

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD JANUARY 31, 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)

- I. Commissioner Apostol declared the meeting in session.
- II. The Commission voted unanimously to delegate the functions of Secretary to the Commission to the Senior Personnel Assistant.
- III. The Civil Service Office presented the minutes of the special meeting held on December 27, 2017.

The Commission voted unanimously to accept the minutes as written.

- IV. The scheduled dates for the 2018 Commission meetings were presented to the Commission.
- V. The Civil Service Office presented correspondence from Albany School District.
- VI. The Civil Service Office reported on examinations which were issued and posted:
 - An open competitive examination for Athletics Manager, #61-297 to be held Saturday, March 17, 2018. The last day for filing an application is Tuesday, February 20, 2018.
 - An open competitive examination for Director of School Security, #63-679 to be held Saturday, March 3, 2018. The last day for filing an application is Tuesday, February 20, 2018.
 - An open competitive examination for Fiscal Analyst, #63-714 to be held Saturday, March 3, 2018. The last day for filing an application is Tuesday, February 20, 2018.
 - An open competitive examination for Junior Engineer, #62-621 to be held Saturday, March 3, 2018. The last day for filing an application is Tuesday, February 20, 2018.
 - An open competitive examination for Vacant Buildings Rehabilitation Specialist, #62-365 to be held Saturday, March 3, 2018. The last day for filing an application is Tuesday, February 20, 2018.

VII. The Commission established the following lists:

LIST#	TITLE	EXAM DATE	ESTABLISHED DATE
68-404	HVAC Systems Mechanic	10/14/2017	1/31/2018
69-068	Information Technology Manager (APL)	10/14/2017	1/31/2018
69-294	Laboratory Technician	10/14/2017	1/31/2018
63-853	Public Service Officer	10/14/2017	1/31/2018
61-292	Senior Laboratory Technician	10/14/2017	1/31/2018
63-848	Traffic Safety Aide	10/14/2017	1/31/2018
68-411	Administrative Assistant	10/28/2017	1/31/2018
63-985	Payroll Assistant	10/28/2017	1/31/2018
69-299	Engineering Aide III	10/28/2017	1/31/2018
62-542	Case Manager	10/28/2017	1/31/2018

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

NAME	TITLE	DEPARTMENT	DATE
Helena Kosik	Administrative Assistant	ASD	10/23/2017
Sierra Sturdivant	Administrative Assistant	ASD	11/7/2017
Jillian Wilkinson	Asset Manager	AHA	11/8/2017
Jedda Ray-Gayle	Office Manager	ASD	11/15/2017
Patricia Munn	Clerk Typist	ASD	11/20/2017
Terence McCarron	Clerk Typist	ASD	11/20/2017
Emily Johnson	Clerk Typist	ASD	11/20/2017
Mark Sims	Water Treatment Plant Assistant Operator	Water & Water Supply	12/19/2017
Tor Loney	Librarian II	APL	1/14/2018
Daniel Barker	Librarian I	APL	1/21/2018
Meghan Kelly	Librarian I	APL	1/21/2018
Richard LaJoy	Deputy Director of Codes	Buildings & Reg. Compliance	1/22/2018
Thomas Adriance	Permit Technician	Buildings & Reg. Compliance	1/22/2018

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

NAME	TITLE	DEPARTMENT	DATE
Sharon Jackson	Asset Manager	AHA	11/13/2017
Tahesha Tyler	Community Engagement Clerk	APL	12/11/2017
Sarah Kampf	Special Projects Coordinator	Mayor	1/1/2018
Jellisa Joseph	Chief Diversity Officer	Administrative Services	1/1/2018
Kimberly Wilcox	Payroll Director	Administrative Services	1/1/2018
Ann Marie Salmon	Project Management Director	Administrative Services	1/1/2018
Phillip Suruda	Project Manager	Administrative Services	1/1/2018

David Galin	Deputy Chief of Staff	Mayor	1/1/2018
James Romano	Property Manager	Community Development	1/1/2018
James Matteo	Community Development Outreach Specialist	Community Development	1/1/2018
Kristin Cronin	Finance-Compliance Officer	Community Development	1/1/2018
Joseph Severino	Senior Finance Counselor	Community Development	1/1/2018
John Kisselback	Senior Finance Counselor	Community Development	1/1/2018
Elaina Davis	Recreation Program Coordinator	Recreation	1/2/2018
Eva Bass	Community Outreach Coordinator	Mayor	1/2/2018
Luigi Cubelo	Sanitation Equipment Operator	DGS	1/4/2018
Tyler Duncan	Clerk Typist	ASD	1/5/2018

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

NAME	TITLE	DEPARTMENT	DATE
Christopher Gibson	Hall Monitor	ASD	10/10/2017
Jason Owens	Hall Monitor	ASD	11/3/2017
Justo Hernandez	Truck Driver	ASD	11/17/2017
Stephanie Gray	Hall Monitor	ASD	12/15/2017
Raymond Johnson	Labor Foreman	ASD	12/15/2017
Anthony Hughes	Equipment Operator II	DGS	12/17/2017
Tarogme Bussey	Hall Montior	ASD	12/18/2017
Carlos Mendez	Laborer II	Recreation	1/1/2018
Sharon Delong	School Crossing Officer	APD	1/2/2018
Valrie Brown	School Crossing Officer	APD	1/2/2018
Brenda Parson	School Crossing Officer	APD	1/2/2018
Ricky Stanford	Laborer III	DGS	1/4/2018
Michael Zaloga	Hall Monitor	ASD	1/5/2018
Brendon Kelley	Water Maintenance Repair Worker	Water & Water Supply	1/17/2018
Timothy Woods	Sanitation Worker	DGS	1/18/2018

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

NAME	TITLE	DEPARTMENT	DATE
Yvonne Buggs	Food Service Helper	ASD	12/15/2017
Icelene Hargrove	Food Service Helper	ASD	1/19/2018
Brittney White	Recreation Aide	Recreation	1/24/2018
Michael Taylor	Recreation Aide	Recreation	1/24/2018

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

NAME	TITLE	DEPARTMENT	DATE
Elaine DiMase	Executive Assistant to the Mayor	Mayor	1/1/2018
Peter Schmitz-Morfe	Confidential Secretary	Treasurer	1/8/2018

XIII. The Civil Service Office reported on the following **reinstatements**:

NAME	TITLE	DEPARTMENT	DATE
Ines Bland	Water Treatment Plant Assistant Operator	Water & Water Supply	1/1/2018
Dalmain Duncan	Water Treatment Plant Assistant Operator	Water & Water Supply	1/1/2018

XIV. The Civil Service Office reported on the following **transfers**:

NAME	TITLE	DEPARTMENT	DATE
Monique Kimble	Information Clerk	Buildings & Reg. Compliance	12/26/2017
Akosua Yeboah	Senior Project Manager	Administrative Services	1/1/2018

XV. The Civil Service Office reported on Firefighter candidates to be non-selected for the following reasons:

NAME	REASON
Brian McCauley	Failed CPAT
Caitlyn Sleasman	Failed CPAT
Christopher Palmer	Failed CPAT
Ian Gecewicz	Failed CPAT
James Risley III	Failed CPAT
John Ennis	Failed CPAT
Joseph McFerran	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
Thomas Szesnat, Jr.	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 to non-select the above candidates and authorized that letters be sent.

- XVI. The Commission received correspondence regarding temporary withdrawal from the Firefighter list for the following candidates:

NAME
Patrick Daniels
Karl Gill
John McGuinness
Jeremy Putorti
Michael Robie

The Commission voted to accept the temporary withdrawal requests from the above candidates.

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

NAME
Alexander Brace
Richard Kent

The Commission voted to reinstate Alexander Brace to the list for the next round of canvassing. (No – McNaughton)

The Commission tabled the appeal from Richard Kent pending the Civil Service Office receiving documentation showing candidate's address on other mail.

- XVIII. The Commission voted unanimously to revise the job specification for Auditor. This is a Competitive class civil service position.
- XIX. The Commission voted unanimously to revise the job specification for Deputy Commissioner of Recreation. This is an Exempt class civil service position.
- XX. The Commission voted unanimously to revise the job specification for Project Coordinator. This is a Competitive class civil service position.
- XXI. The Commission voted unanimously to revise the job specification for Public Service Officer Supervisor. This is a Competitive class civil service position.
- XXII. The Commission voted unanimously to revise the job specification for Records Manager. This is a Competitive class civil service position.
- XXIII. The Commission voted unanimously to revise the job specification for Volunteer Coordinator. This is a Competitive class civil service position.

Sandra Coleman
Senior Personnel Assistant

Next meeting: Wednesday, February 28, 2018