

RENSSELAER COUNTY CIVIL SERVICE COMMISSION

April 26, 2022 MEETING MINUTES

Date: Tuesday, April 26, 2022

Time: 2:00 PM

Location: Third Floor Conference Room, Rensselaer County Government Center,
1600 Seventh Avenue, Troy, NY

Notice: In accordance with Public Officers Law Section 104

ATTENDEES: Thomas King, Commissioner and Chairperson
Al Spain, Commissioner
Brian Eastman, Commissioner (present by phone)
Carl J. Kempf III, Commission Secretary
Tracy DuShane, Director of Civil Service
Karlee Bolaños, Esq. of Bolaños & Lowe (present by phone)

I. CALL TO ORDER

As Commissioner B. Eastman attended the meeting by phone, Commissioner B. Eastman did not cast his vote during the meeting on any matter on which the Commissioners took formal action.

Commissioner and Chairperson T. King called the meeting to order at 2:01 p.m.

I. APPROVAL OF March 29, 2022 MEETING MINUTES

With no exception taken, the minutes as presented were approved.

II. CIVIL SERVICE OFFICE REPORT OF APPOINTMENTS

Commissioners T. King, A. Spain, and B. Eastman reviewed the following appointments as presented by the Commission Secretary and Director of Civil Service. No further action by the Commissioners required.

- **Permanent Appointments into the Competitive Class:**

Name	Title	Agency/Dept.	Date
Carrie Kane	Police Officer	Town of Schodack	03/29/2022
Wally Lodin	Police Officer	Town of Schodack	03/29/2022

- **Probationary Appointments into the Competitive Class:**

Name	Title	Agency/Dept.	Date
Ashley Paul	Public Health Tech	Health	03/07/2022
Thomas J. King	Building Inspector	Town of Schodack	02/22/2022
Josh Briggs	Tax Map Tech I	Tax Services	05/02/2022

- **Provisional Appointments in the Competitive Class:**

Name	Title	Agency/Dept.	Date
Mark Herrington	Sergeant	Town of East Greenbush	03/23/2022
Michael Herrington	Sergeant	Town of East Greenbush	03/23/2022
Diane Harris	Account Clerk Typist	EGCSD	04/04/2022

Nora Film	Caseworker Trainee	DSS	04/04/2022
Christian Passaro	Caseworker Trainee	DSS	04/04/2022
William Matthews	Support Investigator	DSS	04/04/2022
Elizabeth Roscoe	Sr. Account Clerk	DSS	04/04/2022
Victoria Tuck	Caseworker Trainee	DSS	04/04/2022
Courtney Reiter	Support Investigator	DSS	04/04/2022
Taralynn Bouziri	Clerk	DSS	04/04/2022
Kayla Rifenburg	Caseworker Trainee	DSS	04/04/2022
Alexander Cioffi	Micro Computer Technician	APCSD	04/08/2022
Daniel Gitto	Public Health Opioid Analyst	Public Health	04/18/2022
James Daus	Data Analysis Coordinator I	HVCC	04/20/2022

- **Permanent Appointments into Non-Competitive Class:**

Name	Title	Agency/Dept.	Date
Kaila Foley	LPN	Lansingburgh SCD	03/31/2022
Jonathan Goebel	Leg. Enforcement Officer	Legislature	04/04/2022
Jose Martinez, Jr.	Confidential Assistant to the Police Chief	Town of Schodack	04/04/2022
Dawn Hamel	LPN	Lansingburgh CSD	04/15/2022
Lauren Bush	Teacher Aide	Lansingburgh CSD	03/28/2022

Sheila Waterbury	Information Processing Specialist	HVCC	11/05/2021
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- **Probationary Appointments into the Non-Competitive Class:**

Name	Title	Agency/Dept.	Date
Corey Mestoik	Registered Professional Nurse	EGSCD	04/04/2022
Steven Davis	Lead Risk Assessor	Health	04/04/2022
Daniel Gitto	Public Health Opioid Analyst	Health	04/04/2022
Krystyn Donnelly	Bus Monitor	APCSD	02/28/2022
Bethany Melendez	Custodial Worker	APCSD	03/28/2022
Matthew Kunz	Custodial Worker	APCSD	03/25/2022

- **Appointments into the Exempt Class:**

Name	Title	Agency/Dept.	Date
Tracy L. DuShane	Director of Civil Service	Civil Service Commission	02/22/2022
Amy Hughes Keegan	Contracts and Legal Affairs Manager	County Attorney	01/10/2022
Henry Bauer	Assigned Counsel Administrator/Data Officer	County Attorney	01/10/2022

- **Appointments into the Labor:**

Name	Title	Agency/Dept.	Date
Martin Poole	MEOH	City of Rensselaer	12/20/2021
Justin Matthews	Laborer (Sanitation)	City of Rensselaer	02/14/2022
Kyle Mercer	Food Service Helper	VRM	02/21/2022
Jeremy Haberland	MEOL	Rensselaer County Highway	02/28/2022
Brandon Northrup	Laborer (Cleaner)	City of Rensselaer	03/07/2022
Olizia Menendex	Custodial Worker	HVCC	03/28/2022

III. CIVIL SERVICE OFFICE REPORT OF EXAMS

Commissioners T. King, A. Spain, and B. Eastman reviewed the following report of exams as presented by the Commission Secretary and Director of Civil Service. No further action by the Commissioners required.

- **Completed**

- None

- **Scheduled**

- Correctional Officer (OC) 66-455
 - June 26, 2022
- Police Officer/Deputy Sheriff (OC) 66-470 to be given in
 - September 2022

IV. ESTABLISHMENT OF ELIGIBLE LISTS:

With no exception taken, the following lists as presented were approved.

- Mental Health Care Coordinator I (OC) 64-304
- Mental Health Care Coordinator I (PROM) 72-826
- Mental Health Care Coordinator II (OC) 64-313
- Mental Health Care Coordinator II (PROM) 72-840
- Mental Health Care Coordinator III (OC) 64-455
- Corrections Officer (OC) 61-004
- Data Analysis Coordinator I (OC) 62-075

VII. CREATION OF NEW JOB SPECIFICATIONS:

With no exceptions taken, the following job specifications as presented were approved.

Title	Agency/Dept.
Information Processing Specialist	HVCC
Records Management Officer	County Clerk
Assistant Transportation Supervisor	EGCSD

VIII. JOB RECLASSIFICATION REQUESTS:

With no exceptions taken, the following requests as presented were approved.

Title	Agency/Dept.
Confidential Assistant to the Police Chief	Town of Schodack
Accountant	City of Rensselaer
SED Title: Administrator of Transportation Services	EGCSD

Grant Coordinator	Public Safety
Legislative Enforcement Officer	Legislature
SED Title: School Business Official	Berlin CSD

IX. OLD BUSINESS

- o None

X. NEW BUSINESS

- Request for second Agility exam for Police Officer/Deputy Sheriff exam (September 2021 exam candidates).

Commissioners T. King, A. Spain and B. Eastman reviewed the request within the letter, dated April 8, 2022, from the North Greenbush Police Department to the Commissioners.

After discussion, the Secretary for the Commission and the Director of Civil Service will work with Ms. Bolanos to notify the following candidates that, based on the extraordinary, specific and unique concerns set forth in the request, the Commission will hold a second agility exam:

- Those who failed the agility in February 2022
- Those with a medical exemptions for the agility in February 2022
- Those with military orders for the agility in February 2022

The intent of holding a second agility exam is to address only the specific request received and is non-binding on the Commission with respect to future exams.

XI. ADJOURNMENT

Commissioner and Chairperson T. King adjourned the meeting at 2:42 p.m.

No Executive Session

Next regularly scheduled meeting is Tuesday, May 31st, 2022 at 2:00 PM