

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting February 14, 2017

Present: Chairperson Rauh, Commissioner Sullivan, Commissioner Scales, Executive Secretary Mahoney

Guests: Marian Drozd (COT); Latasha Bosh (COT); Dorinda Ned (COT); Eric McMahon (COT)

Commissioner Rauh called the meeting to order at 9:39 A.M.

- 1) **Consider the minutes of the December 20, 2016 special meeting, previously tabled at the January 17, 2017 meeting.** Following review, a motion was made by Chairperson Rauh to accept the minutes, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 2) **Consider the minutes of the January 17, 2017 meeting.** Following review, a motion was made by Commissioner Sullivan to accept the minutes, seconded by Commissioner Scales, all voted in favor, 3-0.
- 3) **Establish an eligible list for four (4) years for Housing Compliance Clerk, (o.c.), Exam #67265.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rau, all voted in favor, 3-0.
- 4) **Establish an eligible list for four (4) years for Water Plant Operator, (prom.), Exam #75535.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 5) **Establish an eligible list for four (4) years for Water Plant Operator, (o.c.), Exam #66358.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 6) **Pursuant to Title B, Section 41-2, determine whether or not the title Corporation Counsel shall remain in the exempt classification.** Executive Secretary Mahoney stated that the position of Corporation Counsel has recently become vacant and a review of the position is necessary in accordance with Section 41 (2) of Civil Service Law to determine whether it is properly classified in the exempt class. Following discussion and review, a motion was made by Commissioner Scales for the title of Corporation Counsel to remain in the exempt class, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 7) **Review and approve the Troy Civil Service Commission Annual Report for 2016.** Executive Secretary Mahoney requested that this item be tabled and a special meeting be scheduled for review of the 2016 Annual Report. Secretary Mahoney stated that she needs more time to review the report with her staff before bringing it before the Commission. A motion was made by Commissioner Sullivan to table agenda item #7, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 8) **Consider an MSD-222A to establish one (1) additional Sr. Water Maintenance Person II position, two (2) additional Water Maintenance Person positions, and one (1) additional Laborer position (COT).** Executive Secretary Mahoney explained that the funding for the establishment of each new position listed was previously approved by the Legislative Body through the approval of the 2017 City of Troy Annual Budget. The MSD-222A's are being presented at the request of the appointing authority/department head in order to create the positions with Civil Service. A motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 9) **Consider an MSD-222A to establish an additional Senior Automotive Mechanic position (COT).** Executive Secretary Mahoney explained that there is recruiting difficulty for the position of Fire Equipment Mechanic. The appointing authority/department head is proposing the reclassification of the Fire

Equipment Mechanic position to Senior Automotive Mechanic. The duties of each position are similar in nature and there is an existing eligible list for Senior Automotive Mechanic that will be utilized for the appointment. A motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.

- 10) **Consider an MSD-222A to reclassify one (1) position from Laborer to Sanitation Person (COT).** Executive Secretary Mahoney explained that the appointing authority/department head requested a title change for one employee in the Department of Public Works to better fit the duties being performed (same salary amount, same jurisdictional class). In order to effect the change in title, the creation of one additional Sanitation Person position with Civil Service is necessary. A motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 11) **Consider an MSD-222 to establish a new position tentatively titled CDBG Supervisor.** Executive Secretary Mahoney explained that the funding for the establishment of a new position tentatively titled CDBG Supervisor was previously approved by the Legislative Body through the approval of the 2017 City of Troy Annual Budget. The MSD-222 is being presented at the request of the appointing authority/department head to create the position with Civil Service and to determine the appropriate title to be assigned. Following discussion and review, a motion was made by Commissioner Sullivan to create and assign the title of CDBG Supervisor to the new position, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 12) **Consider a new job specification tentatively titled CDBG Supervisor.** Commissioner Scales questioned why the minimum qualifications on the job specification were not identical to the minimum qualifications set forth on the MSD-222. Executive Secretary Mahoney explained that the MSD-222 is the new position duties statement completed by the appointing authority/department head, which includes the duties required of the position, in addition to proposed minimum qualifications. It is the Commission that ultimately sets the minimum qualifications of every position on the basis of the nature of the duties to be performed and on other positions within the class with comparable duties. Following review, a motion was made by Commissioner Scales to approve the job specification for CDBG Supervisor and to assign the minimum qualifications as presented, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 13) **Consider a revision to the job specification for Assistant Sanitation Foreperson.** Executive Secretary Mahoney stated that the revision proposed is the addition of a special requirement to possess a NYS Driver's License for duration of employment in the title. Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 14) **Consider a revision to the job specification for Building Maintenance Mechanic.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 15) **Consider a revision to the job specification for Building Maintenance Supervisor.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 16) **Consider a revision to the job specification for Electronic Technician.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 17) **Consider a revision to the job specification for Equipment Operator.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.

- 18) **Consider a revision to the job specification for Recreation Specialist.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 19) **Consider a revision to the job specification for Sanitation Foreperson.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 20) **Consider a revision to the job specification for Sign Maintenance Person.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 21) **Consider a revision to the job specification for Sign/Signal Maintenance Mechanic.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 22) **Consider a revision to the job specification for Supervisor of Equipment Repair.** Executive Secretary Mahoney stated that the revision proposed is the addition of the special requirement to possess a NYS Driver's License and a valid NYS Commercial Driver's License for duration of employment in the title. Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 23) **Consider a revision to the job specification for Traffic Control Supervisor.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 24) **Consider a revision to the job specification for Welder.** As explained in Item #13 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 25) **Consider a revision to the job specification for Working Foreperson.** As explained in Item #22 by Executive Secretary Mahoney, following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 26) **Review and approve the open competitive examination announcement for Human Resources Generalist before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 27) **Review and approve the open competitive examination announcement for Library Associate before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 28) **Review and approve the promotional examination announcement for Library Associate before officially released.** Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rau, all voted in favor, 3-0.
- 29) **Review and approve the open competitive examination announcement for Asset Manager before officially released.** Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 30) **Review and approve the open competitive examination announcement for Purchasing Manager before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.

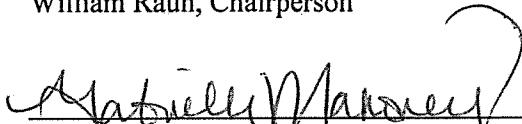
- 31) **Review and approve the open competitive examination announcement for Deputy Comptroller for Financial Operations before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.

The next meeting is tentatively scheduled for Tuesday, March 21, 2017 at 9:30 A.M., in the Troy City Hall main conference room.

On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, the meeting was adjourned at 10:18 a.m.

Respectfully submitted,

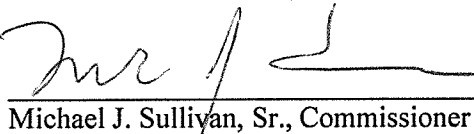
William Rauh, Chairperson



Gabrielle Mahoney, Executive Secretary



Suzanne Scales, Commissioner



Michael J. Sullivan, Sr., Commissioner