

# TROY CIVIL SERVICE COMMISSION

## MINUTES OF MEETING MARCH 19, 2013

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**Present:** Commissioners LaPosta and Conroy  
**Guests:** Irene Sorriento, Senior Personnel Clerk, City of Troy  
**Absent:** Chairperson Rauh; 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 February 19, 2013 meeting. Seconded by Commissioner LaPosta, all in favor, 2-0.
- 2) Establish an eligible list for four (4) years for Electronic Technician (COT). On a motion to accept by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 2-0.
- 3) Establish an eligible list for four (4) years for Junior Accountant (COT). On a motion to accept by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 2-0.
- 4) Consider an MSD-222 to establish a new position tentatively titled Cashier (COT). On a motion to accept by Commissioner Conroy, seconded by Commissioner LaPosta, all in favor, 2-0.
- 5) Review a revised job specification for Cashier (COT). After review, on a motion to accept by Commissioner Conroy, seconded by Commissioner LaPosta, all in favor, 2-0.
- 6) Consider a job specification tentatively titled Clerk (Spanish Speaking) (THA). After review, on a motion to accept by Commissioner Conroy, seconded by Commissioner LaPosta, all in favor, 2-0.
- 7) Consider a revised job specification for Clerk. After review, on a motion to accept by Commissioner LaPosta, seconded by Commissioner Conroy, all in favor, 2-0.
- 8) Consider a revised job specification for Fire Lieutenant (COT) to add the requirement to maintain a NYS driver's license. After review, on a motion to accept by Commissioner LaPosta, seconded by Commissioner Conroy, all in favor, 2-0.
- 9) Consider a revised job specification for Fire Captain (COT) to add the requirement to maintain a NYS driver's license. After review, on a motion to accept by Commissioner LaPosta, seconded by Commissioner Conroy, all in favor, 2-0.
- 10) Consider a revised job specification for Traffic Engineer (COT). Previously tabled at the 2/19/2013 meeting. The Commissioners were unable to locate the item on the 2/19/2013 minutes for further review. A motion to table the item was made by Commissioner LaPosta, seconded by Commissioner Conroy, all in favor, 2-0.
- 11) Review certification of Troy Housing Authority payroll for 2013. A motion was offered by Commissioner Conroy to certify the Troy Housing Authority payroll for 2013. Seconded by Commissioner LaPosta, all voted in favor, 2-0. Notice will be forwarded to Troy Housing Authority.
- 12) Review Troy Civil Service Commission Annual Report submitted to NYS Civil Service. A motion to accept was made by Commissioner LaPosta, seconded by Commissioner Conroy, all in favor, 2-0.

- 13) Discuss a possible revision of previously approved probation period for Firefighter (request of Troy Fire Department) from proposed 52 weeks to 78 weeks. A motion to accept was made by Commissioner Conroy, seconded by Commissioner LaPosta, all in favor, 2-0. Proposed to go forward w/ recommendation.

A discussion was held regarding an to the e-mail submitted by Troy Housing Authority, Executive Secretary, Daniel Crawley, requesting a consideration to approve an application submitted by a candidate who currently does not meet the minimum qualification in accordance with the Children's Program Aide job specification. Furthermore, Executive Secretary Crawley has also noted a request to revise the minimum qualifications on the job specification. The Commission has made the determination to further investigate the recruitment pool and whether the applicant is working on a GED. The Commission also recommended requesting job specifications from other Municipal Civil Service Agencies similar to the Children's Program Aide job specification.

**The next meeting is set for Tuesday, April 16, 2013, 9:00AM at City Hall.**

On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the meeting was adjourned at 9:34 AM.

Respectfully submitted,

Irene Sorriento, Senior Personnel Clerk

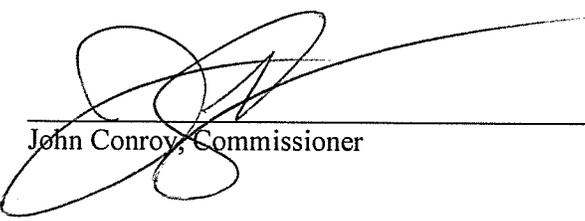
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William Rauh, Chairperson



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Frank LaPosta, Commissioner



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John Conroy, Commissioner