

TROY MUNICIPAL CIVIL SERVICE COMMISSION
Minutes of Meeting
July 18, 2017
Personnel/Civil Service Office
Troy City Hall
433 River Street (Hedley Building), Suite 5001

Present: Chairperson Rauh, Commissioner Scales, Selena Skiba

Guests: William French (COT)

Chairperson Rauh called the meeting to order at 9:44 A.M.

- 1) **Consider the minutes of the June 20, 2017 meeting.** Commissioner Rauh could not attend the June 20, 2017 meeting, so he could not vote on this item and this item was tabled until Commissioner Sullivan returns.
- 2) **Consider a revision to the job specification for Police Matron.** Selena Skiba explained the changes to the job specification were highlighted and the original was attached. Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 3) **Review and approve the open competitive exam announcement for Secretary I before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 4) **Review and approve the open competitive exam announcement for Librarian I (Youth Services) before officially released.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 5) **Establish an eligible list for four (4) years for Deputy Comptroller for Financial Operations, Exam #64163.** Following review, a motion was made by Chairperson Rauh, seconded by Commissioner Scales, all voted in favor 2-0.
- 6) **Establish an eligible list for four (4) years for Asset Manager, Exam #61412.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 7) **Establish an eligible list for four (4) years for Library Associate (prom.), Exam #76468.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.

- 8) **Establish an eligible list for four (4) years for Library Associate (o.c.), Exam #65165.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 9) **Establish an eligible list for four (4) years for Purchasing Manager, Exam #61181.** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.

The next meeting is tentatively scheduled for Tuesday, August 15, 2017 at 9:30 A.M., in the Troy City Hall main conference room.

On a motion by Chairperson Rauh, seconded by Commissioner Scales, the meeting was adjourned at 9:56 A.M. .

Respectfully submitted,

Gabrielle Mahoney, Executive Secretary



William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael Sullivan, Commissioner