

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting June 25, 2013

Present: Chairperson Rauh, Commissioners LaPosta and Conroy, Executive Secretary Matthews
Guest: Kristen Miaski, Troy School District

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 May 21, 2013 meeting. Seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 2) Establish an eligible list for four (4) years for Executive Secretary. A motion was submitted by Commissioner LaPosta and seconded by Commissioner Conroy. All voted in favor, 3-0.
- 3) Establish an eligible list for four (4) years for Senior Custodian, open-competitive. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0
- 4) Establish an eligible list for four (4) years for Senior Custodian, promotional. On a motion by Commission Conroy, Seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 5) Establish an eligible list for four (4) years for Account Clerk. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 6) Establish an eligible list for four (4) years for Assistant Water Plant Operator Trainee. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 7) Establish an eligible list for four (4) years for Librarian II, open-competitive. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 8) Establish an eligible list for four (4) years for GIS Technician. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 9) Establish an eligible list for four (4) years for Payroll Clerk, open-competitive. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 10) Establish an eligible list for four (4) years for Payroll Clerk, promotional. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 11) Establish an eligible list for four (4) years for Library Associate. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0
- 12) Consider a request by Troy Housing Authority to review the specifications of two positions to determine an employees status in the position. **NOTE: This item was added to the agenda after it's original release.**

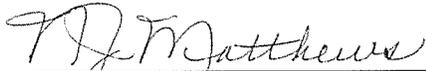
When the titles "Resident Program Coordinator" and "Rent Collection Specialist" were merged into one classification titled "Assistant Public Housing Specialist" at the request of HUD, one employee was permanently employed in the Rent Collection Specialist title. Because of the great expansion in the scope, duties and minimum qualifications of the Assistant Public Housing Specialist, the Housing

Authority sought the advise of the Commission regarding the appointment of the employee to the new title. After review of the minimum qualifications, scope of duties and other pertinent information, the Commission advised the Housing Authority that a provisional appointment to the new title would be appropriate. The Commission will prepare correspondence confirming their opinion regarding the appointment.

The next meeting is scheduled for July 16, 2013, 9:00 A.M., Troy City Hall, 5th floor.

On a motion by Chairperson Rauh and seconded by Commissioner Conroy, the meeting was adjourned at 9:19 A.M.

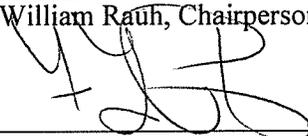
Respectfully submitted,



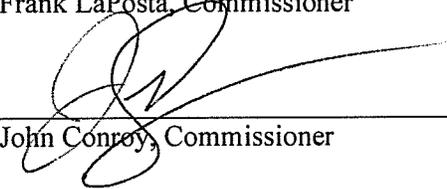
Nancy Matthews, Executive Secretary



William Rauh, Chairperson



Frank LaPosta, Commissioner



John Conroy, Commissioner