

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting May 21, 2013

Present: Chairperson Rauh, Commissioners LaPosta and Conroy, Executive Secretary Matthews

The meeting was called to order at 9:00 A.M.

- 1) Following review by the Commission, a motion was made by Commissioner Conroy to accept the minutes of the April 16, 2013 meeting. Seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 2) Establish an eligible list for four (4) years for Firefighter (City). The Commission noted that the new list was being established only one (1) year after the last eligible list, and noted that the list offered for approval was not extensive. Following a brief discussion, Commissioner LaPosta offered an amendment to establish the list for one (1) year, with an option to extend it for up to three (3) additional years.

The Commission also requested that Fire Chief Garrett attend the next meeting to clarify the department's residency requirements.

- 3) Establish an eligible list for four (4) years for Recreation Attendant (City). On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 4) Establish an eligible list for four (4) years for Clerk (City & THA). On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 5) Establish an eligible list for four (4) years for Clerk (Spanish Speaking) (THA & City). On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 6) Review a revised job specification for Computer Network Manager (City). The revised specification increases the minimum years of work experience. Motion made by Commissioner LaPosta to accept the revisions, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 7) Consider a revised job specification for Public Housing Specialist (THA). On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 8) Consider an MSD-222 for Assistant Public Housing Specialist (as per HUD requirements replacing the titles Rent Collection Specialist and Resident Program Coordinator) (THA). The Housing Authority requested the merging of the titles to comply with HUD regulations. The status of any employees in either position will be determined. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 9) Consider a job specification tentatively titled Assistant Public Housing Specialist (THA). On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 10) Consider a request by a Fire Captain candidate to withdraw veteran's credits previously used. The employee was asked to submit a request in writing to the Commission, but the information was not received. Following a brief discussion, on a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the request was tabled until the employee submitted a written request for consideration. All voted in favor, 3-0.

- 11) Review certification of the City of Troy payroll for 2013 (previously tabled at the April 16, 2013 meeting). The Commission was satisfied with the payroll information submitted by the City, and on a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted to certify the City of Troy payroll for 2013, 3-0.

The next scheduled meeting is June 25, 2013, 9:00 A.M.

On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the meeting was adjourned at 9:24 A.M. All voted in favor, 3-0.

Respectfully submitted,



Nancy Matthews, Executive Secretary



William Rauh, Chairperson



Frank LaPosta, Commissioner



John Conroy, Commissioner