea             | Senior Laboratory Technician         | Water & Water Supply | 2/2/2018 |
| Robert Adams         | Senior Laboratory Technician         | Water & Water Supply | 2/2/2018 |
| Anthony Rinelli, Jr. | Laboratory Technician                | Water & Water Supply | 2/2/2018 |
| William Rozell       | Information Technology Manager (APL) | APL                  | 2/6/2018 |

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

| NAME            | TITLE                | DEPARTMENT        | DATE      |
|-----------------|----------------------|-------------------|-----------|
| Kimberly Kunker | Senior Library Clerk | APL               | 2/5/2018  |
| Aprecia Cabey   | Teen Center Director | Recreation        | 2/12/2018 |
| Jamie Romero    | Case Manager         | Youth & Workforce | 2/12/2018 |
| Daniel Bishop   | Traffic Technician   | APD               | 2/12/2018 |
| Eric Ma         | Auditor              | Audit & Control   | 2/26/2018 |

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

| NAME            | TITLE           | DEPARTMENT | DATE     |
|-----------------|-----------------|------------|----------|
| Matthew Ausfeld | Fire Captain    | AFD        | 2/9/2018 |
| Adam Mason      | Fire Lieutenant | AFD        | 2/9/2018 |
| Robert Mengel   | Fire Lieutenant | AFD        | 2/9/2018 |

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

| <b>NAME</b>       | <b>TITLE</b>            | <b>DEPARTMENT</b>    | <b>DATE</b> |
|-------------------|-------------------------|----------------------|-------------|
| Kevin Stackman    | Reservoir Patrol Guard  | Water & Water Supply | 1/1/2015    |
| Dwight Bullock    | Equipment Operator II   | DGS                  | 2/8/2018    |
| Djoser Washington | Laborer II              | DGS                  | 2/12/2018   |
| James Emanatian   | Laborer II              | Water & Water Supply | 2/14/2018   |
| Jelani Taylor     | Sanitation Worker       | DGS                  | 2/26/2018   |
| David Craft       | School Crossing Officer | APD                  | 2/26/2018   |

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

| <b>NAME</b>       | <b>TITLE</b>        | <b>DEPARTMENT</b> | <b>DATE</b> |
|-------------------|---------------------|-------------------|-------------|
| Shakoyah Barnhill | Food Service Helper | ASD               | 2/5/2018    |
| Nabiha Hamza      | Food Service Helper | ASD               | 2/6/2018    |

XIII. The following Firefighter candidates did not submit an appeal to the non-selection letter that was sent for the following reasons:

| <b>NAME</b>        | <b>REASON</b> |
|--------------------|---------------|
| Brian McCauley     | Failed CPAT   |
| Christopher Palmer | Failed CPAT   |
| Ian Gecewicz       | Failed CPAT   |
| James Risley III   | Failed CPAT   |
| John Ennis         | Failed CPAT   |
| Justin Florick     | Failed CPAT   |
| Kaitlin Long       | Failed CPAT   |
| Kjeld Schou        | Failed CPAT   |
| Matthew Lansing    | Failed CPAT   |
| Meaghan Allen      | Failed CPAT   |
| Michael Stefnacci  | Failed CPAT   |
| Peter Ellis        | Failed CPAT   |
| Phillip DiMura     | Failed CPAT   |
| Ryan Slocum        | Failed CPAT   |
| Shane Merchant     | Failed CPAT   |
| Timothy Armao      | Failed CPAT   |
| Brian Bussey       | Missed CPAT   |
| Dwayne Chandler    | Missed CPAT   |
| Frank Barrera      | Missed CPAT   |
| Garrett Reardon    | Missed CPAT   |
| Jamar Bryan        | Missed CPAT   |
| Joshua Harrison    | Missed CPAT   |
| Vincent Commissio  | Missed CPAT   |

*The Commission voted unanimously to disqualify the above candidates from the current processing of the Firefighter hiring and authorized letters be sent to the candidates.*

XIV. The Commission un-tabled appeals from the following Firefighter candidates :

| NAME         |
|--------------|
| Richard Kent |

The Commission voted unanimously to uphold the non-selection and disqualify the candidate from the Firefighter list and authorized a letter be sent to the candidate.

XV. The Commission revised the job specification for Assessment Aide. This is a Competitive class civil service position.

XVI. The Commission revised the job specification for Custodial Worker. This is a Labor class civil service position.

XVII. The Commission revised the job specification for Youth Aide. This is a Competitive class civil service position.

*Sandra Coleman*  
Senior Personnel Assistant

**Next meeting: Wednesday, March 28, 2018**