

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK

April 21, 2010

1. MUNICIPAL SERVICE

- 1.11 (A) SUFFOLK COUNTY PERSONNEL DIRECTOR. Final decision on the resolution from the Suffolk County Personnel Director to amend the Appendices of the Suffolk County Civil Service Rules by placing nine positions located in Housing Authorities in the non-competitive class until first vacated.

The State Civil Service Commission approved the resolution from the Suffolk County Personnel Director amending the Appendices of the Suffolk County Civil Service Rules for five specifically identified incumbents who were employees of the Housing Authorities for at least one year prior to May 2001. The State Commission disapproved the request of the Suffolk County Personnel Director for four employees of the Housing Authorities who were appointed after May 2001.

- 1.12 (B) SUFFOLK COUNTY PERSONNEL DIRECTOR. Final decision on the resolution from the Suffolk County Personnel Director to amend the Appendices of the Suffolk County Civil Service Rules by placing eighteen Airport Fire Safety Officer positions in the Town of Islip in the non-competitive class until first vacated.

The State Civil Service disapproved the resolution from the Suffolk County Personnel Director to amend the Appendices of the Suffolk County Civil Service Rules by placing eighteen Airport Fire Safety Officer positions in the Town of Islip in the non-competitive class until first vacated based on the practicability and necessity of competitive examination and the lack of action by the Suffolk County Personnel Director to address the situation.

- 1.25 (C) ALBANY COUNTY DEPARTMENT OF PERSONNEL. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

The State Civil Service Commission calendared the resolution from the Albany County Director of Civil Service amending the Appendices of the Albany County Civil Service Rules and directed that the Albany County Director of Civil Service attend the State Commission's May meeting to discuss the lack of complete supporting documentation to justify the requests and the nature of such requests.

- 1.26 (D) ALBANY COUNTY DIRECTOR OF CIVIL SERVICE. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

The State Civil Service Commission calendared the resolution from the Albany County Director of Civil Service amending the Appendices of the Albany County Civil Service Rules and directed that the Albany County Director of Civil Service attend the State Commission's May meeting to discuss the lack of complete supporting documentation to justify the requests and the nature of such requests.

- 1.27 (E) CITY OF LACKAWANNA CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Text and Appendices of the City of Lackawanna Civil Service Rules.

The State Civil Service Commission approved the resolution from the City of Lackawanna Civil Service Commission amending the Text and Appendices of the City of Lackawanna Civil Service Rules.

- 1.28 (F) NASSAU COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Nassau County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Nassau County Civil Service Commission amending the Appendices of the Nassau County Civil Service Rules with the following exception:

In the Department of Assessment – The State Commission disapproved the request to place the position of Secretary to the Chief Deputy Assessor in the non-competitive class based on the practicability of competitive examination and lack of compelling justification for removal from the competitive class.

- 1.29 (G) CITY OF ROCHESTER CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Text of the City of Rochester Civil Service Rules.

The State Civil Service Commission approved the resolution from the City of Rochester Civil Service Commission amending the Text of the City of Rochester Civil Service Rules.

- 1.30 (H) WESTCHESTER COUNTY COMMISSIONER OF HUMAN RESOURCES. Request for Commission approval of two resolutions amending the Appendices of the Westchester County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Westchester County Commissioner of Human Resources amending the unclassified service of the Westchester County Civil Service Rules and tentatively approved the resolution from the Westchester County Commissioner of Human Resources amending the Appendix 3 of the Appendices of the Westchester County Civil Service Rules.

- 1.31 (I) JEFFERSON COUNTY DIRECTOR OF HUMAN RESOURCES. Follow-up on the Merit System Program Component report for the Jefferson County Director of Human Resources.

The State Civil Service Commission commended the Jefferson County Director of Human Resources for the corrective actions that have been taken and no longer requires any follow-up with the State Commission.

1.32 (J) CITY OF PORT JERVIS CIVIL SERVICE COMMISSION. Follow-up on the Merit System Program Component report for the City of Port Jervis Civil Service Commission.

The State Civil Service Commission directed the Port Jervis Civil Service Commission to attend the May 2010 State Commission meeting to discuss the lack of response, lack of resources, the plan that was directed to be formulated, and the progress made to date by the City Commission. Further, the State Commission invited the Mayor of the City of Port Jervis to attend to discuss the lack of resources in the Civil Service Commission office and the exploration of other option available for merit system administration.

1.33 (K) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Report on the New York City Department of Citywide Administrative Service's five-year Provisional Reduction Plan.

Upon review of the analysis of the January 15, 2010 progress report by the New York City Department of Citywide Administrative Services (DCAS) detailing its efforts to reduce provisional appointments between May 31, 2009 and November 30, 2009, the State Civil Service Commission recognized the progress made to date by the agency, but expressed concern that the rate of provisional appointment reduction appeared to be slowing. The State Commission noted that the increasing number of provisional appointments made in the face of mandatory eligible lists in Transit Authority (TA) titles was rising. The State Commission directed representatives of DCAS and the Transit Authority (TA) attend the July 2010 meeting to discuss progress made to date and the status of provisionals serving in TA titles.

2.	PENSION WAIVERS FOR RETIREES / LOCAL					ACTION AS INDICATED	
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Fahd, Joseph M.	7	Cohoes, City of Fire Chief Competitive	05/31/2010 03/01/2011	\$77,900	Yes	Limited
The State Commission approved the request for the limited period of 05/31/10 through 12/31/10. It was noted that the retiree will attain age 65 in 2011.							
2.	Nathan, Garry	3	Cohoes, City of City Engineer Competitive	05/01/2010 04/30/2012	\$44,600	Yes	Limited
The State Commission approved the request for the limited period of 05/01/10 through 03/31/11. The limited period of approval through 03/31/11 was granted with the stipulation that an examination be conducted by the City of Cohoes Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
3.	Leggett, Mark D.	5.5	Columbia County-Village of Chatham Deputy Chief of Police Competitive	07/01/2010 06/30/2012	\$42,625	Yes	Limited
The State Commission approved the request for the limited period of 07/01/10 through 06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that an examination be conducted by the Columbia County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
4.	Darling, David R	4.5	Greene County - Catskill, Village of Police Chief Competitive	07/01/2010 12/31/2011	\$69,494	Yes	Limited
The State Commission approved the request for the limited period of 07/01/10 through 06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that an examination be conducted by the Greene County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
5.	Brown, Steven P.	2	Monroe County - Sheriff's Office Accreditation Coordinator and Analyst Competitive	04/30/2010 12/31/2010	\$47,343	Yes	Limited
The State Commission approved the request for the limited period of 04/30/10 through 09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that an							

	examination be conducted by the Monroe County Department of Human Resources to determine if there are any qualified non-retirees available for appointment.						
6.	Faust, John H	2	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	03/17/2009 03/16/2011	\$81,098	Yes	Limited
	The State Commission approved the retroactive request for the limited period of 03/17/09 - 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2011 Investigators Series.						
7.	Cronin, Kevin M.	2	Nassau County - North Hempstead, Town of Commr. of Bldg & Safety Inspection & Enforcement Unclass	02/04/2010 02/03/2012	\$118,500	Yes	Approved
	The State Commission approved the request for the period of 02/04/10 - 02/03/12. The appointing authority indicated that the criteria contained in the section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.						
8.	Young, Sr., John R	4	Newburgh Enlarged City School District District Security Manager Competitive	01/17/2010 01/16/2012	\$70,000	Yes	Limited
	The State Commission approved the request for the limited period of 01/17/10 - 06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that an examination be conducted by the Newburgh City Civil Service Commission to determine if there are any qualified non-retirees available for appointment. In addition, the Newburgh City Civil Service Commission must review with the appointing authority whether the minimum qualifications for the position are appropriate. Any future request should include a statement from the Newburgh City Civil Service Commission that the minimum qualifications have been reviewed with the appointing authority and a determination made that the minimum qualifications are job related, realistic and found to be reasonable. Approval through June 30, 2011 will also avoid a disruption throughout the 2010-2011 school year.						
9.	Driscoll, Jr., James J.	8	Onondaga County - District Attorney's Office Confidential District Attorney Investigator II Exempt	04/04/2010 04/03/2012	\$53,454	Yes	Limited
	The State Commission approved the request for the limited period of 04/04/10 - 12/31/11. It was noted that the retiree will attain the age of 65 in 2012.						
10.	Szyndor, Richard J	11 mo	Orange County - Deerpark, Town of	12/01/2009 11/30/2011	\$63,336	Yes	Limited

			Police Lieutenant Competitive				
The State Commission approved the request for the limited period of 12/01/09 - 06/30/10. The limited period of approval through 06/30/10 was granted with the stipulation that the Police Chief (Type A) eligible list be canvassed to determine if there are any qualified non-retirees available for appointment.							
11.	Gordon, Gary K	3	Rensselaer County - District Attorney's Office Special Investigator (Confidential) Competitive	01/01/2010 12/31/2011	\$49,546	Yes	Approved
The State Commission approved the request for the period of 01/01/10 - 12/31/11. The request was approved through 12/31/11 with the stipulation that the eligible list be re-canvassed prior to the submission of a new section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2012 Investigators Series.							
12.	Russo, Patrick A.	6	Rensselaer County - Sheriff's Department Undersheriff Exempt	01/01/2010 12/31/2011	\$87,763	Yes	Approved
The State Commission approved the request for the period 01/01/10 - 12/31/11. The appointing authority indicated that the criteria contained in section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.							
13.	McHugh, Barbara A	8	Saratoga County - Clifton Park, Town of Director of Community Planning and Development NonComp Policy	01/01/2010 12/31/2011	\$72,181	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there are not readily available for recruitment other qualified persons.							
14.	Semanek, Janice L	2	Saratoga County - Clifton Park, Town of Deputy Comptroller NonComp Policy	01/01/2010 12/31/2011	\$57,148	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there are not readily available for recruitment other qualified persons.							
15.	Stover, Jerri D	6	Saratoga County - District Attorney's Office Criminal Investigator NonComp Policy	01/17/2010 01/16/2012	\$51,343	Yes	Limited

	<p>The State Commission approved the request for the limited period of 01/17/10 - 06/30/10. The limited period of approval through 06/30/10 was granted with the stipulation that the Saratoga County Personnel Officer review with the appointing authority whether the minimum qualifications for the position are appropriate. Any future request should include a statement from the Saratoga County Personnel Officer that the minimum qualifications have been reviewed with the appointing authority and a determination was made that the minimum qualifications are job related, realistic and found to be reasonable. If the minimum qualifications remain unchanged, the appointing authority must conduct another recruitment effort advertising the officially adopted minimum qualifications for the position.</p>						
16.	Zostant, Andrew T.	4	Saratoga County - District Attorney's Office Criminal Investigator NonComp Policy	01/01/2010 12/31/2011	\$50,800	Yes	Limited
	<p>The State Commission approved the request for the limited period of 01/01/10 - 06/30/10. The limited period of approval through 06/30/10 was granted with the stipulation that the Saratoga County Personnel Officer review with the appointing authority whether the minimum qualifications for the position are appropriate. Any future request should include a statement from the Saratoga County Personnel Officer that the minimum qualifications have been reviewed with the appointing authority and a determination was made that the minimum qualifications are job related, realistic and found to be reasonable. If the minimum qualifications remain unchanged, the appointing authority must conduct another recruitment effort advertising the officially adopted minimum qualifications for the position.</p>						
17.	Tanchak, John P	4.5	Saratoga County - Waterford, Town of Public Safety Commissioner Competitive	07/01/2010 06/30/2012	\$60,685	Yes	Limited
	<p>The State Commission approved the request for the limited period of 07/01/10 - 06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that an examination be conducted by the Saratoga County Department of Personnel to determine if there are any qualified non-retirees available for appointment.</p>						
18.	Betts, David A	0	Suffolk County - Southampton, Town of Chief Town Investigator Competitive	01/01/2010 12/31/2011	\$75,000	Yes	Limited
	<p>The State Commission approved the request for the limited period of 01/01/10 - 09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that an examination be conducted by the Suffolk County Department of Civil Service to determine if there are any qualified non-retirees available for appointment.</p>						
19.	Schaefer, Robert J	3.75	Suffolk County Legislature Legislative Aide II Unclass	01/12/2010 01/11/2012	\$70,621	Yes	Approved
	<p>The State Commission approved the request for the period of 01/12/10 - 01/11/12. The appointing authority indicated that the criteria contained in section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.</p>						

20.	Connors, William R.	8.5	Westchester County - Rye, City of Commissioner of Police Unclass	04/01/2010 03/31/2012	\$140,000	Yes	Approved
The State Commission approved the request for the period of 04/01/10 - 03/31/12. The appointing authority indicated that the criteria contained in section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.							
21.	Mazzuca, William P.	0	Westchester County Department of Corrections Second Deputy Commissioner of Corrections NonComp Policy	02/01/2010 01/31/2011	\$120,600	Yes	Limited
The State Commission approved the request for the limited period of 02/01/10 - 12/31/10. It was noted that the retiree will turn age 65 in 2011.							

2. PENSION WAIVERS FOR RETIREES / LOCAL				ACTION AS INDICATED			
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA POST-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Nelson, Bernis E.	0	City of Newburgh Corporation Counsel Exempt	02/01/2010 01/31/2012	\$110,483	Yes	Approved
The State Commission approved the request for the period of 02/01/10 - 01/31/12. The appointing authority indicated that the criteria contained in section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.							
2.	Grden, Mary M	0	Columbia County-Kinderhook Central School Budget Analyst (Part-time) Competitive	01/04/2010 12/31/2010	\$28,000	Yes	Limited
The State Commission approved the request for the limited period of 01/04/10 - 09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that an examination be conducted by the Columbia County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
3.	Grden, Mary M	0	Dutchess County - Webutuck Central Northeast CSD School Business Manager Competitive	01/04/2010 06/30/2010	\$39,000	No	Approved
The State Commission approved the request for the period of 01/04/10 - 06/30/10. The approval was based on the fact that the appointing authority indicated that there is an urgent need for the retiree's services in the position as a result of an unexpected vacancy and that such hiring shall be deemed as non-permanent rather than a final filling of the position. Approval through 6/30/10 will also avoid a disruption in the School District's fiscal operations during the 2009-2010 school year.							
4.	Wood, Michael R	1	Monroe County - Sheriff's Office Court Security Bureau Chief NonComp Policy	03/02/2010 03/01/2012	\$82,933	Yes	Approved
The State Commission approved the request for the period of 03/02/10 - 03/01/12. The appointing authority indicated that the criteria contained in section 211 have been met, including the unavailability of other non-retired persons to perform the duties of the position.							
5.	Loszynski,	8 mo.	Monroe County-	01/01/2010	\$117,000	Yes	Approved

	Joseph F		Town of Greece Public Safety Dispatcher Competitive	12/31/2010			
The State Commission approved the request for the period of 01/01/10 - 12/31/10. Approval was granted through 12/31/10 to provide time for the retiree to prepare the final report, assist in the hire/acclimation of a new Chief of Police, develop an Internal Affairs Division and direct internal disciplinary hearings and arbitrations. If approval is sought beyond 12/31/10, an examination must be requested by the Monroe County Department of Human Resources to ensure participation in the March 2011 Police Chief/Assistant Police Chief Series.							
6.	Kaplan, Ellen	9 mo.	Orange County - Department of Health Speech Pathologist Other	05/01/2010 07/01/2011	\$80,000	Yes	Limited
The State Commission approved the request for the limited period of 05/01/10 - 03/31/11. The period of approval was limited as the contract between Orange County and the retiree terminates 03/31/11.							
7.	Moran, Brendan	0	Saratoga County - District Attorney's Office Criminal Investigator NonComp Policy	01/01/2010 12/31/2011	\$48,587	Yes	Limited
The State Commission approved the request for the limited period of 01/01/10 - 06/30/10. The limited period of approval through 06/30/10 was granted with the stipulation that the Saratoga County Personnel Officer review with the appointing authority whether the minimum qualifications for the position are appropriate. Any future request should include a statement from the Saratoga County Personnel Officer that the minimum qualifications have been reviewed with the appointing authority and a determination was made that the minimum qualifications are job related, realistic and found to be reasonable. If the minimum qualifications remain unchanged, the appointing authority must conduct another recruitment effort advertising the officially adopted minimum qualifications for the position.							
8.	Lyon, Kelly S.	0	Suffolk County - Islip, Town of Town Investigator Competitive	01/01/2010 12/31/2011	\$35,719	Yes	Limited
The State Commission approved the request for the limited period of 01/01/10 - 09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that an examination be conducted by the Suffolk County Department of Civil Service to determine if there are any qualified non-retirees available for appointment.							
9.	McCarrick, Bryan T	0	Suffolk County - Islip, Town of Town Investigator Competitive	03/02/2009 03/01/2011	\$39,240	Yes	Limited
The State Commission approved the retroactive request for the period of 03/02/09 - 09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that an examination be conducted by the Suffolk County Department of Civil Service to determine if there are any qualified non-retirees available for appointment.							

2. PENSION WAIVERS FOR RETIREES / STATE					ACTION AS INDICATED		
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Flood, John J	4	Attorney General's Office Investigator Exempt	11/25/2009 12/31/2009	\$86,068	Yes	Limited
The State Commission approved the retroactive request for the limited period of 11/25/09 - 12/31/09. It was noted that the retiree will attain the age of 65 in 2010.							
2.	Fuentes, Hector	8	Attorney General's Office Investigator Exempt	12/17/2009 12/16/2011	\$69,816	Yes	Approved
The State Commission approved the retroactive request for the period of 12/17/09 - 12/16/11.							
3.	Gorman, Joseph E	6	Attorney General's Office Investigator Exempt	11/12/2009 12/31/2009	\$81,412	Yes	Limited
The State Commission approved the retroactive request for the limited period of 11/12/09 - 12/31/09. It was noted that the retiree attained the age of 65 in 2010.							
4.	Laverty, Dennis J	8	Attorney General's Office Investigator Exempt	11/25/2009 11/24/2011	\$69,816	Yes	Approved
The State Commission approved the retroactive request for the period of 11/25/09 - 11/24/11.							
5.	McManus, John	8	Attorney General's Office Investigator Exempt	11/27/2009 11/26/2011	\$94,632	Yes	Approved
The State Commission approved the retroactive request for the period of 11/27/09 - 11/26/11.							
6.	Mullen, Thomas J	0	Attorney General's Office Investigator Exempt	11/30/2009 11/29/2011	\$132,019	Yes	Approved
The State Commission approved the retroactive request for the period of 11/30/09 - 11/29/11.							

7.	Sauter, Jeffrey G	4	Attorney General's Office Investigator Exempt	11/17/2009 11/16/2011	\$57,108	Yes	Approved
The State Commission approved the retroactive request for the period of 11/17/09 - 11/16/11.							
8.	Serra, James	4	Attorney General's Office Investigator Exempt	11/14/2009 11/13/2011	\$79,471	Yes	Approved
The State Commission approved the retroactive request for the period of 11/14/09 - 11/13/11.							
9.	Rogers, Donal V	2	Inspector General's Office Investigator Exempt	03/04/2010 03/03/2012	\$70,000	Yes	Approved
The State Commission approved the request for the period of 3/4/10 - 3/3/12.							

2. PENSION WAIVERS FOR RETIREES / OTHER		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action	
1. O'Leary, Willaim	2	MTA - Inspector General's Office Deputy Chief Investigator Exempt	02/26/2010 02/25/2012	\$86,286	Yes	Approved	
The State Commission approved the request for the period of 2/26/10 - 2/25/12.							
2. Gerardi, Paul R	2	MTA - NYC Transit Manager, Fire Protection and Safety NonComp nonPolicy	10/01/2009 09/30/2011	\$103,000	Yes	Approved	
The State Commission approved the retroactive request for the period of 10/1/09 - 9/30/11.							
3. Pincus, Howard A	2	Senate Executive Assistant Unclass	01/01/2010 12/31/2011	\$45,000	Yes	Approved	
The State Commission approved the request for the period of 1/1/10 - 12/31/11.							

2.	PENSION WAIVERS FOR RETIREES / OTHER						ACTION AS INDICATED
<p>The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:</p>							
STATUTORY CRITERIA POST-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Bush, Robert J	0	Senate Executive Assistant Unclass	01/01/2010 12/31/2011	\$45,000	Yes	Approved
<p>The State Commission approved the retroactive request for the period of 1/1/10 - 12/31/11.</p>							

The non-competitive and exempt jurisdictional classification of positions affords agencies increased flexibility in the appointment process. The President of the Civil Service Commission, as Chairperson of the Governor's Executive Committee for Affirmative Action, has responsibility for assuring equal employment opportunity is provided in State agencies. The President has requested that agencies be mindful of their opportunity to promote the employment of minorities, women, persons with disabilities and veterans in making appointments to such positions.

3. EXECUTIVE

3.20 (A) EDUCATION DEPARTMENT. Request for Commission approval of non-competitive classification of the position of Associate Counsel which they are asking to have established. (Control No. 09-054)

CALENDARED

3.21 (B) OFFICE OF HOMELAND SECURITY. Request for Commission approval of exempt classification of an additional position of Deputy Director (originally requested as Assistant Director Cyber Security and Critical Infrastructure Coordination) which they are asking to have established. (Control No. 10-002)

APPROVED - INCREASED FROM 1 to 2 IN APPENDICES

3.22 (C) STATE INSURANCE FUND. Request for Commission approval of non-competitive classification of an additional position of Supervising Insurance Field Investigator (originally requested as Principal Insurance Field Investigator) which they are asking to have established. (Control No. 09-022)

APPROVED (phi – policy/confidential)- INCREASED FROM 3 to 4 IN APPENDICES

3.23 (D) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held March 17, 2010.

APPROVED

LEAVES OF ABSENCE – April 2010 – APPROVED AS INDICATED

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(1)	3/19/10	3/1/12	Lewis, Robert A	Direct Mktg Prg Coord Competitive Ag&Markets	Spec Assnt Exempt Ag&Markets
(2)	4/3/10	4/1/12	Brabham Harder, Lola	Assoc Budget Exmr Competitive Budget	Dir Gvt Af & Stg Plng Exempt Hlth Main Off
(3)	4/1/10	4/1/12	Bryce, Sandra A	Youth Div Aide 3 Non-Competitive Child&Fam Svcs	Youth Facility Dir 1 Non-Competitive Child&Fam Svcs
(4)	5/14/10	5/1/12	Chavis, Karen K	Info Tech Spec 2 Competitive Child&Fam Svcs	Secy Exempt Child&Fam Svcs
(5)	5/22/10	5/1/12	Dubuque, Kristofer	Youth Div Aide 3 Non-Competitive Child&Fam Svcs	Youth Counselor 1 Competitive Child&Fam Svcs
(6)	4/1/10	4/1/12	Dumond, Craig S	Cadet Leader 4 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(7)	4/1/10	4/1/12	Judge, Mikki L	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 4 Non-Competitive Child&Fam Svcs
(8)	4/17/10	4/1/12	Kinch, Timothy G	Cadet Leader 2 Non-Competitive Child&Fam Svcs	Cadet Leader 3 Competitive Child&Fam Svcs
(9)	5/1/10	5/1/12	Lewis, Faye A	Youth Counselor 3 Competitive Child&Fam Svcs	Youth Facility Dir 1 Non-Competitive Child&Fam Svcs

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(10)	4/1/10	4/1/12	Mallick, Asghar F	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Facility Dir 4 Non-Competitive Child&Fam Svcs
(11)	4/1/10	4/1/12	Sullivan, E Patrick	Ch & Fam Svcs Spec 2 Competitive Child&Fam Svcs	Youth Facility Dir 4 Non-Competitive Child&Fam Svcs
(12)	5/1/10	5/1/12	Travis Jr, William E	Mgr Info Tech Svcs 1 Competitive Child&Fam Svcs	Assoc Commr Exempt Child&Fam Svcs
(13)	5/1/10	5/1/12	Amati, Patricia Ann	Keyboard Spec 1 Competitive Comm of Correct	Secy 2 Non-Competitive Comm of Correct
(14)	4/1/10	4/1/12	Agosto, Daniel	Contract Mgt Spec 2 Competitive Comptroller	Affirm Actn Admr 4 Non-Competitive Comptroller
(15)	5/1/10	5/1/12	Cirilli, Shannon M	Secy 1 Competitive Comptroller	Secy 2 Non-Competitive Comptroller
(16)	4/1/10	4/1/12	Hughes, Brian D	Cash Mgmt Anlst Competitive Comptroller	Spec Investmnt Offcr Exempt Comptroller
(17)	6/1/10	6/1/12	Kelly, Stephanie C	State Prg Ex Tr 2 Competitive Comptroller	Investigative Audtr Exempt Comptroller
(18)	4/1/10	4/1/12	Panza, Richard J	Prin Internl Aud DPA Competitive Comptroller	Assnt Dir Int Audt Exempt Comptroller

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(19)	4/1/10	4/1/12	Redlo, Richard S	Assoc Atty Competitive Comptroller	Assnt Counsl Exempt Comptroller
(20)	4/1/10	4/1/12	Reilly, Elaine J	Prin Clerk Competitive Comptroller	Spec Assnt Exempt Comptroller
(21)	5/1/10	5/1/12	Romani, Angela R	Secy 1 Competitive Comptroller	Secy 2 Non-Competitive Comptroller
(22)	6/1/10	6/1/12	Schantz, Lawrence M	Senr Attorney Competitive Comptroller	Dir Bur Unclmd Prprty Exempt Comptroller
(23)	6/1/10	6/1/12	Stewart, Linda A	Chf Audtr State Expnd Competitive Comptroller	Investigative Audtr Exempt Comptroller
(24)	4/1/10	4/1/12	Clark, Cheryl	Corr Counselor Competitive Cor Bedfrd Hills	First Dpty Supt Cor F Non-Competitive Cor Main Office
(25)	4/1/10	4/1/12	Hessel, James D	Corr Captain Competitive Cor Collins	Deputy Supt Secrvy S3 Non-Competitive Cor Gowanda
(26)	4/1/10	4/1/12	Hogan, Michael M	Supvg Corr Cnslr Competitive Cor Coxsackie	Dir Crisis Intrvtn Pg Non-Competitive Cor Main Office
(27)	4/1/10	4/1/12	Roberts, Stephen	Indus Supt Competitive Cor Coxsackie	Deputy Supt Admnv S 3 Non-Competitive Cor Fishkill

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(28)	4/1/10	4/1/12	Reilly, John J	Motor Veh Oper Non-Competitive Cor Eastern NY	Corrl Indus Sales Rep Exempt Cor Main Office
(29)	4/1/10	4/1/12	Bellnier, Joseph F	Corr Captain Competitive Cor Five Points	Supt Corr Fac Non-Competitive Cor Marcy
(30)	4/10/10	4/1/12	Franco, Luis A	Supvg Corr Cnslr Competitive Cor Green Haven	Deputy Supt Progm S 2 Non-Competitive Cor Otisville
(31)	4/1/10	4/1/12	Nelson, Patty	Supvg Corr Cnslr Competitive Cor Green Haven	Supt Corr Fac Non-Competitive Cor Summit
(32)	4/28/10	4/1/12	Heath, Kathleen E	Supvg Corr Cnslr Competitive Cor Hudson	Deputy Supt Progm S 2 Non-Competitive Cor Hudson
(33)	4/1/10	4/1/12	Taylor-Stewart, Joan	Supvg Corr Cnslr Competitive Cor Lincoln	Deputy Supt Progm S 2 Non-Competitive Cor Fulton
(34)	4/1/10	4/1/12	Huntington, Jeffrey K	Inst Steward Competitive Cor Moriah	Deputy Supt Admnv S 3 Non-Competitive Cor Mt Mcgregor
(35)	4/1/10	4/1/12	Frank, Larry G	Educ Supvr Vocational Competitive Cor Riverview	Deputy Supt Progm S 3 Non-Competitive Cor Riverview
(36)	4/1/10	4/1/12	Leconey, Patricia E	Corr Captain Competitive Cor Riverview	Supt Corr Fac Non-Competitive Cor Cape Vincen

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(37)	4/14/10	4/1/12	Sheahan, Michael	Corr Captain Competitive Cor Southport	Deputy Supt Secrty S3 Non-Competitive Cor Southport
(38)	4/1/10	4/1/12	Demars, John R	Corrl Fclty Prg Admr Competitive Cor Summit	Supt Corr Fac Non-Competitive Cor Chateaugay
(39)	4/1/10	4/1/12	Bezio, Norman R	Corr Captain Competitive Cor Upstate	Dir Spec Hsng & IDPP Non-Competitive Cor Main Office
(40)	5/19/10	5/1/12	Sanza, Mark D	Envirn'l Impact Exmr Non-Competitive En Con	Assnt Counsl Exempt En Con
(41)	3/20/10	3/1/12	Hahn, Beverly A	Keyboard Spec 3 Competitive Executive Chamb	Conf Stenographer Exempt Executive Chamb
(42)	5/29/10	5/1/12	Phillips, Anita	Higher Educ Sv Pg A D Competitive Higher Educ Svc	Spec Assnt Exempt Higher Educ Svc
(43)	5/8/10	5/1/12	Taylor, Elgin J	Student Loan Cn R 2 Competitive Higher Educ Svc	Affirm Actn Admr 2 Non-Competitive Higher Educ Svc
(44)	4/1/10	4/1/12	Anderson, Ellen J	Assnt Dir Bur Amb C S Competitive Hlth Main Off	Health Prog Dir 3 Exempt Hlth Main Off
(45)	4/17/10	4/1/12	Armenia, Gabrielle L	Chf Hlth Care Fsc'l An Competitive Hlth Main Off	Health Prog Dir 1 Non-Competitive Hlth Main Off

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(46)	5/1/10	5/1/12	Frescatore, Donna J	Area Office Dir Competitive Hlth Main Off	Deputy Commr Exempt Hlth Main Off
(47)	4/1/10	4/1/12	Lloyd, Vallencia M	Prg Rsch Spec 2 H S A Competitive Hlth Main Off	Health Prog Dir 3 Exempt Hlth Main Off
(48)	4/19/10	4/1/12	Ryan, Barbara L	Dir Labortry Cntr Adn Competitive Hlth Main Off	Health Prog Dir 2 Non-Competitive Hlth Main Off
(49)	4/1/10	4/1/12	Scott, Brian Y	Assnt Dir Info Tech S2 Competitive Hlth Main Off	Div Dir Hlth Sys Mgmt Exempt Hlth Main Off
(50)	5/1/10	5/1/12	Coughlin, Kelly	Secy 2 Competitive Housng & Comm Ren	Secy Exempt Housng & Comm Ren
(51)	5/1/10	5/1/12	Carrion, Josephine	Secy 1 Competitive Law	Secy Exempt Law
(52)	5/1/10	5/1/12	Quinlan, Casey E	Law Dept Invest 2 Competitive Law	Investigator Exempt Law
(53)	5/21/10	5/1/12	Yaremko, Stacie M	Secy 1 Competitive Law	Conf Personnel Admr Competitive Med Fraud Cntrl
(54)	5/1/10	5/1/12	Mattick, Michael F	Motor Veh Oper Non-Competitive OGS	Conf Assnt Exempt Budget

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(55)	6/1/10	6/1/12	Pomerleau, Lumina R	Senr Parole Offcr Competitive Parole	Prelimnry Hrng Off Pr Non-Competitive Parole
(56)	5/1/10	5/1/12	Washington, Mary L	Parole Offcr Competitive Parole	Assnt Parole Svs Prgm Spec Non-Competitive Parole
(57)	6/1/10	6/1/12	Dunn, Stacy C	Secy 1 Competitive St Emer Mgt Off	Administrative Aide Unclassified St Emer Mgt Off
(58)	4/3/10	4/1/12	Tisdall, Brian C	Univ Pol Inv 1 Competitive SU Old Westbury	Deputy Chief of Police Unclassified SUNY Old Wesbury
(59)	2/25/10	2/1/12	Brace, Jacqueline	Assoc Soc Sv Medcd An Non-Competitive Tmp&Disabl Asst	Assnt Commr Exempt Tmp&Disabl Asst
(60)	5/5/10	5/1/12	Pena, Belkis	Supply Assnt Labor Tmp&Disabl Asst	Legal Aff Spec 1 SL Competitive Tmp&Disabl Asst
(61)	4/18/10	4/1/12	Swaison, Maria	Supply Assnt Labor Tmp&Disabl Asst	Legal Aff Spec 1 SL Competitive Tmp&Disabl Asst
(62)	4/1/10	4/1/12	Hart, Kevin	Assnt Minority Bus Sp Competitive Tr Main Office	Compliance Spec 1 Non-Competitive Tr Main Office
(63)	5/22/10	5/1/12	Weaver, Kathryn A	Assnt Dir Pers A Competitive Tr Main Office	Assnt Appointmnts Ofc Exempt Executive Chamb

LEAVES OF ABSENCE – April 2010

4.7 Request for Commission approval to the extension of the leaves of absence of the following persons pursuant to the Attendance Rules for the Classified Service:

	Current Leave <u>Ends</u>	Extension Approved <u>Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(64)	4/17/10	4/1/12	Sporn, Heather	Assoc Landscape Arch Competitive Tr Manhtn Reg11	Spec Assnt Exempt Tr Main Office

4. STAFFING SERVICES/REINSTATEMENTS – April 2010 - APPROVED
EFFECTIVE 4/21/10

4.8 Request(s) for Commission authorization for the reinstatement of the following person(s) pursuant to Section 5.4 of the Rules for the Classified Service:

	<u>Date Entered</u>	<u>Date Separated</u>	<u>Name</u>	<u>Title and Department</u>
(1)	05/24/00	10/25/07	Yandricha, Laura	Correction Counselor ASAT DOCS
(2)	03/04/99	01/22/09	Bowen, Jason	Security Officer SED
(3)	07/05/67	10/31/08	Coonradt, Carol	Law Dept. Document Specialist Law Dept.
(4)	10/20/88	05/30/01	Reich, Matthew	Food Service Worker 2 OMH – Hudson River PC
(5)	07/29/04	10/31/07	Lovett, Ernestine	Mental Health Therapy Aide OMH – Kingsboro PC
(6)	05/07/81	05/12/94	Janishak, Michele	Keyboard Specialist 1 SUNY @ Albany
(7)	06/20/72	07/09/97	Biber, Marcia	Keyboard Specialist 1 SUNY – Buffalo State College

5. TESTING SERVICES / COMMITTEE ON APPEALS

A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES – APPROVED

	<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>EXAMINATION OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	415-B	1-15	Recreation Series	2/6/10	OC/PROM/NCP
2.	416-B	31-40	“ “	2/6/10	“ “ “
3.	417-B	31-45 76-90	Local Public Health Representatives and Epidemiologists	2/6/10	OC/PROM
4.	421-B	31-45	Safety and Security Series	2/6/10	OC/PROM
5.	424-B	76-90	Transportation Svcs Series	2/6/10	OC/PROM/NCP
6.	424-B	121-125	“ “ “	2/6/10	PROM Pre-rating
7.	425-B	1-60	Higher Level Library Clerical Series	2/6/10	OC/PROM
8.	427-B	46-60	Secretarial Services	2/6/10	OC/PROM/NCP
9.	437-B	1-30	Local Research Series	2/20/10	OC/PROM
10.	438-B	1-30	“ “ “	2/20/10	OC/PROM
11.	445-B	31-45 101-105 111-120	Chemist Series	2/20/10	OC/PROM
12.	455-B	1-15 46-60	Local Youth Counselor/ Coordinator Series	2/20/10	OC/PROM/NCP
13.	462-B	1-45	Vector Control Series	3/6/10	OC/PROM
14.	465-B	31-45	School/Community Liaison Series	3/6/10	OC/PROM

B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES –

					APPROVED
	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	403-B	46-60 76-90	Environmental Analyst/ Planner/Tech	1/23/10	OC/Prom/Transition
	404-B	1-15 31-45	Environmental Analyst/ Planner/Tech	1/23/10	OC/Prom
2.	418-B	46-60 76-90	Volunteer Coordinators and Supervisors	2/6/10	OC/Prom
3.	602-A	1-99	Upper Level Fire Promotion	1/9/10	OC/Prom
4.	436-B	16-30	Educational Credentials Specialist 2	2/20/10	Prom
5.	429-B	1-15	Medial/Public Health Social Work	2/6/10	OC/Prom
6.	439-B	46-60	State Promotion Opportunities in Transportation Mgt	2/20/10	Prom
7.	454-B	16-30	Local Youth Counselor/Coord	2/20/10	OC/Prom
	454-B	31-45	“ “ “ “	“	OC/Prom/NCP
	454-B	76-90	“ “ “ “	“	OC/Prom/NCP
8.	449-B	16-30	Medical Assistance Specialists	2/20/10	OC/Prom
9.	443-B	46-90	Chemist Series	2/20/10	OC/Prom
	443-B	106-120	“ “	“	“ “
	444-B	1-30	“ “	“	“ “
10.	440-B	1-30	Transportation Management	2/20/10	Prom
11.	432-B	1-15	Disability Analyst 2 and 3	2/20/10	OC/Prom
	433-B	1-15	“ “ “ “	“	“ “
12.	451-B	61-75	Workforce Programs	2/20/10	OC/Prom
	451-B	76-90	“ “	“	“ “
	449-B	31-45	Medical Assistance Specialist	2/20/10	OC/Prom
13.	441-B	76-90	Employees Retirement System Examiner	2/20/10	Prom
14.	421-B	1-15	Safety and Security Series	2/6/10	OC/Prom
	421-B	61-75	“ “ “ “	“	“ “
	421-B	91-105	“ “ “ “	“	“ “

B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES (cont.)

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
15.	459-B	61-90	Public Information	3/6/10	OC/Prom
16.	461-B	1-30 41-45	Vector Control Series " " "	3/6/10 "	OC/Prom " "
17.	459-B	1-15	Public Information	3/6/10	OC/Prom
18.	441-B 442-B	46-75 16-30 46-60	Employee Retirement System Examiner	2/20/10	

C. DISPOSITION OF POST-LIST EXAMINATION APPEALS – DISAPPROVED

<u>IDENT. NO.</u>	<u>EXAM NO.</u>	<u>EXAM OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
066-XX-XXXX	06-530	Supervising Bank Examiner	2005	Prom
110-XX-XXXX	28-200 28-201	Utility Specialists 1 & 2 (Telecommunications)	2008	Prom

5. TESTING SERVICES / PRIOR APPROVALS – APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.20	FIR.FFL-10 FIR.FPL-10 FIR.RTL-10	Firefighting practices and equipment Fire Prevention Rescue techniques and basic response medical response
5.21	PWM.LF-10 SUP.FI-6 FIR.TR-6	Preparing Written Material Supervision On-the job training of fire personnel
5.22	TRN PP FAC 6 ADS.FI-6	Principles and Practices of Staff Development and Training Administrative Supervision
5.23		Establishing and maintaining working relationships with inmates and/or offenders

6. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Mary Ann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: March 29, 2010

Attached is a summary of employee suggestions for which merit awards have been recommended by the Suggestion Committees of the operating agencies involved. The agency recommendations have been reviewed by the Employee Suggestion Program for the Commission's consideration.

If the awards are approved as recommended, the cash award granted will amount to \$700.00, of which \$300.00 will be paid by the Department of Civil Service.

Attachments

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
<p>6.9 153760 Diane Dwyer</p> <p>APPROVED</p>	<p>Secretary II, Grade 15</p> <p>NYS Workers' Compensation Board (WCB)</p>	<p>Ms. Dwyer proposed adding a pop-up box whenever an employee is about to send an agency-wide email asking if the sender wants to send the message to all employees. This suggestion addressed the issue of inappropriate use of all-employee messages that lead to wasted time and sharing of information with employees who should not be receiving that information. The result of implementation would be better confidentiality and security. Technical staff at the agency studied the suggestion and came up with an alternate solution to the issues that were raised, choosing to limit access to agency-wide distribution lists to select staff members and groups. This modified suggestion was implemented on 3/3/10. The recommended intangible award of \$100.00 recognizes the suggestion's moderate value and extended application. The suggestion was not related to the suggester's job duties.</p>	<p>Certificate of Merit and a \$100.00 cash award. \$100 will be paid in total by the Department of Civil Service.</p>
<p>6.10 170240 Regina Gallagher</p> <p>APPROVED</p>	<p>Tax Compliance Representative I, Grade 11</p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Ms. Gallagher suggested that information regarding the tax type and period the refund is related to should be printed on tax overpayment refund checks. The suggestion is designed to reduce phone calls from check recipients asking for these two pieces of information, thus providing tax compliance reps with more available time to assist customers with other matters. Due to system limitations, the committee recommends partial implementation by including the suggested information on overpayments that have not been reapplied from another tax liability than originally targeted. It is expected that this partial implementation should reduce some phone calls from customers asking where the overpayment came from. This suggestion will be implemented on 4/1/10. The suggested intangible award of \$100.00 recognizes that it is of moderate value because it can only be</p>	<p>Certificate of Merit and a \$100.00 cash award. \$100 will be paid in total by the Department of Civil Service.</p>

		<p>partially implemented at this time, and has an extended extent of application because it affects the audit, compliance and processing divisions. The suggestion was not related to the suggester's job duties.</p>	
<p>6.11 170336 Joseph Genna</p> <p>APPROVED</p>	<p>Tax Compliance Agent 2 Grade 17</p> <p>NYS Department of Labor (DOL)</p>	<p>Mr. Genna suggested that searches of confidential levy sources on currently available programs be searched periodically by a computer program rather than by manual entries of employer registration numbers. Currently, Tax Compliance Agents in District offices request searches of confidential levy sources one at a time using manually-input employer registration numbers. Implementation would occur by creating a computer program to match employer registration numbers with confidential sources listed on the computer programs. The change would result in increased efficiency in the process used to find sources to levy, saving time and potentially increasing revenue through finding sources that might not have been searched using the current system. The suggestion committee determined that an automated search will eliminate most, if not all, manual searches saving TCA2 (grade 17) employee time that could be spent performing other enforcement tasks. The estimated number of manual searches per year is over 15,000. This suggestion will be implemented on 4/15/10. Based upon the cost-benefit analysis, the estimated first year savings will be \$5,100. As such, the committee has recommended an initial tangible award amount of \$500.00. The suggestion was determined to be unrelated to the suggester's job.</p>	<p>Certificate of Merit and a \$500 initial cash award, with final award determination to be made after calculation of actual one-year savings. If awarded, the Department of Civil Service will pay the first \$100.00 and the Department of Labor will pay the balance.</p>

7. VACANT EXEMPT CLASS POSITIONS – April 2010 - APPROVED WITH THE EXCEPTION OF CORRECTIONAL INDUSTRIES SALES REPRESENTATIVE IN CORRECTIONAL SERVICES, ITEM NO. 73601, WHICH WAS CALENDARED FOR A FINAL VOTE AT THE MAY 2010 MEETING.

The following positions are in the exempt class pursuant to previous jurisdictional classification decisions of the State Civil Service Commission. Pursuant to Section 41(2) of the Civil Service Law, such positions must be reviewed by the Commission before they may be refilled on a permanent basis. Accordingly, all positions identified below have been reviewed by the Division of Classification and Compensation and/or the Office of Civil Service Commission Operations. In each case, it is recommended that the approval to refill on a permanent basis be granted, as the original basis for exempt classification continues.

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Alcoholic Beverage Control	01030	22001	Deputy Commissioner
Banking	07000	03010	Investigator
Economic Development	22000	00014	Secretary
Executive Chamber	01000	00311	Assistant Appointments Officer
		00605	Program Associate
		00703	Assistant Counsel to the Governor
		01007	Program Associate
		01300	Director, Office of Counselor and Communications
		01305	Press Officer
		01502	Deputy Director of Scheduling for the Governor
		01600	Director of Criminal Justice
		02023	Special Assistant
Criminal Justice	01490	00006	Deputy Commissioner
Health	12000	00552	Deputy Director
Inspector General	21700	01139	Investigative Auditor
Labor	14020	04000	Deputy Commissioner
Law	03000	06851	Confidential Assistant
Mental Retardation	51000	10091	Investigator
Motor Vehicles	23000	61701	Board Member
		61705	Board Member
Parks & Recreation	49020	02604	Special Assistant

7. VACANT EXEMPT CLASS POSITIONS – April 2010 (cont.)

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Racing and Wagering Board	01510	04908	Paddock Judge
State	19000	05212	Citizen Services Representative
Tax and Finance	20010	00002	Secretary
		00005	Special Assistant
		00008	Special Assistant
		00032	Assistant Public Information Officer
		00042	Assistant Public Information Officer
Thruway Authority	55090	02745	Assistant Public Information Officer

Calendared from December 2009 and January 2010 meeting

<u>Agency</u>	<u>Code</u>	<u>Item No.</u>	<u>Title</u>
Correctional Services	10160	73601	Correctional Industries Sales Representative

8. SECTIONS 55-B and C – April 2010 - APPROVED

In accordance with Civil Service Law section 55-b, the Commission may “determine up to twelve hundred positions with duties such as can be performed by persons with a physical or mental disability who are found otherwise qualified to perform satisfactorily the duties of any such position.” An additional five hundred such positions may be reserved for veterans with disabilities under section 55-c. The following agencies have made application for participation in this program for the positions listed:

<u>Agency</u>	<u>Position</u>	<u>Item No.</u>
Children & Family Services	Hearing Officer 1	00294
Comptroller	Clerk 1	03757
Empire State College	Keyboard Specialist 1	09907
Insurance Department	Keyboard Specialist 1	06691
Labor Department	Labor Services Rep. Trainee 1	12913
Medicaid Inspector General	Management Specialist 1	31610
Mental Retardation & Developmental Disabilities	Safety & Security Officer Trainee	03102
Motor Vehicles	Clerk 1	00875
Public Service	Keyboard Specialist 1	00274

Section 55-b – 8 positions

Section 55-c – 1 position

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

APRIL 2010

<u>CODE</u>	<u>SUBJECT</u>	<u>PAGES</u>
1	Municipal Service	1 (A-K)
2	Pension Waivers for Retirees - Sec 211 NYSRSSL	
	Local Government	2 (A)
	State Government	2 (B)
	Other Entities	2 (C)
2-a	Extensions in Service Over Age Seventy	
3	Executive	3 (A-D)
4	Staffing Services	
	Backdates	
	Leaves of Absence	4 (D)
	Reinstatements	4 (E)
5	Testing Services	
	Committee on Appeals	5 (F)
	Prior Approvals	5 (G)
6	Merit Awards	
	Employee Suggestions	6 (H)
	Agency Committee Nominations	
7	Vacant Exempt Class Positions	7 (I)
8	Section 55 b/c	8 (J)
9	Investigations	
10	New Business	



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Shirley LaPlante
SUBJECT: April 2010 Commission Meeting
DATE: April 19, 2010

We have arranged the following schedule for the April Commission meeting:

Wednesday, April 21

10:00 a.m. - At New York Network

Calendar Pages 1, 2, 3, 4, 5, 6, 7, and 8

cc: Comr. Ahl
Comr. Hanrahan
Judith Ratner

Richard Ciprioni
Al Jordan
Nancy Kiyonaga

David Ernst