

TROY CIVIL SERVICE COMMISSION

Meeting Minutes

Tuesday, July 15, 2025

9:30 A.M.

Troy City Hall

433 River Street, Suite 5001

Troy, NY 12180

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Present: Chairperson Mike Sullivan, Commissioner Ellen Fogarty, Commissioner William Barhold and Executive Secretary Gabrielle Mahoney.

Absent: None.

Guests: Adrienne Waugh and Latasha Bosh

Chairperson Sullivan called the meeting to order at 9:34 A.M.

1. **Consider the minutes of the June 19, 2025, Special Meeting.** A motion was made by Commissioner Fogarty to approve the minutes of the June 19, 2025, Special Meeting, seconded by Commissioner Barhold, all voted in favor: 3-0.
2. **Consider the minutes of the June 25, 2025, Public Hearing.** A motion was made by Commissioner Fogarty to approve the minutes of the June 25, 2025, Public Hearing, seconded by Commissioner Barhold, all voted in favor: 3-0.
3. **Consider the minutes of the June 25, 2025, Special Meeting.** A motion was made by Commissioner Fogarty to approve the minutes of the June 25, 2025, Special Meeting, seconded by Commissioner Barhold, all voted in favor: 3-0.
4. **Consider a revision to the job specification for Police Officer.** A motion was made by Commissioner Fogarty to approve the job specification for Police Officer, seconded by Commissioner Barhold, all voted in favor: 3-0.
5. **Consider a revision to the job specification for Police Officer (Spanish Speaking).** A motion was made by Commissioner Fogarty to approve the job specification for Police Officer (Spanish Speaking), seconded by Commissioner Barhold, all voted in favor: 3-0.
6. **Review the open competitive exam announcement for Police Officer (Spanish Speaking), Exam #60036080.** A motion was made by Commissioner Fogarty to approve the open competitive exam announcement for Police Officer (Spanish Speaking), Exam #60036080, seconded by Commissioner Barhold, all voted in favor: 3-0.
7. **Review the open competitive exam announcement for Police Officer, Exam #60036040.** A motion was made by Commissioner Fogarty to approve the open

competitive exam announcement for Police Officer, Exam #60036040, seconded by Commissioner Barhold, all voted in favor: 3-0.

8. **Consider an MSD-222A to establish two (2) additional positions of Account Clerk, requested by the Troy Housing Authority, Appointing Authority.** A motion was made by Commissioner Fogarty to approve two (2) additional positions of Account Clerk, requested by the Troy Housing Authority, Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 3-0.
9. **Consider an MSD-222 to establish one (1) new position in the Finance Unit, Personnel Department, requested by the City of Troy Appointing Authority to be titled Senior Personnel Clerk.** A motion was made by Commissioner Fogarty to establish one (1) new position requested by the City of Troy Appointing Authority in the Finance Unit, Personnel Department, and classify the position as Senior Personnel Clerk, seconded by Commissioner Barhold, all voted in favor: 3-0.
10. **Consider a job specification for Senior Personnel Clerk.** A motion was made by Commissioner Fogarty to approve the job specification for Senior Personnel Clerk, seconded by Commissioner Barhold, all voted in favor: 3-0.
11. **Consider an MSD-222 to establish one (1) new position in the Finance Unit, Comptrollers Department, requested by the City of Troy Appointing Authority to be titled Director of Finance and Human Resources.**

Discussion: Adrienne Waugh asked why a duty is listed specifically to THA on the job specification attached to the MSD-222. Gabrielle Mahoney explained that the MSD-222 is for the Commission to review and classify a position. The MSD-222 is reviewed, and the Commission determines if there is an existing classification (also referred to as job specification) that is appropriate for the position described. In this case, the existing classification of Director of Finance and Human Resources is found to be appropriate. It was also explained that it is not uncommon, and this would be one of several instances that a classification is used by various appointing authorities under the jurisdiction of the Troy Civil Service Commission.

Adrienne Waugh commented that as a CSEA representative, she has concerns about there being a position in charge of Human Resources and that oversees staff because if a complaint is filed, it would be difficult for this person to investigate the complaint if it is from an employee they oversee. Gabrielle Mahoney explained that the City Comptroller currently is the head of Finance and Personnel/Human Resources, and this would not differ from that, nor would that change.

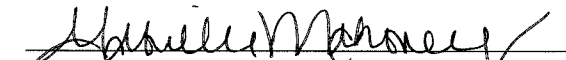
Adrienne Waugh asked if the position of Director of Finance and Human Resources is going to be a tested position. Gabrielle Mahoney explained that it is indeed a competitive position for which a Civil Service exam is required. It was also explained that there is an existing eligible list for the title. Ms. Waugh asked when the test was given. Ms. Mahoney informed her a test was given approximately a couple of years ago.

A motion was made by Commissioner Fogarty to establish one (1) new position requested by the City of Troy Appointing Authority in the Finance Unit, Comptrollers Department, and classify the position as Director of Finance and Human Resources, seconded by Commissioner Barhold, all voted in favor: 3-0.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:45 A.M., seconded by Commissioner Fogarty, all voted in favor: 3-0.

The next regular meeting is tentatively scheduled for Tuesday, August 19, 2025, at 9:30 A.M.


Respectfully submitted,




Gabrielle Mahoney, Executive Secretary



Mike Sullivan, Chairperson



Ellen Fogarty, Commissioner



William Barhold, Commissioner