

# TROY CIVIL SERVICE COMMISSION

## Minutes of Special Meeting

June 23, 2015

**Present:** Chairperson Rauh, Commissioner Conroy, Commissioner Scales and Selena Skiba.

**Guests:** Carlo Sorriento (COT), Carolin Skriptshak (COT), Charles Doyle (COT), Irene Sorriento (COT)

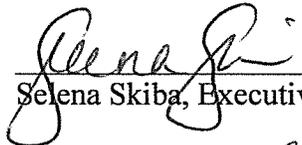
Chairperson Rauh called the meeting to order at 9:00 A.M.

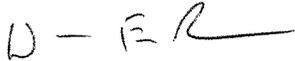
- 1) **Review a lateral transfer request from the Troy Police Department for two (2) Police Officers from the Town of North Greenbush Police Department previously tabled at the June 16, 2015 meeting.** Following discussion, on a motion by Commissioner Conroy, seconded by Commissioner Scales, all voted in favor 3-0.
  
- 2) **Consider a revision to the job specification for Director of Housing and Community Development (COT) previously tabled at the June 16, 2015 meeting.** Selena Skiba explained that a promotional test could be offered for this position. Commissioner Conroy explained that a promotional list would need to be used first. Irene Sorriento stated that it would not be a mandatory list if there were less than three people on the list. Carolin Skriptshak stated that she would like an opportunity to be eligible for the position since she is doing the work now. Commissioner Conroy recommended the job specifications be reviewed by the administration again with an eye for the employees currently in the department so they have an opportunity for advancement. He also recommended the City of Troy adopt a policy so that current employees are given the opportunity to take the test and have an opportunity to be eligible for promotion. Charles Doyle stated that if the job specifications remained unchanged he may qualify. Irene Sorriento stated she has never seen any candidates that were eligible for promotional and not open competitive exams. Commissioner Scales stated she has seen that occur within NYS. Commissioner Conroy recommended speaking with NYS Municipal Affairs. Commissioner Conroy made a motion to hold a promotional exam with eligibility listed as a CDBG Technician with 24 months of service, and a CDBG Outreach Coordinator with 48 months of service being eligible for the promotional exam, Chairperson Rauh seconded. All voted in favor 3-0. A motion to table the revision in job specifications by Commissioner Conroy, seconded by Commissioner Scales. All voted in favor 3-0.
  
- 3) **Consider an MSD-222A to establish an additional position of Senior Account Clerk (COT).** Following discussion, on a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.

- 4) **Consider a revision to the job specification for Police Officer (COT).** Following discussion, on a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.
- 5) **Establish an eligible list for four (4) years for Personnel Officer (Open Competitive).** On a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.
- 6) **Establish an eligible list for four (4) years for Personnel Associate (Open Competitive).** On a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.
- 7) **Establish an eligible list for four (4) years for Personnel Associate (Promotional).** On a motion by Commissioner Scales, seconded by Commissioner Conroy, all voted in favor 3-0.

The meeting was adjourned at 4:06 P.M.

Respectfully submitted,

  
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Selena Skiba, Executive Secretary



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William Rauh, Chairperson

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John Conroy, Commissioner

  
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Suzanne Scales, Commissioner