

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD JULY 25, 2018, IN THE MAYOR'S CONFERENCE ROOM, CITY HALL, ALBANY, NY 12207

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

EXCUSED: Michael Cassidy, Commissioner

I. Chairman McNaughton called the meeting to order at 4:33 p.m.

II. Approval of minutes

Commissioner Jackson-Chalmers made a motion to accept the minutes as written for the June 27, 2018 meeting. 2nd – McNaughton; Carried.

III. Announcement of Examinations

- Custodian –
Exam Date: 9/29/18
Posting Date: 7/25/18
Last Filing Date: 8/24/18

- Director of Enrollee Services –
Exam Date: 9/29/18
Posting Date: 7/25/18
Last Filing Date: 8/24/18

IV. Establishment of lists

- Open Competitive Lists (One year establishment – 7/25/2018-7/24/2019)
 - i. Code Enforcement Inspector-Trainee (2 eligibles)
 - ii. Human Resources Office Supervisor (1 eligible)

Commission unanimously established list for the above titles.

V. 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	DEPARTMENT	DATE
Kahla Kuchta	Administrative Assistant	ASD	7/9/2018
Quaisha Thornton	Account Clerk	ASD	7/16/2018
Nicholas Soares	Records Manager	Public Records	7/23/2018

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

NAME	TITLE	DEPARTMENT	DATE
Ashley VanAlstyne	Information Clerk	Buildings & Regulatory Compliance	7/16/2018
Kahdesha Joseph	Information Clerk	Buildings & Regulatory Compliance	7/16/2018
Tatiana Diaz	Senior Civil Service Administrator	Human Resources	7/16/2018
Katherine Pochini	Environmental Specialist	Water & Water Supply	7/23/2018
Edwin Emerson, Jr.	Software & Administrative Support Specialist	AFD	7/30/2018

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

NAME	TITLE	DEPARTMENT	DATE
Adam Stump	Budget Manager	APL	7/8/2018

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

NAME	TITLE	DEPARTMENT	DATE
Carlos Johnson	Equipment Operator I	DGS	7/12/2018
John Hajjar	Equipment Operator II	DGS	7/16/2018

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

NAME	TITLE	DEPARTMENT	DATE
Paula Tibbitts	Secretary to the Superintendent of Schools	ASD	7/1/2018
Sierra Sturdivant	Secretary to the Board of Education	ASD	7/9/2018

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

NAME	TITLE	DEPARTMENT	DATE
Jose Rodriguez	Custodial Worker	DGS	7/26/2018

VI. **Reclassification** – Senior Personnel Assistant to Principal Civil Service Administrator

VII. Adoption of Job Specifications

- Senior Human Resources Generalist

Commission unanimously approved creation of the job specification for the above title.

VIII. Amendment of Job Specifications

- Assistant Human Resources Administrator
- Senior Traffic Technician

Commission unanimously approved revisions to the job specifications for the above titles.

IX. Adjournment at 4:47 p.m.

Sandra Coleman
Principal Civil Service
Administrator

Next meeting: Wednesday, August 29, 2018