

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting

May 16, 2017

Personnel/Civil Service Office

Troy City Hall

433 River Street (Hedley Building), Suite 5001

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

Guests: None

Chairperson Rauh called the meeting to order at 9:33 A.M.

- 1) **Consider the minutes of the April 25, 2017 Public Hearing.** Following review, a motion was made by Commissioner Scales to accept the minutes, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 2) **Consider the minutes of the April 25, 2017 meeting.** Following review, a motion was made by Commissioner Scales to accept the minutes, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 3) **Establish an eligible list for four (4) years for Deputy Fire Chief, Exam #76725.** A motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor to establish the Deputy Fire Chief, Exam #76725 eligible list for four (4) years, 3-0.
- 4) **Consider a revision to the job specification for Assistant Planner.** Executive Secretary Mahoney explained that the proposed revision to the Assistant Planner job specification is to expand the minimum qualifications to qualify candidates who possess an Associate's degree level accompanied with 2 years of experience in the specific fields listed, as an alternative qualification measure to the already established Bachelor's degree level required. The proposed revision was reviewed with other titles in the promotional field and was determined suitable. Following discussion, a motion was made by Commissioner Sullivan to approve the revision to the job specification for Assistant Planner, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 5) **Consider an amendment to the job specification, by adding the special requirement of possessing a valid NYS driver's license, and maintaining such throughout duration of employment for the following titles:**
 - Assistant Supervising Water Plant Operator
 - Assistant Water Plant Operator
 - Assistant Water Plant Operator/Trainee
 - Maintenance Manager
 - Project Supervisor
 - Senior Water Laboratory Technician
 - Senior Water Plant Operator
 - Sewer Maintenance Supervisor
 - Superintendent of Public Utilities
 - Water and Sewer Maintenance Supervisor
 - Water Laboratory Technician

**Water Plant Maintenance Supervisor
Water Plant Operator**

Following review, a motion was made by Commissioner Sullivan to approve the revision to the job specification for each of the listed titles, seconded by Chairperson Rauh, all voted in favor, 3-0.

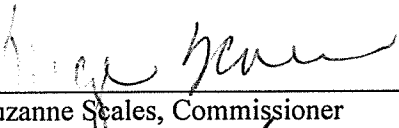
The next meeting is tentatively scheduled for Tuesday, June 20, 2017 at 9:30 A.M., in the Troy City Hall main conference room.

On a motion by Chairperson Rauh, seconded by Commissioner Sullivan, the meeting was adjourned at 9:43 A.M.

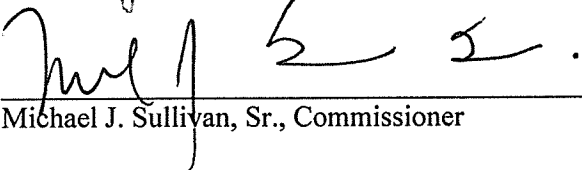
Respectfully submitted,

Gabrielle Mahoney, Executive Secretary

William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael J. Sullivan, Sr., Commissioner