

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting

Tuesday, February 20, 2018

Personnel/Civil Service Office

Troy City Hall

433 River Street (Hedley Building), Suite 5001

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

Guests: None

Chairperson Rauh called the meeting to order at 9:30 A.M.

1. **Consider the minutes of the January 3, 2018 special meeting, previously tabled at the January 16, 2018 meeting.** A motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 2-0 (1 absent).
2. **Consider the minutes of the January 16, 2018 meeting.** Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0 (1 absent).
3. **Establish an eligible list for four (4) years for Chief Engineering Aide, Exam #62261.** Following review, a motion was made to establish the eligible list for four (4) years for Chief Engineering Aide, Exam #62261 by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
4. **Establish an eligible list for four (4) years for Engineering Aide, Exam #63514.** Following review, a motion was made to establish the eligible list for four (4) years for Engineering Aide, Exam #63514 by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
5. **Establish an eligible list for four (4) years for Attendance Aide, Exam #1801.** Following review, a motion was made to establish the eligible list for four (4) years for Attendance Aide, Exam #1801 by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
6. **Consider an MSD-222A to establish one (1) additional position of Senior Building Maintenance Person (THA).** Following review, a motion was made to establish one (1) additional position of Senior Building Maintenance Person (THA) by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
7. **Consider an MSD-222 to establish a new position requested by appointing authority to be titled Tenant Relations Supervisor (THA).** Following review, a motion was made to establish a new position and title as Tenant Relations Supervisor by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
8. **Consider an MSD-222 to establish a new position requested by appointing authority to be titled Tax Credit and Administrative Housing Compliance Coordinator (THA).** Following review, a motion was made to establish a new position and title as Tax Credit and Administrative

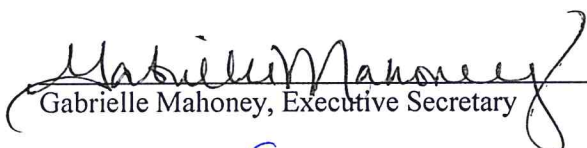
Housing Compliance Coordinator by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.

9. **Consider a new job specification requested by appointing authority to be titled Tax Credit and Administrative Housing Compliance Coordinator (THA).** Following review, a motion was made to establish a new job specification and title as Tax Credit and Administrative Housing Compliance Coordinator by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
10. **Consider a request from the Troy Housing Authority to reclassify the Senior Asset Manager position to Asset Manager.** Executive Secretary corrected that the item should state "one" Senior Asset Manager position to Asset Manager. A motion was made to reclassify one (1) Senior Asset Manager position to Asset Manager by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
11. **Consider a request from the Troy Housing Authority for reinstatement of an employee to the Tenant Relations Supervisor position.** Following review, a motion was made for reinstatement of an employee to the Tenant Relations Supervisor position by Commissioner Sullivan, seconded by Commissioner Chairperson Rauh, all voted in favor, 3-0.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:50 A.M., seconded by Chairperson Rauh, all voted in favor, 3-0.

The next meeting is tentatively scheduled for Tuesday, March 20, 2018 at 9:30 A.M.

Respectfully submitted,



Gabrielle Mahoney, Executive Secretary



William Rauh, Chairperson



Suzanne Scales, Commissioner

Michael Sullivan, Commissioner