

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting October 18, 2016

Present: Commissioner Sullivan, Commissioner Scales, Executive Secretary Mahoney

Absent: Chairperson Rauh,

Guests: Irene Sorriento, Senior Personnel Clerk (COT); Eric McMahon, Assistant Fire Chief (COT)

Commissioner Sullivan called the meeting to order at 9:32 A.M.

The following items were taken out of order:

- 3) Establish an eligible list for one (1) year for Fire Captain, Exam #71884. Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 4) Establish an eligible list for one (1) year for Fire Lieutenant, Exam #71885. Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 1) Consider the minutes of the September 20, 2016 meeting. Chairperson Rauh is not present today to accept the minutes from September 20, 2016 Civil Service meeting. Commissioner Sullivan and Chairperson Rauh were the only Commissioners present at the September 20, 2016 Civil Service meeting and two signatures are required to accept the minutes from September 20, 2016 meeting. A motion was made to table the item by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 2) Establish an eligible list for four (4) years for Secretary I, Exam #1606. Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.

The Commission returned to the regular agenda.

- 5) Consider a change of title from Seasonal Equipment Operator to Equipment Operator. Executive Mahoney explained that the position may be held year round and can be filled on a seasonal basis by making a temporary appointment. It is not necessary for the title to reflect Seasonal. Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 6) Consider a revision to the job specification for Sewer Maintenance Person. Executive Mahoney explained that the revision for items # 6 & #7 are to remove the duties relating to the operation of heavy motor equipment. The reason for the removal of the previously required duties is to make the position more comparable to other positions within the class. Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 7) Consider a revision to the job specification for Water Maintenance Person. As explained in item #6 by Executive Secretary Mahoney, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 8) Consider an MSD-222 to establish a new position tentatively titled Senior Water Meter Service Person (COT). Executive Mahoney explained that the information provided to her by the department head was not sufficient enough to establish a new Senior Water Meter Service Person position. A motion was made to table the item by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 9) Consider a job specification tentatively titled Senior Water Meter Service Person (COT). Executive Mahoney further explained that because the information provided to her by the department head in item # 8 was not sufficient enough to establish a new Senior Water Meter Service Person position, a job

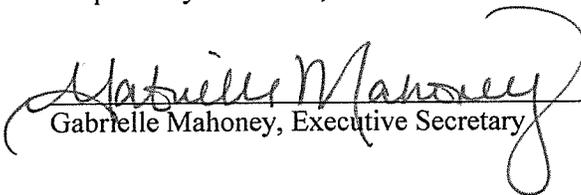
specification cannot be created. A motion was made to table the item by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.

- 10) Consider a revision to the job specification for Water Meter Service Person. Executive Secretary Mahoney requested that this item be tabled until more sufficient information is provided by the department head as mentioned in items #8 and #9 for the reason being that one of the proposed revisions to the Water Meter Service Person job specification is to indicate that the incumbent holding this position will be under direct supervision of the Senior Water Meter Service Person. Without the creation of the Senior Water Meter Service Person, the proposed revision is irrelevant. A motion was made to table the item by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 11) Consider an MSD-222A to add an additional position of Assistant Planner (COT). Executive Secretary Mahoney explained that the new position will be established in the Planning/CDBG Department, as requested by the Department Head. Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.

The next meeting is tentatively scheduled for Tuesday, November 15, 2016 at 9:30 A.M., in the Troy City Hall main conference room.

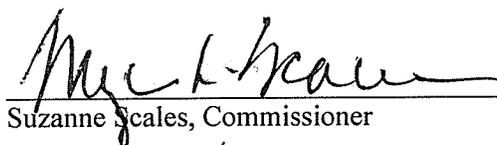
On a motion by Commissioner Sullivan, seconded by Commissioner Scales, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

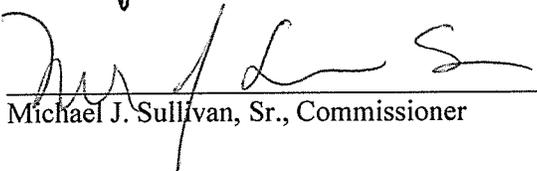


Gabrielle Mahoney, Executive Secretary

William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael J. Sullivan, Sr., Commissioner