

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting February 17, 2015

Present: Chairperson Rauh, Commissioners Conroy and Scales, Selena Skiba in absence of an Executive Secretary.
Guests: Kristin Miaski, Human Resource Director, TSD via speaker phone

Chairperson Rauh called the meeting to order at 9:06 A.M.

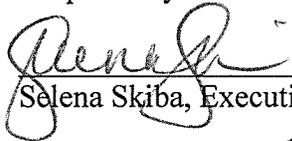
- 1) **Consider the minutes of the December 16, 2014 meeting.** Following review, on a motion by Commissioner Scales, seconded by Commissioner Conroy, approved, 3-0.
- 2) **Consider the minutes of the February 4, 2015 special meeting.** Following review, on a motion by Commissioner Conroy, seconded by Commissioner Scales, approved, 3-0.
- 3) **Review a lateral transfer request from the Troy School District for Purchasing Agent from the Lansingburgh School District (overseen by Rensselaer County Civil Service).** Kristin Miaski, on behalf of the Troy School District, gave an overview of the request explaining the shared service of the current purchasing clerk would be coming to an end. Following discussion, a motion was made to table by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
- 4) **Consider the appointment of Executive Secretary to the Civil Service Commission to Selena Skiba.** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
- 5) **Consider an MSD-222A to establish an additional position of Head Account Clerk (COT).** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
- 6) **Consider a request by the City of Troy to use a superior list (Chief Account Clerk) for an appointment to the title of Head Account Clerk.** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
- 7) **Consider reviewing both the open competitive and promotional exam announcements for Personnel Associate and Personnel Officer before officially announced (COT).** Following discussion, the Commission requested the minimum qualifications to be changed, a motion was made to table by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
- 8) **Review a lateral transfer request from the Troy Police Department for three (3) Police Officers from the Coeymans, Liberty, Frankfort, Gloversville Police Departments and Saratoga County Sheriff’s Department.** All information was not

available in time for the meeting. A motion was made to table by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.

The next meeting is scheduled for **Tuesday, March 17, 2015, 9:00 A.M.**, in the Troy City Hall main conference room.

The meeting was adjourned at 9:43 A.M.

Respectfully submitted,



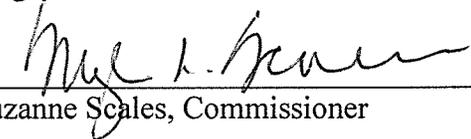
Selena Skiba, Executive Secretary



William Rauh, Chairperson



John Conroy, Commissioner



Suzanne Scales, Commissioner