

MINUTES

MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF ALBANY HELD MARCH 28, 2018, IN THE HR TESTING ROOM, CITY HALL, ALBANY, NY 12207

PRESENT: Erin Apostol, Commissioner, Chairperson
Thomas McNaughton, Commissioner
Peachie Jones, Law Department
Sandra Coleman, Senior Personnel Assistant
Ann Giard-Chase, Director of Human Resources (City of Albany)
Philip Suruda

ABSENT: Linda Jackson-Chalmers, Commissioner (Excused)

- I. Commissioner Apostol declared the meeting in session at 4:48 p.m.
- 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 meeting held on February 28, 2018.
The Commission voted unanimously to accept the minutes as written.
- IV. The Civil Service Office reported on examinations that are to be issued and posted on March 29, 2018:
 - An open competitive examination for Chief Financial Manager, #64-027 to be held Saturday, June 9, 2018. The last day for filing an application is Monday, April 30, 2018.
 - An open competitive examination for Paralegal, #61-945 to be held Saturday, June 23, 2018. The last day for filing an application is Monday, April 30, 2018.
 - A promotional examination for Police Sergeant, #79-422 to be held Saturday, June 9, 2018. The last day for filing an application is Monday, April 30, 2018.
 - A promotional examination for Fire Lieutenant, #79-420 to be held Saturday, June 23, 2018. The last day for filing an application is Monday, April 30, 2018.
- V. The Civil Service Office reported on the following **Permanent-Competitive Class** appointments:

NAME	TITLE	DEPARTMENT	DATE
Vincent Giovannone	Traffic Safety Aide	Albany Parking Authority (APA)	1/31/2018
Jennifer Moore	Public Service Officer	APA	1/31/2018
Myntoy Levy	Public Service Officer	APA	2/7/2018
Tyler Duncan	Clerk Typist	ASD	3/2/2018
Rebecca Rothstein	Library Clerk	APL	3/12/2018
Dinah Crossway	Library Clerk	APL	3/12/2018

Bernadette McCarthy	Library Clerk	APL	3/12/2018
Peter Kircher	Library Clerk	APL	3/12/2018
Kim Springsteen	Library Clerk	APL	3/14/2018
Tiffanie Hinds	Clerk Typist	ASD	3/19/2018

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

NAME	TITLE	DEPARTMENT	DATE
Jennifer Moore	Public Service Officer	APA	1/16/2018
Gillian Friedlander	Volunteer Coordinator	APL	2/26/2018
Edward Mach	Landfill Superintendent	DGS	3/5/2018
Tyleigh Versocki	Program Aide (Special Events)	Special Events	3/12/2018
Selina Graham	Home School Coordinator	ASD	3/19/2018
Jennifer Seguinot	Domestic Violence Intake Specialist	APD	3/26/2018
Jessica Bates	Chief Financial Manager	DGS	3/26/2018
Carlos Morales	Chief Financial Manager	APD	3/26/2018
Claudia Congemi	Project Coordinator	ASD	4/9/2018

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

NAME	TITLE	DEPARTMENT	DATE
Vladimir Yeje	Equipment Operator II	DGS	3/1/2018
Nick Hrimatopolous	Carpenter	DGS	3/6/2018
Frank Coons	Water Maintenance Repair Worker	Water & Water Supply	3/7/2018
Jeffry Cooper	Laborer III	DGS	3/8/2018
Rod Lounsbury	Labor Supervisor	Water & Water Supply	3/10/2018
Frederick Sunday Otieno	Sanitation Worker	DGS	3/12/2018
Clyde Henderson	Equipment Operator I	DGS	3/12/2018
Devin Harding	Sanitation Worker	DGS	3/19/2018
Lance Jorge	Sanitation Worker	DGS	3/22/2018
Meghan Nickel	Reservoir Patrol Guard	Water & Water Supply	3/24/2018
Robert Masterson	Reservoir Patrol Guard	Water & Water Supply	3/26/2018

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

NAME	TITLE	DEPARTMENT	DATE
Nashay Williams	Recreation Aide	Recreation	3/1/2018

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

NAME	TITLE	DEPARTMENT	DATE
Kenneth Miller	Assistant Corporation Counsel	Law	3/5/2018
Madalyn DeThomasis	Assistant Corporation Counsel	Law	3/5/2018

- X. *The Commission voted unanimously to adopt the job specification for Principal Civil Service Administrator. This is a Competitive class civil service position.*
- XI. *The Commission voted unanimously to adopt the job specification for Senior Civil Service Administrator. This is a Competitive class civil service position.*
- XII. *The Commission voted unanimously to adopt the job specification for Software & Administrative Support Specialist. This is a Competitive class civil service position.*
- XIII. Discussion regarding meeting frequency.
- Ann Chase, City HR Director, presented the idea of meeting twice a month to the Commission.

The Commission voted unanimously to stay with the regularly scheduled meeting of once a month. The Commission is not opposed to and has in the past met for special meetings if needed.

- XIV. Discussion regarding Rule Amendments.
- Sandra Coleman, Senior Personnel Assistant explained to the Commission that the process of updating the Local Civil Service Rules would be something that the Civil Service Office would be starting to work on and that documentation explaining this process would be sent to the Commissioner before the next meeting.
- XV. The Commission adjourned at 5:40 p.m.

Sandra Coleman
Senior Personnel Assistant

Next meeting: Wednesday, April 25, 2018