

**STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK**

April 14, 2011

1. MUNICIPAL SERVICE

- 1.24 (A) ALBANY COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

Approved Local Resolution #10 (2011).

- 1.25 (B) ESSEX COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Essex County Civil Service Rules.

Approved.

- 1.26 (C) MADISON COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text and Appendices of the Madison County Civil Service Rules.

Approved with the following exception:

In the Town of Smithfield – The State Commission approved the placement of Auditor (PT) in the non-competitive class, with the stipulation of a \$1000 annual salary limit, as an increase in hours worked and salary may impact the number of interested candidates.

- 1.27 (D) PUTNAM PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Text and Appendices of the Putnam County Civil Service Rules.

Approved.

- 1.28 (E) SULLIVAN COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Sullivan County Civil Service Rules.

Approved with the following exception:

In the Sheriff's Office – The State Commission disapproved the request to place Gang Intelligence Investigator – Sheriff's Office in the non-competitive class, based on the practicability of competitive examination.

- 1.29 (F) WESTCHESTER COUNTY COMMISSIONER OF HUMAN RESOURCES.
Request for Commission approval of the resolution amending the Text of the Westchester County Civil Service Rules.

Approved Local Resolution 01-11.

- 1.30 (G) YATES COUNTY PERSONNEL OFFICER. Request for Commission approval of two resolutions amending the Appendices of the Yates County Civil Service Rules.

Approved with the following exception:

In County Service – The State Commission disapproved the request to place the Director of Emergency Management in the non-competitive class based on the practicability of competitive examination, and the fact that there was no demonstration of a recruitment difficulty to fill the position on a permanent basis. This disapproval was without prejudice to allow the County to hold a competitive examination for the position. If the County is able to document the existence of a recruitment difficulty for the position, the request may be resubmitted.

- 1.31 (H) CITY OF ROME CIVIL SERVICE COMMISSION. Follow-up of the Merit System Program Component report on Appointment Process Administration for the City of Rome Civil Service Commission.

The State Commission reviewed the second follow-up report and directed that the City Commission submit a third follow-up report no later than July 15, 2011, as the City Commission stated it expects to have each required action completed by June 30, 2011. The follow-up report should include a description of the actions taken to correct the six remaining required actions and supporting documentation to substantiate that the corrective actions reported were taken.

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	Recruit-ment?	Action
1.	Nathan, Garry	4	Cohoes, City of City Engineer Competitive	04/01/2011 03/31/2013	\$44,671	Yes	Limited Approval
The State Commission approved the request for the limited period of 04/01/11-03/31/12. The limited period of approval through 03/31/12 was granted with the stipulation that the City of Cohoes Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
2.	Massocco, Geno J.	6	Herkimer County District Attorney's Office Investigator (District Attorney) Exempt	04/01/2011 03/31/2013	\$46,536	Yes	Approved
The State Commission approved the request for the period of 04/01/11-03/31/13.							
3.	Cowin, Timothy H.	12	Onondaga County Department of Correction Commissioner of Correction Unclass	04/30/2011 04/29/2013	\$104,149	Yes	Approved
The State Commission approved the request for the limited period of 04/30/11-12/31/12. Approval beyond 12/31/12 is not necessary as the retiree will attain the age of 65 in 2013.							
4.	Nolan, Philip	0	Onondaga County District Attorney's Office Confidential District Attorney Investigator II Exempt	12/27/2010 12/26/2012	\$49,918	Yes	Approved
The State Commission approved the request for the period of 12/27/10-12/26/12.							
5.	Betts, David A.	1	Suffolk County Southampton, Town of Chief Town Investigator Competitive	01/01/2011 12/31/2012	\$75,741	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-06/30/11. The limited period approval through 06/30/11 was granted with the stipulation that the entire open-competitive eligible list be canvassed to determine if there are any qualified non-retirees interested in appointment. The appointing authority should also determine, through its canvass, whether the candidates are willing to move into the Town in order to be considered for appointment.							

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.	Klopott, Zvi S.	0	Albany County Capital Region BOCES Child and Adolescent Psychiatrist (PT) Competitive	03/21/2011 03/20/2013	\$10,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 03/21/11-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the Albany County Civil Service Department conduct an examination to determine if there are any qualified non-retirees available for appointment.							
2.	Bender, James E.	2	Cayuga County District Attorney's Office Confidential Investigator Exempt	04/01/2011 03/31/2013	\$43,239	Yes	Approved
The State Commission approved the request for the period of 04/01/11-03/31/13.							
3.	White, Patrick A.	0	Franklin County Sheriff's Department Undersheriff Exempt	01/01/2011 12/31/2012	\$47,047	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
4.	Kaplan, Ellen	1.75	Orange County Department of Health Contractual Speech Pathology Services	04/01/2011 07/01/2012	\$80,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 04/01/11-03/31/12. The contract between Orange County and Ms. Kaplan terminates 03/31/12.							
5.	Crawford, Russell S.	.50	Rockland County District Attorney's Office Management Consulting Services	01/01/2011 05/02/2012	\$92,500	Yes	Approved
The State Commission approved the request for the period of 01/01/11-05/02/12.							

6.	Critchfield, William F.	1	Wayne County Village of Sodus Police Sergeant Competitive	01/01/2011 12/31/2012	\$52,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the Wayne County Personnel Department conduct an examination 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.	Fischer, John T.	12	Comptroller's Office Confidential Aide Exempt	04/21/2011 04/20/2013	\$84,581	Yes	Approved
The State Commission approved the request for the period of 04/21/11-04/20/13.							
2.	Burke, Valerie A.	8	Insurance, Department of Insurance Frauds Investigator 1 NonComp nonPolicy	07/01/2011 06/30/2013	\$61,763	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-12/31/12. The limited period of approval through 12/31/12 was based on the Commission's determination at its 12/15/10 meeting.							
3.	Carmody, Dennis	5.25	Insurance, Department of Insurance Frauds Investigator 1 NonComp nonPolicy	07/01/2011 06/30/2013	\$55,707	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-12/31/12. The limited period of approval through 12/31/12 was based on the Commission's determination at its 12/15/10 meeting.							
4.	D'Angelo, Philip	6.5	Insurance, Department of Insurance Frauds Investigator 1 NonComp nonPolicy	07/01/2011 06/30/2013	\$59,848	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-12/29/12. The limited period of approval through 12/29/12 was based on the Commission's determination at its 12/15/10 meeting.							
5.	Howard, Mark S.	6.5	Insurance, Department of Insurance Frauds Investigator 1 NonComp nonPolicy	07/01/2011 06/30/2013	\$61,763	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-01/02/13. The limited period of approval through 01/02/13 was based on the Commission's determination at its 12/15/10 meeting.							

6.	Marcone, John J.	6	Insurance, Department of Insurance Frauds Investigator 2 NonComp nonPolicy	07/01/2011 06/30/2013	\$75,862	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-01/08/13. The limited period of approval through 01/08/13 was based on the Commission's determination at its 12/15/10 meeting.							
7.	Masinski, Arthur D.	5	Insurance, Department of Insurance Frauds Investigator 2 NonComp nonPolicy	07/01/2011 06/30/2013	\$73,584	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-12/29/12. The limited period of approval through 12/29/12 was based on the Commission's determination at its 12/15/10 meeting.							
8.	Ruffo, Paul	6.5	Insurance, Department of Insurance Frauds Investigator 1 NonComp nonPolicy	07/01/2011 06/30/2013	\$61,763	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-01/02/13. The limited period of approval through 01/02/13 was based on the Commission's determination at its 12/15/10 meeting.							

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.	McConville, Ronald T.	6	Thruway Authority Coordinator of Safety & Security Services TZB NonComp Policy	02/25/2011 02/24/2012	\$83,738	Yes	Approved
	The State Commission approved the request for the period of 02/25/11-02/24/12.						

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

3.26 (A) DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES. Request for Commission approval of exempt classification of the following positions which they are asking to have established:

Director, Office of Cyber Security
Director, Office of Counter Terrorism
Director, Office of Interoperable and Emergency
Communications

(Control No. 10-042)

Approved.

3.27 (B) OFFICE OF THE STATE COMPTROLLER. Request for Commission approval of continued exempt classification of the position of Special Assistant (title structure changed from Coordinator of Public Authority).

Approved – Increased from 2 to 3 in Appendices.

3.28 (C) FOR COMMISSION CONSIDERATION. Request for Commission approval of continued exempt and non-competitive classification of several positions in various agencies which were the result of position moves, transfers of function or abolishment of obsolete positions.

Approved.

3.29 (D) DEPARTMENT OF TAXATION AND FINANCE. Request for Commission approval of exempt classification of the position of Deputy Commissioner which was originally requested as Deputy Commissioner for Real Property Tax Services. (Control No. 11-007)

**Approved – Increased from 4 to 5 in Appendices
(Reclassified from Executive Deputy Director - exempt).**

3.30 (E) DEPARTMENT OF TAXATION AND FINANCE. Request for Commission approval of exempt classification of the position of Assistant Deputy Commissioner. (Control No. 11-008)

**Approved – Increased from 2 to 3 in Appendices
(Reclassified from Special Office Assistant - exempt).**

3.31 (F) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held March 23, 2011.

Approved.

4. LEAVES OF ABSENCE – April 14, 2011 - APPROVED AS INDICATED

PLEASE NOTE: LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS THROUGH 10/1/11 WITH THE EXCEPTION OF NUMBERS 7 AND 19. NUMBER 7 WAS APPROVED FROM 6/15/08 THROUGH 10/1/11 IN ORDER TO COVER THE RETROACTIVITY AND SO APPROVAL DOES NOT EXCEED TWO YEARS; NUMBER 19 WAS APPROVED PREVIOUSLY AT THE MARCH 23, 2011 COMMISSION MEETING FOR THE PERIOD 4/16/11 THROUGH 9/1/11 AND WAS INADVERTENTLY ADDED TO THE APRIL CALENDAR.

IN ORDER TO EXTEND LEAVES BEYOND THAT 6 MONTH PERIOD, A NEW REQUEST MUST BE SUBMITTED TO THE CIVIL SERVICE COMMISSION.

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)	5/1/11	10/1/11	Greenberg,Ronald L	Chf Budget Exmr Non-Competitive Budget	Deputy Dir Exempt Budget
(2)	6/1/11	10/1/11	White,Anne M	Agency Prgm Aide Competitive Budget	Conf Secy Exempt Budget
(3)	5/1/11	10/1/11	Mack,Jennifer I	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(4)	5/1/11	10/1/11	Smith,Bobby R	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Facility Dir 3 Non-Competitive Child&Fam Svcs
(5)	5/1/11	10/1/11	Ward-Harper,Muriel E	Ch & Fam Svs Spec 3 Competitive Child&Fam Svcs	Assoc Commr Exempt Child&Fam Svcs
(6)	5/1/11	10/1/11	Gold,Sue	State Prg Ex Tr 1 Competitive Comptroller	Exec Assnt Exempt Comptroller
(7)	6/15/08	10/1/11	Obrien-Nejame,Kathleen M	Senr Attorney Competitive Comptroller	Assnt Counsl Exempt Comptroller
(8)	4/1/11	10/1/11	Raimondo,Ann M	Supvg Corr Cnslr Competitive Cor Sullivan	Deputy Supt Progm S 3 Non-Competitive Cor Ulster

(9)	5/2/11	10/1/11	Campbell,Anne R	Secy 2 Competitive Ed Main Office	Secy Exempt Ed Main Office
(10)	4/1/11	10/1/11	Tarantino,Daniel J	Assoc Atty Hlth C Reg Competitive Hlth Main Off	Assnt Counsl Exempt Hlth Main Off
(11)	4/1/11	10/1/11	Wilson,John W	Health Prog Admr 4 Competitive Hlth Main Off	Health Prog Dir 1 Non-Competitive Hlth Main Off
(12)	5/1/11	10/1/11	Dixon,Rene T	Secy 1 Competitive Housng & Comm Ren	Secy 2 Non-Competitive Housng & Comm Ren
(13)	5/1/11	10/1/11	Wollman,Susan H	Assoc Atty Competitive Housng & Comm Ren	Assoc Counsel Exempt Housng & Comm Ren
(14)	6/1/11	10/1/11	Kennedy,Marion J	Secy 2 Competitive Insurance	Secy Exempt Insurance
(15)	5/1/11	10/1/11	Miliano,Michael J	Supvg Attorney Competitive Insurance Fund	Deputy Consl Exempt Insurance Fund
(16)	5/1/11	10/1/11	Morris,Lorna M	Claims Svs Rep 2 Competitive Insurance Fund	Insur Fd Bus Mgr Non-Competitive Insurance Fund
(17)	5/1/11	10/1/11	Dunphy,Nancy E	Ui Prg Mgr 3 Competitive Labor	Deputy Commr Exempt Labor
(18)	5/1/11	10/1/11	Marino,Richard A	Dir Unemp Ins Adj Svs Competitive Labor	Dir Unemp Ins Div Non-Competitive Labor
(19)	4/16/11	10/1/11	Dejohn,Sandra M	Secy 1 Competitive Labor Mgmnt Cm	Conf Stenographer Exempt Labor Mgmnt Cm
(20)	3/1/11	10/1/11	Rivera,Angel	Law Dept Invest 2 Competitive Law	Spec Investgtr Competitive Med Fraud Cntrl
(21)	2/1/11	10/1/11	Garrell,Naomi	Business Officer 1 Competitive MH Hudson River	Deputy Dir Psy Cntr 1 Non-Competitive MH Hudson River

(22)	5/1/11	10/1/11	Monson,Charles W	OASAS Prg Mgr 2 Competitive OASAS Main Off	Assoc Commr Exempt OASAS Main Off
(23)	5/1/11	10/1/11	Nightingale,Thomas E	OASAS Prg Mgr 3 Competitive OASAS Main Off	Assoc Commr Exempt OASAS Main Off
(24)	3/17/11	10/1/11	Cottrell,Kevin E	Grants In Aid Pgm A 1 Non-Competitive P&R Niagara	Out of State Service
(25)	5/1/11	10/1/11	Saunders,Terry J	Supvg Hear Ofer Prl R Non-Competitive Parole	Prin Hearing Of Prl R Non-Competitive Parole
(26)	5/1/11	10/1/11	Dibernardo,Linda	Secy 2 Competitive Tax& Finance	Secy Exempt Tax& Finance
(27)	6/1/11	10/1/11	Woodward,Jamie A	Dir Tax Processing Competitive Tax& Finance	Exec Dpty Commr Exempt Tax& Finance
(28)	5/1/11	10/1/11	Dennison III,Robert A	Regnl Dir Trans 2 Competitive Tr Pghkps Reg 8	Assnt Commr Exempt Tr Main Office
(29)	5/13/11	10/1/11	Beloten,Robert E	Comp Claims Referee Competitive Workers Comp	Chairman Wkrs Comp Bd Unclassified Workers Comp
(30)	5/1/11	10/1/11	Wood,Cheryl M	Assoc Atty Competitive Workers Comp	Assoc Counsel Exempt Workers Comp

4. STAFFING SERVICES/REINSTATEMENTS – APPROVED EFFECTIVE 4/14/11

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)	03/21/1975	12/10/1997	Dibble, William	Info. Tech. Specialist 3 (Programming) Labor
(2)	01/02/1986	06/13/1992	Delarm, Joan	Licensed Master Social Worker 2 OMH (St. Lawrence Psych. Ctr)
(3)	03/27/1986	05/29/2001	Pannitti, Sandra	Calculations Clerk 2 Parole
(4)	06/14/2004	05/11/2006	Borre, Robert	Plant Utilities Engineer 1 SUNY Albany

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.	437E	16-30	Receptionist	1/22/11	OC
2.	439E	16-30	Water Quality Management	1/22/11	OC
3.	447E	76-90	Administration	1/22/11	OC/PROM/ NCP
4.	449E	31-45 61-75 91-110	State and Local Audiovisual	2/5/11	OC/PROM
5.	449E	46-60	State and Local Audiovisual Pre-rating	2/5/11	OC
6.	456E	76-90	Compensation Claims Referee	2/5/11	OC/PROM
7.	457E	1-15	Transportation Services	2/5/11	OC/PROM
8.	467E	61-75	Agency Safety & Health Director 1	2/19/11	OC/PROM
9.	487E	46-60	Secretarial Services	2/19/11	OC/PROM/ NCP

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.	453-E	1-60	Higher Level Library Clerical Series	2/5/11	OC/Prom
2.	465-D	16-35	Local First Line Correctional Supervisor	10/30/10	Prom
	466-D	1-70			
	467-D	1-82			
3.	462-E	16-30	Safety and Security	2/5/11	OC/Prom
4.	602-B	1-110	Fire Chief/Assistant Fire Chief	1/8/11	OC/Prom

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>
5.	433-E	1-15 46-60	Economic Development	1/22/11	OC/Prom
6.	456-E	1-30	Compensation Claims Referee Series	2/5/11	OC/Prom
7.	459-E	16-45 76-90	Child Care Services Series	2/5/11	OC/Prom
	460-E	16-30	Child Care Services Series	2/5/11	OC/NCP
	461-E	16-30	“ “ “ “	“	OC/Prom
8.	479-E	81-90	Coordinator Equipment Operator Instruction Series	2/19/11	Prom/Pre-Rating
9.	462-E	1-15 61-75 76-90	Safety and Security Series	2/5/11	OC/Prom
10.	476-E	1-30	State Nurse Administrators	2/19/11	Prom
11.	475-E	1-60	State Nurse Administrators	2/19/11	Prom
12.	183-H	1-75	State Pyrotechnicians' Certificate of Competence	2/19/11	OC
13.	454-E 455-E	76-95 16-30 46-65	State and Local Multimedia	2/5/11	OC/Prom

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.15	FIR.FFL-11 FIR.FPL-11 FIR.RTL-11	Firefighting practices and equipment Fire Prevention Rescue techniques & basic emergency medical Response
5.16	PWM.LF-11 SUP.FI-7 FIR.TR-7	Preparing Written Material Supervision On-the job training of fire personnel
5.17	TRN PP FAC 7 ADS.FI-7	Principles & Practices of Staff Development and Training Administrative Supervision

6. MERIT AWARDS

Report on Merit Awards.

MEMORANDUM

TO: Civil Service Commission
FROM: Mary Ann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: March 21, 2011

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

If the awards are approved as recommended, the cash awards granted will amount to \$5,588.00, of which \$200.00 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>6.6 155977 Sheilah Brust</p> <p>APPROVED</p>	<p>Principal Account Clerk Salary Grade 14</p> <p>Governor's Office of Employee Relations (GOER)</p>	<p>Ms. Brust proposed that all State agencies use the travel calculator that she created in order to determine the most cost effective mode of travel when traveling by automobile. She originally began using the calculator in 2005 and began sharing the calculator with other agencies, some of whom implemented it.</p> <p>Thereafter, she submitted the calculator to the New York State Employee Suggestion Program on July 16, 2009. In addition, she submitted her idea to the Division of the Budget (DOB) and they sent it to the Office for Taxpayer Accountability (OTA), which issued a directive on August 10, 2009 to all Executive Agencies requiring the use of the calculator. . Due to this complicating factor, the only mechanism available for Ms. Brust's suggestion to be eligible for award consideration was to submit her suggestion to agencies that had received the idea directly from Ms. Brust prior to the issuance of the OTA directive. One of the four agencies which received her suggestion through this mechanism, the Office of the Attorney General (OAG, has responded as follows: This suggestion was implemented on 8/9/2009. The first year's cost savings was estimated to be \$18,500. The committee states that the suggestion had substantial value and was incorporated into the agency's Travel Policy for all OAG employees. The committee recommends an award of 10% of the first year's savings, or \$1,850.00. This suggestion was not job-related.</p>	<p>\$1,850.00 cash award and a Certificate of Merit.</p> <p>The first \$100.00 of the award will be paid by the Department of Civil Service (DCS)</p> <p>The balance of \$1,750.00 will be paid by the Office of the Attorney General (OAG)</p>

<p>6.7 176309 Dennis Scott Florence</p> <p>APPROVED</p>	<p>Major Salary Grade 23</p> <p>New York State Department of Environmental Conservation (DEC)</p>	<p>Mr. Florence suggested that the Department replace the Verizon cell phone and the aircard issued to each officer working in the Office of Public Protect with one aircard-enabled blackberry cell phone. The suggester stated implementing this change for all 450 officers would save an estimated \$113,400 per year. The agency implemented the suggestion on 6/23/10. The agency estimates the first year's net savings - after start-up costs were deducted - to be \$37,386.00. The suggestion committee states that this suggestion was not job related, and thus recommends an award of 10% of the net savings, or \$3,738.00.</p>	<p>\$3,738.00 Cash Award and a Certificate of Merit</p> <p>The first \$100.00 will be paid by the Department of Civil Service (DCS)</p> <p>The balance of \$3,638.00 will be paid by the Department of Environmental Conservation (DEC)</p>
<p>6.8 390266 Marianna Lucia</p> <p>APPROVED</p>	<p>Assistant Workers' Compensation Examiner Salary Grade 09</p> <p>New York State Workers' Compensation Board (WCB)</p>	<p>Ms. Lucia suggested that the Workers' Compensation Board (WCB) change the fax number for all district offices, including the customer Service centers, to the Statewide fax number of 1-877-533-0337. The suggester states that implementing this change will save paper costs and staff time, as claimants often send faxes using the district office fax number rather than the centralized Statewide fax number. This necessitates faxing back to the claimant and instructing them to fax their documents to the correct fax number. The suggestion committee reports that evaluators chose to address the problem by removing the district office fax numbers from the website, necessitating that claimants call the district office to request a fax number. The correct fax number would be provided at that time. This change was implemented on 2/7/11. Although an alternate solution was chosen, the committee recommends a Certificate of Merit to recognize the suggester for bringing this issue to management's attention.</p>	<p>Certificate of Merit only.</p>

7. VACANT EXEMPT CLASS POSITIONS – APPROVED EFFECTIVE 4/14/11

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>
Agriculture & Markets	06000	00004	Executive Assistant
Banking Department	07000	00102	First Deputy Superintendent
Board of Elections	01540	00065	Secretary
Children & Family Services	25000	10379	Community Relations Specialist
Civil Service	08000	03011 03400 03500 17323	Deputy Commissioner Director of Internal Audit Director of Public Information Secretary
Comptroller	02000	01150 06801 07000	Counsel to the Comptroller Assistant Deputy Comptroller Deputy Comptroller
Correctional Services	10160	00104 00301 73711 73716	Deputy Commissioner Director of Public Information Correctional Industries Sales Rep Correctional Industries Sales Rep
Economic Development	22000	00710 01014	Senior Deputy Commissioner Dir Minority & Women Business Dev
Environmental	09000	00002 00111 00131 45516	Executive Deputy Commissioner Deputy Commissioner Deputy Commissioner Director of Public Information
Executive Chamber	01000	00102 00108 00111 00113 00116 00200 00201 00304	Confidential Assistant Legislative Assistant Assistant Secretary to the Governor Confidential Assistant Deputy Secretary to the Governor Secretary to the Governor Deputy Secretary to the Governor Director Women's Division

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Executive Chamber (cont.)		00313	Confidential Assistant
		00315	Confidential Assistant
		00410	Confidential Assistant
		00608	Confidential Assistant
		00700	Counsel to the Governor
		00705	Assistant Counsel to the Governor
		00707	Assistant Counsel to the Governor
		00713	Assistant Counsel
		00726	Confidential Assistant
		00801	Executive Assistant to the Governor
		00901	Confidential Stenographer
		01003	Legislative Assistant
		01005	Press Assistant
		01103	Legislative Assistant
		01200	Appointments Officer
		01210	Confidential Stenographer
		01211	Confidential Stenographer
		01301	Executive Assistant to the Governor
		01302	Press Officer
		01304	Press Officer
		01306	Special Office Assistant
		01307	Press Assistant
		01318	Confidential Stenographer
		01412	Confidential Stenographer
		01414	Confidential Stenographer
		01503	Deputy Dir of Scheduling for Governor
		01507	Confidential Stenographer
		01508	Special Office Assistant
		01509	Confidential Assistant
		75011	Confidential Assistant
		75012	Confidential Assistant
		75016	Confidential Assistant
		75019	Confidential Secretary
General Services	01050	11103	Building Superintendent
		11530	Promotion & Public Affairs Agent
		93001	Deputy Commissioner
Health Department	12000	00002	Deputy Commissioner
		02302	Counsel
		88512	Deputy Commissioner
Higher Education	11100	08000	Vice President HESC
Housing & Community Renewal	01080	43001	Director Public Information
		70014	Deputy Commissioner

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Insurance Department	13000	00325	Executive Assistant
		00326	Executive Assistant
		00356	Special Assistant
		00358	Special Assistant
		01020	Deputy Counsel
Labor Management	21220	00648	Employee Program Assistant
		00606	Employee Program Associate
		00653	Employee Program Associate
Law Department	03000	00055	Assistant Public Information Officer
		00139	Assistant Public Information Officer
		00182	Legislative Assistant
		00202	Executive Assistant
		00209	Assistant Public Information Officer
		00213	Confidential Assistant
		00402	Executive Assistant
		00414	Confidential Administrative Assistant
		01930	Secretary
		04340	Investigator
		05794	Deputy Attorney General
		06800	Investigator
		06856	Confidential Assistant
		06857	Confidential Assistant
		06900	Investigator
		06937	Investigator
		06958	Confidential Clerk
06974	Confidential File Clerk		
06980	Investigator		
09345	Investigator		
Lieutenant Governor	01040	02002	Executive Secretary
		02006	Special Assistant
Motor Vehicles	23000	00050	Executive Deputy Commissioner
People w/ Developmental Disabilities	51000	10050	First Deputy Commissioner
Public Integrity	19005	00134	Filings Examiner (CPI)
Public Service	16000	00305	Hearing Examiner
		00311	Hearing Examiner
		00312	Hearing Examiner
		00315	Hearing Examiner

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Racing & Wagering	01510	00005	Secretary to NYS Racing and Wagering Board
		00369	Racing Investigator
		04101	Steward
		04505	Assistant Presiding Judge
		04906	Investigator
		04908	Paddock Judge
		04909	Supervising Racing Veterinarian
		05001	Presiding Judge
		05002	Starter
		05004	Associate Judge
		05006	Investigator
State Department	19000	00027	Director of Public Information
		05206	Citizen Services Representative
		05207	Citizen Services Representative
		05211	Citizen Services Representative
		05214	Citizen Services Representative
		05216	Citizen Services Representative
		05218	Citizen Services Representative
		05219	Citizen Services Representative
		05220	Citizen Services Representative
		05221	Citizen Services Representative
		05224	Citizen Services Representative
		05228	Citizen Services Representative
State Inspector General	21700	01003	Counsel
		03059	First Deputy Inspector General
Transportation	17000	10632	Investigative Auditor
Veterans' Affairs	01190	00201	Deputy Director

8. SECTIONS 55-B and C – APPROVED EFFECTIVE 4/14/11

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>
Education	Assistant in Education of Children with Disabilities	00162
Labor Department	Senior Employment Security Clerk	20126
People with Developmental Disabilities	Clerk 1	05612
Public Service	Information Technology Specialist 1	00163

Section 55-b – 4 positions
Section 55-c – 0 positions

(As of March 28, 2011 there were 1050 55-b and 103 55-c positions filled)

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

APRIL 2011

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	Local Government	2 (A)
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3	Executive	3 (A-F)
4	Staffing Services	
	Backdates	
	Leaves of Absence	4 (D)
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5	Testing Services	
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6	Merit Awards	
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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**

SUBJECT: April 2011 Commission Meeting

DATE: April 6, 2011

The following schedule has been arranged for the April Commission meeting:

Thursday, April 14

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

Nancy Kiyonaga
Al Jordan
Shirley LaPlante

Anthony Rotundo
Jennifer Paul