

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD JUNE 27, 2018, IN THE MAYOR'S CONFERENCE ROOM, CITY HALL, ALBANY, NY 12207

ATTENDEES: Michael Cassidy, Commissioner
Linda Jackson-Chalmers, Commissioner
Thomas McNaughton, Commissioner
Peachie Jones, Law Department
Sandra Coleman, Senior Personnel Assistant

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

II. Approval of minutes.

The Commission unanimously approved the minutes of the meeting held May 30, 201.

III. Introduction of new Commissioner and designation of a chairperson.

Motion made by Commissioner Cassidy to designate Commissioner McNaughton as Commission chairperson – 2nd by Commissioner Jackson-Chalmers. Carried.

IV. Consideration of appeal

- C. DiTonno – Software & Administrative Support Specialist

The Commission voted unanimously to uphold the disqualification of the above candidate for not meeting the minimum qualifications of the position.

V. Establishment of lists

- Accountant II
- Director of School Security
- Fiscal Analyst
- Junior Engineer
- Vacant Buildings Rehabilitation Specialist

Motion made by Commissioner McNaughton to establish the above lists for the duration of 4 years – 2nd by Commissioner Cassidy. Carried.

VI. Amendment of Eligible List

- Police Officer – veteran's credits error

Motion made by Commissioner McNaughton to amend Police Officer, list #65-863 – 2nd by Commissioner Jackson-Chalmers. Carried.

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

NAME	TITLE	DEPARTMENT	DATE
William Parks	Fire Lieutenant	AFD	6/1/2018
Michael Anton	Fire Captain	AFD	6/1/2018

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

NAME	TITLE	DEPARTMENT	DATE
Richard LaJoy	Director of Buildings & Regulatory Compliance	Buildings & Regulatory Compliance	5/21/2018
Sullivan Cousins	Assessment Aide	Assessment & Taxation	6/11/2018
Shawn Johnson	Sanitation Equipment Operator	General Services	6/11/2018
Joel Quay	Vehicle Maintenance Manager	Water & Water Supply	6/18/2018

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

NAME	TITLE	DEPARTMENT	DATE
Fiona Marie Flynn	Summer Inspector	General Services	5/14/2018
Michael Acosta	Water Maintenance Repair Worker	Water & Water Supply	6/6/2018
Connor Allardice	Water Maintenance Repair Worker	Water & Water Supply	6/6/2018
Sanja O'Connor	Laborer II	Water & Water Supply	6/6/2018
Daniel Ragule	Sanitation Worker	General Services	6/7/2018
Christopher Nicholson	School Crossing Officer	Police	6/7/2018
Carmenina Groce	School Crossing Officer	Police	6/11/2018
Ricky Stanford	Equipment Operator I	General Services	6/11/2018
Keith Ferriero	Reservoir Patrol Guard	Water & Water Supply	6/13/2018
David Hobson III	Laborer II	Water & Water Supply	6/20/2018
David Bishop	Water Maintenance Repair Worker	Water & Water Supply	6/20/2018
Christopher Valerio	Reservoir Patrol Guard	Water & Water Supply	6/21/2018
Ashanti Brown	Equipment Operator I	General Services	6/25/2018
Kenneth Ford	Automotive Mechanic	Water & Water Supply	6/27/2018

X. Adoption of Job Specifications

- Benefits Administrator – City of Albany Human Resources (*Competitive*)
- Budget Manager – Albany Public Library (*Competitive*)
- Creative Content Coordinator – Albany School District (*Competitive*)
- Network Administrator – Albany Public Library (*Competitive*)

Motion made by Commissioner Cassidy to approve the above job specifications – 2nd by Commissioner Jackson-Chalmers. Carried.

XI. Amendment of Job Specifications

- Administrative Assistant

Motion made by Commissioner McNaughton to revise the above job specification – 2nd by Commissioner Jackson-Chalmers. Carried.

XII. Adjournment

Motion made by Commissioner McNaughton to adjourn at 4:54 p.m. – 2nd by Commissioner Jackson-Chalmers. Carried.

Respectfully submitted,
Sandra Coleman
Senior Personnel Assistant

Next meeting: Wednesday, July 25, 2018 @ 4:30 p.m.