

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting November 17, 2015

Present: Chairperson Rauh, Commissioner Scales(arrived late), Commissioner Sullivan and Selena Skiba, Gabrielle Mahoney

Guests: Chief John Tedesco (COT)

Chairperson Rauh called the meeting to order at 9:04 A.M.

- 1) **Consider the minutes of the September 1, 2015 special meeting, previously tabled at the 9/15/2015 meeting due to only one commissioner being present that attended the meeting.** On a motion by Chairperson Rauh, seconded by Commissioner Sullivan, all voted in favor 2-0.

- 2) **Consider the minutes of the September 15, 2015 meeting.** On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.

- 3) **Consider the appointment of Executive Secretary to the Civil Service Commission to Gabrielle Mahoney.** On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 2-0.

- 4) **Consider a revision to the job specification for Assistant Building Plans Examiner (COT).** Gabrielle Mahoney pointed out the changes to the job specification and explained the reasons of the changes being requested. On a motion by Chairperson Rauh, seconded by Commissioner Sullivan, all voted in favor 2-0.

- 5) **Consider an MSD-222 to establish a new position tentatively titled Confidential Secretary to the Chief of Police.** Selena Skiba explained the process of creating the position. Chief Tedesco explained the need for the position. On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 2-0.

- 6) **Consider a job specification tentatively titled Confidential Secretary to the Chief of Police.** Following discussion, on a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 2-0.

- 7) **Consider an MSD-222 to establish a new position tentatively titled Confidential Assistant (Troy Housing Authority).** Selena Skiba explained this

would need to go through the same process as the Confidential Secretary. Following discussion, on a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 2-0.

- 8) **Consider a job specification tentatively titled Confidential Assistant (Troy Housing Authority).** Following discussion, on a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 2-0.

It was explained that a public hearing would most likely be held prior to the start of next month's meeting in regards to the two positions that were established at this meeting.

The meeting was adjourned at 9:20 A.M. on a motion by Commissioner Sullivan, seconded by Chairperson Rauh.

Respectfully submitted,



Selena Skiba, Executive Secretary

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William Rauh, Chairperson

Suzanne Scales, Commissioner



Michael Sullivan, Commissioner