

# TROY MUNICIPAL CIVIL SERVICE COMMISSION

## Minutes of Meeting

April 25, 2017

Personnel/Civil Service Office

Troy City Hall

433 River Street (Hedley Building), Suite 5001

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

**Guests:** Irene Sorriento (COT)

Chairperson Rauh called the meeting to order at 9:25 A.M.

- 1) **Consider the minutes of the March 7, 2017 special meeting, previously tabled at the 3/21/2017 meeting.** Following review, a motion was made by Commissioner Sullivan to accept the minutes, seconded Chairperson Rauh, all voted in favor, 3-0.
- 2) **Consider the minutes of the March 21, 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) **Review and revise the eligible list for Police Officer Exam # 61045 to correct two (2) candidates' scores due to a clerical error.** Following review, a motion was made by Commissioner Scales to revise the eligible list for Police Officer Exam #61045, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 4) **Establish an eligible list for four (4) years for Confidential Assistant (Troy Housing Authority), Exam #65411.** A motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor to establish the Confidential Assistant (Troy Housing Authority), Exam #65411 eligible list for four (4) years, 3-0.
- 5) **Establish an eligible list for four (4) years for Senior Automotive Mechanic (o.c.), Exam #66364.** A motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor to establish the Senior Automotive Mechanic (o.c.), Exam #66364 eligible list for four (4) years, 3-0.
- 6) **Consider amending the Commissions procedure concerning the proficiency and agility test policy.** Executive Secretary Mahoney explained that the procedures outlined in the current policy do not provide enough guidance on how to address a "no show" to the performance and/or agility portion of an examination in relation to the candidate's standing on the eligible list. The policy amendment includes a fixed minimum number of days notification that shall be afforded to each candidate of the scheduled performance and/or agility test, in addition to written guidelines on how to manage a situation when a candidate fails to appear for the performance and/or agility portion of the examination. Following discussion, a motion was made by Commissioner Sullivan to amend the procedure concerning the Troy Civil Service Performance / Agility Test Policy, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 7) **Consider a revision to the job specification for Title Searcher.** Executive Secretary Mahoney explained that the proposed modification to the job specification is necessary to appropriately

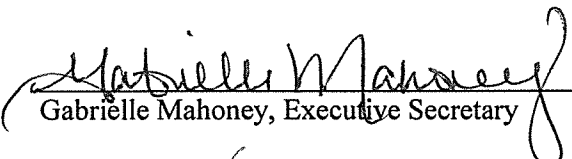
assign the Title Searcher from performing work under the direct supervision of the City Assessor to performing work under the direct supervision of the Corporation Counsel. Following review, a motion was made by Commissioner Sullivan to revise the job specification for Title Searcher, seconded by Commissioner Scales, all voted in favor, 3-0.


- 8) **Consider the resolution for amendment to the Troy Civil Service Rules, Appendix A with the addition of Exempt title: Commissioner of General Services.** The resolution was presented at the Commission's Public Hearing immediately preceding the regularly scheduled meeting. On a motion by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 9) **Consider the resolution for amendment to the Troy Civil Service Rules, Appendix B with the addition of Non-Competitive title: Equipment Operators.** The resolution was presented at the Commission's Public Hearing immediately preceding the regularly scheduled meeting. On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 10) **Consider the resolution for amendment to the Troy Civil Service Rules, Appendix B with the addition of Non-Competitive title: Dewatering Facility Service Persons.** The resolution was presented at the Commission's Public Hearing immediately preceding the regularly scheduled meeting. On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.

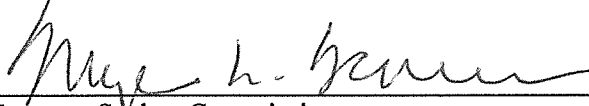
The next meeting is tentatively scheduled for Tuesday, May 16, 2017 at 9:30 A.M., in the Troy City Hall main conference room.


On a motion by Commissioner Sullivan, seconded by Commissioner Scales, the meeting was adjourned at 9:50 A.M.

Respectfully submitted,

  
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Gabrielle Mahoney, Executive Secretary

  
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William Rauh, Chairperson

  
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Suzanne Scales, Commissioner

  
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Michael J. Sullivan, Sr., Commissioner