

# TROY MUNICIPAL CIVIL SERVICE COMMISSION

## Minutes of Meeting June 17, 2014

**Present:** Chairperson Rauh, Commissioner Conroy, Commissioner Scales, Executive Secretary Matthews

The meeting was called to order at 9:01 A.M.

The Commission welcomed new Commissioner Suzanne Scales. Her term will run from June 1, 2014 until May 31, 2020.

- 1) **Consider the minutes of the May 20, 2014 meeting.** After review, a motion was made by Commissioner Conroy, seconded by Chairperson Rauh to accept the minutes, approved 2-0.
- 2 – 7) **Consider revisions to the job specifications for:**  
  - Data Entry Machine Operator**
  - Account Clerk**
  - Senior Account Clerk**
  - Principal Account Clerk**
  - Head Account Clerk**
  - Chief Account Clerk**

At the request of the City, items 2 – 7 were tabled. On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 8) **Consider a revision to the job specification for Recreation Supervisor.** The job specification was last updated in 1973, additional duties were added, and the minimum qualifications were updated. On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 9) **Consider an MSD-222A to re-establish the position Recreation Supervisor.** The position is seasonal, non-competitive, and located at the City Marina. On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 10) **Consider a revision to the job specification Senior Park Recreation Man (COT).** The job specification title has been changed to Senior Park Recreation Work to achieve gender neutrality, and the minimum qualifications were clarified. On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 11) **Consider a revision to the job specification for Data Communication Analyst (COT).** The specification has been updated to eliminate some outdated duties. On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 12) **Review Certification of the City of Troy payroll for 2014.** The City requested the certification by delayed to the July meeting in order to resolve some minor discrepancies. On a motion to table by Commissioner Conroy, seconded by Chairperson Rauh, all voter in favor, 3-0.

The next meeting is scheduled for **Tuesday, July 15, 2014, 9:00 A.M.,** in the City Hall main conference room.

The meeting was adjourned at 9:12 A.M.

Respectfully submitted,



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Nancy Matthews, Executive Secretary



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William Rauh, Chairperson

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John Conroy, Commissioner



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Suzanne Scales, Commissioner