

AGENDA

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD JANUARY 16, 2019, IN THE MAYOR'S CONFERENCE ROOM, CITY HALL, ALBANY, NY 12207

ATTENDEES: Thomas McNaughton, Commissioner, Chair
Linda Jackson-Chalmers, Commissioner
Peachie Jones, Law Department
Sandra Coleman, Principal Civil Service Administrator
Ann Giard-Chase, Director of Human Resources (City of Albany)

EXCUSED: Michael Cassidy, Commissioner

I. Call to order

Commissioner McNaughton called the meeting to order at 4:42 p.m.

II. Approval of minutes

The Commission unanimously approved the minutes from the December 18, 2018 meeting.

III. Firefighter Non-Selects – Update

- Gregory Magee
- David Panzironi

IV. Firefighter appeal

- Evan Roz

The Commission voted unanimously to table this item until the end of the meeting.

V. Exam Announcements – The Civil Service Office reported Examination Announcements that have been issued.

- An open competitive examination for Senior Hall Monitor, #68-683 to be held Saturday, March 2, 2019. The last day for filing an application is Monday, January 28, 2019.
- A promotional examination for Senior Hall Monitor, #72-976 to be held Saturday, March 2, 2019. The last day for filing an application is Monday, January 28, 2019.
- An open competitive examination for Assistant Director of School Campus and Neighborhood Security, #67-135 to be held Saturday, March 2, 2019. The last day for filing an application is Monday, January 28, 2019.

- An open competitive examination for Director of School Security, #66-668 to be held Saturday, March 2, 2019. The last day for filing an application is Monday, January 28, 2019.
- An open competitive examination for Water Treatment Plant Operator, #63-806 to be held Saturday, March 2, 2019. The last day for filing an application is Wednesday, January 30, 2019.
- A promotional examination for Water Treatment Plant Operator, #75-448 to be held Saturday, March 2, 2019. The last day for filing an application is Wednesday, January 30, 2019.
- An open competitive examination for Fiscal Analyst, #64-298 to be held Saturday, March 2, 2019. The last day for filing an application is Wednesday, January 30, 2019.
- An open competitive examination for Auditor, #61-524 to be held Saturday, March 16, 2019. The last day for filing an application is Monday, February 11, 2019.
- An open competitive examination for Watershed Manager, #60-760 to be held Saturday, March 16, 2019. The last day for filing an application is Monday, February 11, 2019.
- An open competitive examination for Assistant Human Resources Administrator, #69-055 to be held Saturday, March 16, 2019. The last day for filing an application is Monday, February 11, 2019.

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

LIST#	TITLE	EXAM DATE	ESTABLISHED DATE	ESTABLISHED UNTIL	# OF ELIGIBLES ON LIST
61-824	Communications Coordinator	10/13/2018	1/16/2019	1/15/2020	1
79-790	Community Development Outreach Specialist	10/13/2018	1/16/2019	1/15/2020	1
60-178	Engineer	10/13/2018	1/16/2019	1/15/2020	3
70-016	Public Relations Coordinator	10/13/2018	1/16/2019	1/15/2020	1
68-072	Special Events Coordinator	10/13/2018	1/16/2019	1/15/2020	1
61-774	Administrative Assistant	10/13/2018	1/16/2019	1/15/2023	8
61-831	Community Relations Coordinator	10/13/2018	1/16/2019	1/15/2023	4
61-538	Vehicle Maintenance Manager	11/3/2018	1/16/2019	1/15/2020	1

The Commission voted unanimously to establish the eligible lists for the above listed exams until the “Established Until” date listed.

VII. 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
Quaisha Thornton	Clerk-Typist	ASD	12/17/2018
Brittany Pierce	Administrative Assistant	ASD	12/17/2018

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Frank Coons	Senior Water Maintenance Repair Worker	Water & Water Supply	1/1/2019
David Lussier	Building Inspector	Buildings & Regulatory Compliance	1/1/2019
Colleen Giminiani	Office Manager	ASD	1/4/2019
Diamond Quiles	Youth Outreach Coordinator	Youth & Workforce Services	1/7/2019
Alfred Hargett	Code Enforcement Inspector-Trainee	Buildings & Regulatory Compliance	1/7/2019
Lauren Alpert	Principal Planner	Planning & Development	1/21/2019
Aindrea Richard	Compliance Coordinator	Administrative Services	1/28/2019

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Janay Parker	Benefits Administrator	Human Resources	1/1/2019
Vickie LaFleur	Senior Benefits Administrator	Human Resources	1/1/2019
Frances Piscitella	Principal Benefits Administrator	Human Resources	1/1/2019

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Brian Lee	Equipment Operator III	Water & Water Supply	1/1/2019
Michael Graziano	Laborer III	Water & Water Supply	1/1/2019
Joseph Oliveri	Laborer II	Water & Water Supply	1/1/2019
Irene Klimek	School Crossing Officer	APD	1/2/2019
Leon Horton	Laborer II	DGS	1/17/2019
Nicholas McGraw	Equipment Operator I	DGS	1/24/2019

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

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Edith Gonzalez	Cleaner	ASD	12/14/2018
Asuer Brown	Cleaner	ASD	12/14/2018
Sabrina Hernandez	Recreation Aide	Recreation	12/24/2018
Javaun McClary	Cleaner	ASD	12/24/2018
Shirley Garavelli-Berben	Laundry Worker	ASD	1/1/2019
Joseph Threatt, Jr.	Custodial Worker	ASD	1/4/2019
Eugene Kittle	Cleaner	ASD	1/4/2019

VIII. The Civil Service Office reported on the following Competitive Class reinstatements:

NAME	TITLE	AGENCY/DEPARTMENT	DATE
Ronald Vogel	Senior Accountant	Treasurer's Office	1/8/2019
John Coluccio	Telecommunications Specialist	APD	1/21/2019

IX. Adoption of Job Specifications

- Civil Service Administrator – Competitive Class
- Junior IT Business Analyst – Competitive Class
- Principal Payroll Administrator – Competitive Class

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

X. Amendment of Job Specifications

- Clerk II
- Library Assistant
- Librarian I
- Librarian II
- Librarian III
- Senior Payroll Administrator

The Commission voted unanimously to amend the job specifications for the above listed titles.

XI. Position Classification – The following positions were classified through the Civil Service Office:

- Inventory Control Manager – Department of General Services
- Vehicle Maintenance Manager – Albany Police Department

XII. Firefighter appeal

- Evan Roz

The Commission voted unanimously to uphold the non-selection of the above listed candidate and remove his name from Firefighter, list #68-788 for one year.

XIII. Adjournment

- Meeting adjourned at 5:05 p.m.

Sandra Coleman
Principal Civil Service Administrator

Next scheduled meeting: Wednesday, February 27, 2019