

TROY CIVIL SERVICE COMMISSION

Meeting Minutes

Tuesday, April 19, 2022

9:30 A.M.

Troy City Hall

433 River Street, Suite 5001

Troy, NY 12180

Present: Chairperson Mike Sullivan, Commissioner William Barhold, Executive Secretary Gabrielle Mahoney.

Absent: Commissioner Fogarty

Chairperson Sullivan called the meeting to order at 9:36 A.M.

1. **Consider the minutes of the March 4, 2022 special meeting.** Following review, a motion was made by Commissioner Sullivan to approve the minutes of the March 4, 2022 special meeting, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
2. **Consider an MSD-222A to establish one (1) additional position of Secretary I for the Troy School District Appointing Authority.** Following review, a motion was made by Commissioner Sullivan to establish one (1) additional position of Secretary I for the Troy School District Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
3. **Consider an MSD-222A to establish one (1) additional position of Typist (part-time) for the Troy School District Appointing Authority.** Following review, a motion was made by Commissioner Sullivan to establish one (1) additional position of Typist (part-time) for the Troy School District Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
4. **Consider an MSD-222 to establish one (1) new position in the Finance Unit, requested by the City of Troy Appointing Authority to be titled Senior Account Clerk.** Following review, a motion was made by Commissioner Sullivan to establish one (1) new position of Senior Account Clerk for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
5. **Consider an MSD-222 to reclassify one (1) Junior Administrative Assistant position to one (1) GIS Technician for the City of Troy Appointing Authority, Public Utilities Unit.** Following review, a motion was made by Commissioner Sullivan to reclassify one (1) position of Junior Administrative Assistant position to one (1) GIS Technician for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
6. **Consider an MSD-222 to reclassify one (1) Code Inspector to one (1) Assistant Code Inspector for the City of Troy Appointing Authority, General Services Unit.** Following review, a motion was made by Commissioner Sullivan to reclassify one (1) position of Code Inspector to one (1) Assistant Code Inspector for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.
7. **Establish an open competitive eligible list for four (4) years for Family Self Sufficiency Coordinator, Exam #63648.** Following review, a motion was made by Commissioner Sullivan to establish the open competitive eligible list for four (4) years for Family Self Sufficiency

Coordinator, Exam #63648, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.

8. Establish a promotional eligible list for four (4) years for Fire Chief, Exam #77162.

Following review, a motion was made by Commissioner Sullivan to establish the promotional eligible list for four (4) years for Fire Chief, Exam #77162, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.

9. Establish a promotional eligible list for four (4) years for Deputy Fire Chief, Exam #74332.

Following review, a motion was made by Commissioner Sullivan to establish the promotional eligible list for four (4) years for Deputy Fire Chief, Exam #74332, seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.

10. Consider a revision to the job specification for School Monitor for the Troy School District Appointing Authority.

Following review, a motion was made by Commissioner Sullivan to revise the job specification for School Monitor (TSD), seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.

11. Review the promotional exam announcement for Police Sergeant, Exam #75883.

Following review, a motion was made by Commissioner Sullivan to approve the promotional exam announcement for Police Sergeant, Exam #75883, seconded by Commissioner Barhold, all voted in favor: all voted in favor: 2-0, 1-absent.

12. Review the promotional exam announcement for Executive Secretary, Exam #75147.

Following review, a motion was made by Commissioner Sullivan to approve the promotional exam announcement for Executive Secretary, Exam #75147, seconded by Commissioner Barhold, all voted in favor: all voted in favor: 2-0, 1-absent.

13. Review the open competitive exam announcement for Executive Secretary, Exam #67755.

Following review, a motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Executive Secretary, Exam #67755, seconded by Commissioner Barhold, all voted in favor: all voted in favor: 2-0, 1-absent.

14. Review and approve or disapprove a lateral transfer request received from the Troy Police Department for one (1) Police Officer from the Town of East Greenbush. (COT)

Following review, a motion was made by Commissioner Sullivan to approve the lateral transfer request received from the Troy Police Department for one (1) Police Officer from the Town of East Greenbush Police Department (COT), seconded by Commissioner Barhold, all voted in favor: 2-0, 1-absent.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:48 A.M., seconded by Commissioner Barhold all voted in favor: 2-0, 1-absent.

The next meeting is tentatively scheduled for May 17, 2022 at 9:30 A.M.

Respectfully submitted,

Gabrielle Mahoney, Executive Secretary

Mike Sullivan, Commissioner

Absent

Ellen Fogarty, Commissioner

William Barhold, Commissioner