

TROY MUNICIPAL CIVIL SERVICE COMMISSION
Minutes of Meeting
Tuesday, May 15, 2018
Personnel/Civil Service Office
Troy City Hall
433 River Street (Hedley Building), Suite 5001

Present: Commissioner Sullivan, Commissioner Scales, Executive Secretary Mahoney
Guests: Bill Wangler, Bill French

Commissioner Sullivan called the meeting to order at 9:30 A.M.

1. **Consider the minutes of the March 20, 2018 meeting, previously tabled at the April 24, 2018 meeting.** Two signatures are required to accept the Civil Service meeting minutes. Chairperson Rauh is not present today to accept the minutes from the March 20, 2018 meeting. Commissioner Sullivan recused himself from the vote because he was not present for the March 20, 2018 meeting. Commissioner Scales is the sole Commission member present today who is able to cast a vote on the agenda item. A motion was made by Commissioner Scales to table agenda item #1, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

2. **Consider the minutes of the April 24, 2018 meeting.** Two signatures are required to accept the Civil Service meeting minutes. Chairperson Rauh is not present today to accept the minutes from the April 24, 2018 meeting. Commissioner Scales recused herself from the vote because she was not present for the April 24, 2018 meeting. Commissioner Sullivan is the sole Commission member present today who is able to cast a vote on the agenda item. A motion was made by Commissioner Sullivan to table agenda item #1, seconded by Commissioner Scales, all voted in favor: 2-0, 1 absent.

3. **Establish an eligible list for four (4) years for Executive Secretary (open competitive) Exam #63352.** . Following review, a motion was made by Commissioner Scales to establish the eligible list specified in agenda item #3, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

4. **Establish an eligible list for four (4) years for Security Guard (Troy Public Library) (open competitive) Exam #67551.** Following review, a motion was made by Commissioner Scales to establish the eligible list specified in agenda item #4, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

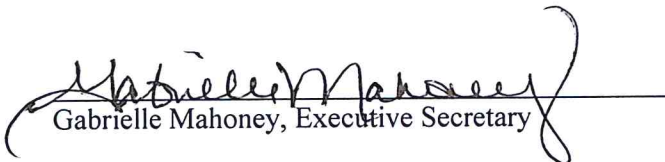
5. **Consider a revision to the job specification for Administrative Assistant.** Guest Bill French questioned why the job specification was being revised. Commissioner Scales explained that the revision proposed in the minimum qualifications to the job specification for Administrative Assistant is for the purpose of clean up. The minimum qualifications must follow the guidance provided by NYS Civil Service, which is to make the education plus experience for each level (a, or b, or c, etc.) total the same number of years. The supervisory requirement, however, should remain consistent for each level. Following discussion, a motion was made by Commissioner Scales to revise the job specification for Administrative Assistant, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

6. **Consider a revision to the job specification for Assistant Operations Manager.** Following review, a motion was made by Commissioner Scales to approve the proposed revisions to the job specification for Assistant Operations Manager, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.
7. **Consider a revision to the job specification for Water Plant Equipment Maintenance Mechanic.** Following review, a motion was made by Commissioner Scales to approve the proposed revisions to the job specification for Water Plant Equipment Maintenance Mechanic, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.
8. **Consider a revision to the job specification for Water Plant Instrument Technician.** Following review, a motion was made by Commissioner Scales to approve the proposed revisions to the job specification for Water Plant Instrument Technician, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.
9. **Consider an MSD-222A for establishing one (1) additional Assistant Planner position (COT).** A motion was made by Commissioner Scales to establish one additional Assistant Planner position, seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:55 A.M., seconded by Commissioner Sullivan, all voted in favor: 2-0, 1 absent.

The next meeting is tentatively scheduled for Tuesday, June 19, 2018 at 9:30 A.M.

Respectfully submitted,



Gabrielle Mahoney, Executive Secretary

(Absent on 05/15/2018)

William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael Sullivan, Commissioner