

TROY CIVIL SERVICE COMMISSION

MINUTE OF MEETING APRIL 16, 2013

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

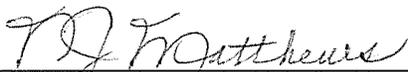
The meeting was called to order at 9:00 A.M.

- 1) Following review by the Commission, a motion was made by Commissioner LaPosta to accept the minutes of the March 19, 2013 meeting. Seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 2) Establish an eligible list for four (4) years for Computer Network Engineer (TSD). On a motion by Chairperson Rauh, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 3) Consider a revised job specification for Traffic Engineer (COT), previously tabled at the 3/19/13 meeting. Commissioner LaPosta offered a motion to accept the revision, seconded by Commissioner Conroy. All voted in favor, 3-0.
- 4) Consider an MSD-222A to establish an additional Water Plant Operator position, requested by the City of Troy. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 5) Review progress on proposed rules and appendices changes. Secretary Matthews reported to the Commissioner that progress has been slow, but she hopes to have all the required materials assembled and forwarded to the NYS Civil Service Commission shortly. She will report on progress at the next meeting.
- 6) Discuss a letter from CSEA regarding out-of-title payroll work for the titles Jr. Administrative Assistant and Secretary I at the City of Troy. Secretary Matthews explained that the title Payroll Clerk is used exclusively in the Payroll Bureau, and the incumbents in several diverse titles collect preliminary payroll information that is then forwarded to the Payroll office for compilation. The Commission noted that all the job descriptions associated with the collection of payroll information in various departments carry the phrase, "other duties as required." The Commissioners stated they are comfortable that the payroll duties have been assigned appropriately, and directed Secretary Matthews to develop a draft document to answer CSEA concerns.
- 7) Revise the job specification for Children's Program Aide (THA). Following a brief discussion regarding Troy Housing Authority needs for this position, a motion was offered by Commissioner Conroy and seconded by Commissioner LaPosta. All voted in favor, 3-0.
- 8) Revise the job specification for Budget Analyst at the request of the City of Troy. This position will be established in the Comptroller's office to provide oversight and assistance in the administration and financial details of federal and state grants. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 9) Review the City of Troy payroll certification for 2013. Executive Secretary Matthews informed the Commission that there are still some outstanding issues with the payroll, and requested that the Commission table the item for a future meeting. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, with all voting in favor 3-0, the item was tabled.

The next meeting was scheduled for May 21, 2013, 9:00 A.M., City Hall.

On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the meeting adjourned at 9:18 A.M.

Respectfully submitted,



Nancy Matthews, Executive Secretary



William Rauh, Chairperson



Frank LaPosta, Commissioner



John Conroy, Commissioner