

**CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
REGULAR MEETING
City council chambers
thursday, September 15, 2016
MINUTES**

PRESENT: elio delsette, chairperson
robert mains, commissioner
mark cacoza, COMMISSIONER

Chief of police Gregory veitch
Fire chief robert Williams
Assistant city attorney Anthony izzo

CHAIRPERSON DELSETTE CALLED THE MEETING TO ORDER AT 9:30am.

Chairperson DelSette opened the public speaking session at 9:30am There being no one wishing to speak, Chairperson DelSette closed the public speaking session at 9:31am.

PUBLIC SAFETY: Police Chief Gregory Veitch appeared before the Commission to request the Commission consider allowing the Department of Public Safety hire a lateral transfer for the position of Public Safety Dispatcher. The Chief acknowledged that it was the policy of the Civil Service Commission to deny any transfer requests when an examination has been announced and/or administered.

However, at the present time the Police Department is experiencing a shortage of Public Safety Dispatchers; currently down two dispatchers with another to retire in April. A lateral transfer will allow the department to place an experienced dispatcher in place while they begin the process of background checks and training. The Chief is only interested in one lateral transfer; the other vacancies will be selected from the eligible list resulting from the September examination.

The secretary explained that the Public Safety Dispatcher examination is a three part examination: audio, written, and then typing performance representing job related information that would be received and entered into a computer system. The audio and the written portions have been administered. The typing performance will be administered to those who have passed the audio/written exam. Testing of approximately 20 candidates is time consuming as there are only two computers available in which to conduct the testing.

The secretary also explained that the State has been taking approximately three months to send out the grade results; it could take approximately a month to administer the performance test and adopt the eligible list. Taking into consideration the upcoming holiday(s), establishment of the eligible list could be on the January 2017 Civil Service Commission meeting agenda.

Police Chief Veitch informed the Commissioner that there is a minimum staffing for Public Safety Dispatchers of two (2) per shift; and the dispatch center is operational 24/7. The vacancies are causing the dispatchers to work extra shift(s) which is a "safety" issue due to the length of coverage necessary. Besides the additional cost for the overtime it is not a good situation to place the employees.

Commissioner Cacoza made a motion to modify the policy to accommodate the emergency situation currently being experienced in the Public Safety Dispatcher unit of the Police Department. Seconded by Commissioner Mains. Ayes all.

Fire Chief Robert Williams addressed the Commission regarding the new task oriented agility test – Task Oriented Skills Assessment. The Chief explained that there are 8 stations all related to the task that a Firefighter would be required to perform: dragging a hose; raising/lowering ladder; forcible entry; confined space; rescue, breaking through a ceiling, etc. Each candidate was accompanied by a Firefighter throughout the testing to assist if necessary, ensure the safety of the candidate, and to evaluate the candidates' body form while performing each task.

The only adjustment the Chief would recommend would be to lessen the time between skills. Each candidate completed the tasks well within the time allotment and only one candidate used the rest period between skills.

MAYOR: The secretary explained that the Deputy Mayor and the Zoning & Building Inspector evaluated the positions within the Building Department. They determined that it would be more efficient if the department eliminated one Assistant Building Inspector and re-activated the Assistant Building & Construction Inspector. The Assistant Building & Construction Inspector position would better meet the needs of the department, open up the candidate pool and also provide an additional career step. The entry-level position would be the Zoning & Building Technician; then the Assistant Building & Construction Inspector; Assistant Building Inspector and the Zoning & Building Inspector as the Department Head. Each position would gradually increase in educational requirements and work experience.

Commissioner Mains made a motion to approve the proposed revisions to the Zoning and Building Technician job specification as requested by the Mayor's Department. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve the proposed revisions to the Assistant Building & Construction Inspector job specification as requested by the Mayor's Department. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the proposed revisions to the Assistant Building Inspector job specification as requested by the Mayor's Department. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the proposed revisions to the Zoning & Building Inspector job specification as requested by the Mayor's Department. Seconded by Commissioner Cacoza. Ayes all.

The Commission reviewed the information regarding the Communication Clerk position. This position is located in the Mayor's office and has taken on additional clerical duties. The Mayor has requested the Civil Service Commission consider adding these additional duties to the Communication Clerk job specifications:

- Review and verify Mayor department vouchers for accuracy;**
- Prepare budget transfers;**
- Receives, reviews, and submits department time sheets;**
- Schedules Deputy Mayor's appointments and places the appointments on the calendar;**
- Types memos and/or letters under the supervision of the Deputy Mayor;**
- Acts as Novis system back up.**

Commissioner Mains made a motion to revise the Communication Clerk job specification to include the duties requested by the Mayor and being performed by the incumbent. Seconded by Commissioner Cacoza. Ayes all.

PUBLIC SAFETY: The Commission discussed the new position duty statement for a proposed position in the Code office in the Department of Public Safety. Commission has a few questions, therefore, decided to table this review until the October meeting.

Commissioner Cacoza made a motion to table the review of the new position duty statement, approval of job title and job specification until the October Commission meeting. Seconded by Commissioner Mains. Ayes all.

The secretary explained to the Commission that the long standing Identification Clerk position in the Department of Public Safety located in the Police Department has evolved into being responsible for records management; inventory, computer software supervisor; etc. Due to the changes in the duties/responsibilities, the Commissioner is requesting a re-classification of the position.

Commissioner Mains made a motion to approve the reclassification of the Identification Clerk to Police Department Records Management Clerk. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Mains made a motion to approve the following temporary appointment the Vehicle Traffic Controller summer program effective August 20, 2016 until September 8, 2016. Seconded by Commissioner Cacoza. Ayes all.

Julie Chaves Cameron Smith

Commissioner Cacoza made a motion to approve the following Non-Competitive appointments to the position of School Crossing Guard effective September 7, 2016 until June 29, 2017. Seconded by Commissioner Mains. Ayes all.

Linda Cocco	Susan Dockrell	Cassandra Fuller	James Haley	Thomas Humes	Kathleen Kelly
Sandra Lacy	Eithne Lerman	Robert Lloyd	Richard Robischon	Luis Ruiz	
Janice Starteri	Robert Stiles	John Stowell	Paul Swiers	Barbara Whelan	

PUBLIC WORKS: Commissioner Cacoza made a motion to confirm the Labor Class appointment of Nicholas Kearney to the position of Laborer effective August 16, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to confirm the Labor Class appointment of Zachary Nappi to the position of Laborer effective August 22, 2016. Seconded by Commissioner Mains. Ayes all.

RECREATION: Commissioner Mains made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Cacoza. Ayes all. Effective

Keith Griffin	Sports Program Coordinator	September 14 2016
Sawyer Kingsley	Recreation Leader	September 6, 2016
Daniel Winters	Recreation Leader	September 6, 2016
Richard Schrade	Youth Parker Supervisor	August 20, 2016

SCHOOL DISTRICT: The secretary informed the Commission that in spite of there being an eligible list(s), candidates are either not returning canvass letters or are not interested due to location or salary which has resulted in a number of Provisional appointments. The secretary has spoken to the Human Resources Director at the School District about to the number refusals due to location; is there a problem which needs to be addressed?

Commissioner Cacoza mad a motion to approve the Provisional appointment of Kristina Derlinga to the position of Senior Typist effective August 26, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Linda Ferguson to the position of Account Clerk effective August 26, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve the Provisional appointment of Tracy Hogben to the position of Clerk effective September 6, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Susan Nelson to the position of School Bus Dispatcher effective October 7, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve the Provisional appointment of Kevin Papenhausen to the position of Information Technology Technician I effective August 29, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to confirm the following Labor Class appointments. Seconded by Commissioner Mains. Ayes all. Effective:

Juli Ann Bickley	School Monitor	September 14, 2016
	Food Service Helper	September 14, 2016
Sara Cadoret	School Monitor	September 6, 2016
Judith Dooley	School Monitor	August 26, 2016
Elizabeth Oehler	School Monitor	September 14, 2016
Kristina Lucia	Food Service Helper	September 14, 2016
Michaela Regner	Cleaner	August 1, 2016
Erin Smith	Food Service Helper	September 7, 2016
Mary Williams	School Monitor	September 6, 2016

Commissioner Cacoza made a motion to conform the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all. Effective:

Kaylyn Akey	Teacher Aide	September 14, 2016
Juli Ann Bickley	Teacher Aide	September 14, 2016
	Food Service Cashier part time	September 14, 2016
	Keyboard Specialist part time I	September 14 2016
	Clerk part time	September 14, 2016
Matthew Conant	Teacher Aide	September 6, 2016
Sara Cadoret	Teacher Aide	September 6, 2016
	Keyboard Specialist part time	September 6, 2016
	Clerk part time	September 6, 2016
Jeanenne Cornell	Teacher Aide	September 6, 2016
Judith Dooley	Clerk part time	August 26, 2016
	Teacher Aide	August 26, 2016
Denise Kowalski	Registered Professional Nurse	September 6, 2016
Kelly Leabourne	Teacher Aide	September 6, 2016
	Keyboard Specialist part time	September 6, 2016
	Clerk part time	September 6, 2016
	Teacher Aide	September 6, 2016
Kristina Lucia	Food Service Cashier	September 14, 2016
Amy Mohsinger	Teacher Aide	September 14, 2016
Donna Morse	Teacher Aide	September 14, 2016
Renee Price	School Bus Driver	August 1, 2016

SCHOOL DISTRICT: Commissioner Cacoza made a motion to conform the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all. Effective:

Elizabeth Oehler	Keyboard Specialist part time	September 14, 2016
	Clerk part time	September 14, 2016
Carrie Sherman	Teacher Aide	September 6, 2016
Erin Smith	Food Service Cashier part time	September 7, 2016
Patricia Wheeler	School Bus Driver	August 12, 2016

CIVIL SERVICE: The secretary explained to the Commission that at the July 19, 2016 City Council Meeting, the City Council classified a position in violation of Civil Service Law Section 22. The City Council, ignored the information submitted to Accounts, Finance, City Attorney, Assistant City Attorney and Mayor, and set the title and salary for a Charter Review Committee position – Senior Stenographer.

The Fiscal Officer has violated Civil Service Law Section 61 (out-of-title work) by paying these individuals without approval by Civil Service and without these duties being within their job specifications or a logical assignment of their position.

The secretary explained that she has had several conversations with the Assistant City Attorney as he is the legal advisor for the Charter Review.

The secretary also informed the Commission that the position of Senior Stenographer is not appropriate because she is no longer able to find anyone who can successfully complete the dictation and transcription portion of the minimum qualification. The Commission has classified this position as Secretary to the Charter Review Committee and that title would be appropriate for this Charter Review also.

The Assistant City Attorney stated this was on his “list-of-things-to-do” but had not gotten to it.

After a lengthy discussion, the Commission determined that the Assistant City Attorney was to go back to the Council and have the position re-titled Secretary to the Charter Review Committee. The Assistant City Attorney is to report back to the secretary as to who the “appointing” person would be; required signature for the Report of Personnel Change Form necessary to appoint these individuals to this Commission classified position.

The secretary was instructed to send an application to each city employee who has assisted the Charter Review. These individuals are to complete and return the application form to the Civil Service Commission office for review and approval.

All required information is to be prepared and presented to the Commission at their October Commission meeting.

The Commission reviewed the information submitted for the review of the Exempt Class position – Executive Assistant to the Mayor. Commissioner Mains made a motion to retain the Executive Assistant to the Mayor position within the Exempt Classification. Seconded by Commissioner Cacoza. Ayes all.

The secretary informed the Commission that as of this meeting there had not been any changes to the proposed 2017 operational budget. The Commission’s request for examination monitoring overtime and Legal Counsel was still in the budget.

The secretary informed the Commission that \$1,000.00 had been transferred into the over-time budget line time to cover the number of hours the Civil Service Clerk would be monitoring examination. The monitoring of examinations is listed in the job specification for Civil Service Clerk, as recommended by the New York State Department of Civil Service, and the offer of appointment letter clearly states that the incumbent is expected to work Saturdays as assigned by the Secretary to the Civil Service Commission.

The Commission discussed the violation of the FLSA when the Payroll Administrator did not pay the Civil Service Clerk for her hours worked and approved by the Secretary to the Civil Service Commission. The Payroll Administrator refused stating that the hours had not been approved by the Mayor. The secretary informed the Payroll Administrator that the Civil Service staff was not supervised by the Mayor, that the secretary as the day-to-day supervisor had followed proper standards as set by the Civil Service Commission and the time sheet was duly signed which is an indication that the hours were worked and approved. The secretary informed the Finance Department that the Civil Service Commission staff were hire/fired/supervised by the Civil Service Commission – not the Mayor – as referenced in the City Charter sections 2.5 and title 3(k)

CIVIL SERVICE: The Commission agreed: they are the appointing authority and the supervisors of the Civil Service Commission office staff. Commissioner Cacoza was nominated to contact the Commissioner of Finance as the spokes person for the Commission.

The duties and responsibilities of the Secretary to the Civil Service Commission were briefly discussed. There were no changes recommended.

The secretary presented the lease agreement for the City Center to the Commission explaining that the School District was not available to accommodate the November 19th Police examination. Commissioner Mains made a motion to accept the lease contract with the City Center. Seconded by Commissioner Cacoza. Ayes all.

The secretary explained that she had requested the Civil Service Clerk review all City Department job specifications; any positions requiring the incumbent to drive a City Vehicle must have the Fleet Safety statement clearly noted in the minimum qualifications. Each meeting the secretary will bring any job specifications needing the Fleet Safety statement forward for the Commission to review and revise.

Commissioner Mains made a motion to revise the job specifications between Animal Control Officer and Code Administrator which require the use of a City vehicle to include “must meet the Fleet Safety Policy” statement in the minimum qualification. Seconded by Commissioner Cacoza. Ayes all.

The secretary explained that the School District had submitted a new position duty statement for a proposed position witching the facilities department. Upon review of these duties and a meeting with the Human Resources Director it was determined that the established position titled Working Supervisor would fit the needs of the School District’s proposed position.

The Commission reviewed the new position duty statement and the revisions made to the current job specification for Working Supervisor. Commissioner Mains made a motion to revise the current Working Supervisor job specification to include the duties/responsibilities of the School District. Seconded by Commissioner Cacoza. Ayes all.

ORDER EXAMINATIONS for the following class titles:

Water Treatment Plant Operator/Trainee ordered September 15, 2016

APPROVE APPLICATIONS for the following examination:

Administrator of Parks, Open Lands and Historic Preservation	approved – 1	disapproved - 6
Public Safety Dispatcher	approved - 31	disapproved - 1
Public Works Dispatcher	approved - 20	disapproved - 1
School Bus Dispatcher	approved – 20	disapproved - 2

ANNOUNCE EXAMINATION for the following class titles:

Account Clerk	#10-816
Police Officer	#69-460
School Bus Dispatcher	#64-138
Senior Clerk	#64-188
Senior Typist	#22-216
Senior Typist	#70-216

Chairperson DelSette adjourned the meeting at 11:40am. The next Civil Service Commission meeting is scheduled for October 28, 2016 @ 9:30am.

Approved: September 15 2016

Respectfully submitted by: Patsy Berrigan Secretary