

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting March 17, 2015

Present: Chairperson Rauh, Commissioners Conroy and Scales, Selena Skiba.

Guests: Marian Drozd, City of Troy and Irene Sorriento, City of Troy

Chairperson Rauh called the meeting to order at 9:03 A.M.

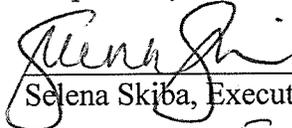
1. **Consider the minutes of the February 17, 2015 meeting.** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
2. **Consider the minutes of the February 24, 2015 special meeting.** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 3-0.
3. **Consider the minutes of the March 10, 2015 special meeting.** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
4. **Consider reinstatement request from candidate to be reinstated to the Asset Manager eligible list.** Following discussion, on a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
5. **Establish an eligible list for four (4) years for Deputy Fire Chief.** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, voted in favor 2-0, 1 abstain.
6. **Establish an eligible list for four (4) years for Fire Chief.** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, voted in favor 2-0, 1 abstain.
7. **Establish an eligible list for four (4) years for Deputy Treasurer.** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
8. **Establish an eligible list for four (4) years for Head Account Clerk.** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
9. **Establish an eligible list for four (4) years for Principal Account Clerk (o.c.).** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.
10. **Establish an eligible list for four (4) years for Principal Account Clerk (prom).** On a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.

11. **Establish an eligible list for four (4) years for Senior Account Clerk (o.c.).** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
12. **Establish an eligible list for four (4) years for Senior Account Clerk (prom).** On a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
13. **Consider an MSD-222A to establish an additional position of Water Plant Equipment Maintenance Person (COT).** Following discussion, on a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
14. **Consider a revision to the job specification for Economic Development Coordinator (COT).** Selena Skiba explained the previous minimum qualifications to the Commission in comparison to the new minimum qualifications presented before them. Following discussion, on a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.
15. **Consider reclassification of position for Senior Personnel Clerk (COT).** Following discussion, and the Commission recommending the request be sent back to management for review, the item was tabled.
16. **Consider a revision to the minimum requirements for the Personnel Associate (promotional) exam announcement.** Following discussion, on a motion by Commissioner Conroy, seconded by Chairperson Rauh, all voted in favor 3-0.

The next meeting is scheduled for **Tuesday, April 21, 2015, 9:00 A.M.**, in the Troy City Hall main conference room.

The meeting was adjourned at 9:33 A.M.

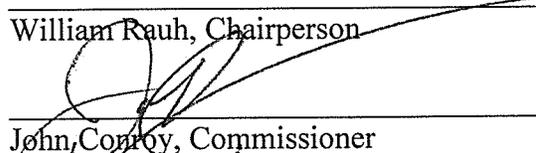
Respectfully submitted,



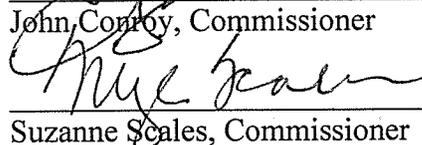
Selena Skiba, Executive Secretary



William Rauh, Chairperson



John Conroy, Commissioner



Suzanne Scales, Commissioner