

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting May 20, 2014

Present: Chairperson Rauh, Commissioner LaPosta, Commissioner Conroy, Executive Secretary Matthews

The meeting was called to order at 9:00.

- 1) **Consider the minutes of the April 15, 2014.** After review, a motion was made by Commissioner LaPosta, seconded by Commissioner Conroy to accept the minutes, all voted in favor, 2-0.
- 2) **Establish an eligible list for one (1) year for Firefighter (COT).** Fire Chief Garrett requested that the list be certified for one (1) year. The Commission discussed the ramifications of a one year list – the expense of holding the exam annually, the cost to the City of providing Paramedic training, and the expense to test takers. The Commission, on a motion by Commissioner LaPosta and seconded by Commissioner Conroy, agreed to certify the list for one (1) year with the option to extend up to four (4) years. All voted in favor, 3-0
- 3 & 4) **Consider an MSD-222 to establish a position tentatively titled Assistant Public Housing Specialist (Spanish Speaking) and Consider a job specification tentatively titled Assistant Public Housing Specialist (Spanish Speaking) (THA).** The Housing Authority requested the new title to assist in administering services to the Hispanic community. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, both items were accepted. All voted in favor, 3-0.
- 5) **Re-classify the Director of Facilities and Security position to Director of Facilities III – requested by NYS Civil Service (TSD).** NYS requested the title change to conform to the state developed Director of Facilities title and exam series. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 6) **Consider a revision to the job specification for Engineering Aide (COT).** The job specification had not been updated since 2000, and the minimum qualifications were refined and more clearly presented. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 7) **Consider an MSD-222A to establish an additional position of Working Foreperson (COT).** The City requested the additional position to aid in succession planning in the Recreation Department. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.

Commissioner LaPosta noted that his term expires May 31, 2014, and pending re-appointment, he expressed his thanks to the Commissioner for his tenure in office. Commissioners Rauh and Conroy, and Secretary Matthews expressed their thanks for his dedication to furthering the Commissions goals.

The next meeting is scheduled for Tuesday, June 17, 2014, 9:00 A.M., in the City Hall main conference room.

The meeting was adjourned at 9:20 A.M.

Respectfully submitted,

Nancy Matthews, Executive Secretary



William Rauh, Chairperson

Frank LaPosta, Commissioner



John Conroy, Commissioner