

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting February 18, 2014

Present: Chairperson Rauh, Commissioners LaPosta and Conroy, Executive Secretary Matthews
Guests: Kristen Miaski, HR Director, TSD; Mary O'Neil, Ass't Superintendent for Business, TSD

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

- 1) **Consider the minutes of the January 21, 2014 meeting.** After review, a motion was made by Commissioner LaPosta, seconded by Commissioner Conroy to accept the minutes. All voted in favor, 3-0.
- 2) **Consider a revision to the job specification for Custodian (TSD), tabled at the 1/21/14 meeting.** The School District requested the addition of a valid NYS drivers license as a special requirement of the position. Custodians are occasionally assigned to a different building during their shift, and use a district vehicle for transportation. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor of the revision, 3-0.
- 3) **Consider a revision to the job specification for Senior Custodian (TSD), tabled at the 1/21/14 meeting.** The School District also asked for the addition of a license requirement for the title. Without discussion, on a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 4) **Consider a job title change from Steam Boiler Operator to High Pressure Boilerman (TSD), tabled at the 1/21/14 meeting.** The School District personnel records and union contracts all indicate the title as High Pressure Boilerman. The title had been changed to Steam Boiler Operator in 1999, and the request is to return to the original title. Citing the need for gender neutral titles, the Commission agreed to change the title to High Pressure Boiler Operator. On a motion by Commissioner LaPosta, seconded by Commissioner, all voted in favor of the title change, 3-0.
- 5) **Consider a revision to the job specification for High Pressure Boiler Operator (TSD), tabled at the 1/21/14 meeting.** The School District requested to add the requirement for a valid NYS driver's license to the job specification. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.

Agenda items were taken out of order to complete topics related to the School District.

- 10 & 14) **Consider an MSD-222A to create two (2) additional Laborer positions, and Review Laborer and Custodian appointment criteria (TSD).** The School District indicated two (2) custodians were retiring, and the District planned to back-fill with the Laborer title. Secretary Matthews stated that the Commission had received an inquiry from CSEA regarding the change in title. A discussion followed regarding the difference in duties between a Laborer and Custodian position. The Commission explained that the Laborer class has no minimum qualifications, including the requirement of a driver's license, while the Custodian class does have minimum qualifications. The School District indicated that there was an understanding of the advantages and disadvantages of each class, and the decision to replace a Custodian with a Laborer would be done on a case-by-case basis. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the MSD-222A was approved, 3-0.
- 13) **Review interview and eligible list administration procedures.** A question arose regarding the administration of additional qualifying tests for candidates for Registration Clerk. The School District indicated they need candidates that are proficient in Word, Excel and mail merge techniques. Several

candidates were interviewed and tested that did not meet the District's requirements. After an extensive discussion regarding the use of an eligible list and the probation period, the Commission agreed to review several job specifications to place a greater emphasis on computer skills, and the School District will work with the Commission to more clearly indicate to candidates what skills will be reviewed during the interview process.

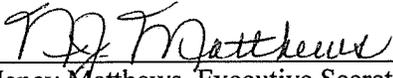
The Commission returned to the agenda.

- 6) **Consider an MSD-222 to establish the position Assistant to the City Engineer (COT), tabled at the 1/21/14 meeting.** The City expressed a need for an experienced engineer to assist the City Engineer with numerous FEMA and geotechnical projects throughout the City. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 7) **Consider a revision to the job specification for Assistant to the City Engineer (COT), tabled at the 1/21/14 meeting.** On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 8) **Consider a revision to the job specification for Chief Engineering Aide (COT).** On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 9) **Consider a revision to the job specification for Recreation Specialist (COT).** On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 11) **Review certification of Troy Housing Authority Payroll for 2014.** The Commission expressed thanks to the Housing Authority for its prompt and accurate reporting of payroll, and on a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor to accept the Troy Housing Authority Payroll Certification for 2014, 3-0.
- 12) **Review a request from a candidate for the Assistant Public Housing Specialist, held 1/25/14 for an alternate test date.** The candidate made the request in writing within the framework established by New York State, and offered a valid reason to request an alternate. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, the request was approved, 3-0.

The next meeting is scheduled for Tuesday, March 18, 9:00 A.M., Troy City Hall main conference room.

The meeting was adjourned at 10:04 A.M.

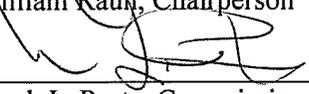
Respectfully submitted,



Nancy Matthews, Executive Secretary



William Rau, Chairperson



Frank LaPosta, Commissioner

John Conroy, Commissioner