

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK
DECEMBER 16, 2009

1. MUNICIPAL SERVICE

- 1.74 (A) CITY OF LONG BEACH CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the City of Long Beach Civil Service Commission.

The State Civil Service Commission postponed the conference to be held with representatives of the City of Long Beach Civil Service Commission and reviewed an item prepared by staff regarding the City Commission's failure to submit a 13th follow-up report on the 2004 Report on Merit System Administration by December 1, 2009, as directed by the State Commission. Based on the absence of this report and the fact that the follow-up process has been ongoing for nearly 6 years, the State Commission directed that staff perform appropriate Merit System Program Component Review(s) in the City of Long Beach in order to ascertain the current status of merit system administration in the City. This review is to be undertaken no later than January 2010 and the report should be reviewed by State Commission at its March 2010 meeting.

- 1.80 (B) CITY OF MOUNT VERNON CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the City of Mount Vernon Civil Service Commission.

The State Civil Service Commission reviewed the third follow-up report from the City of Mount Vernon Civil Service Commission regarding actions taken in response to the 2008 Report on Merit System Administration. Of the 17 remaining recommendations, eleven were to be completed by the submission of the third report, according to the timeline prepared by the City Commission; the report indicates three have been fully resolved and five have been partially resolved. As such, the State Commission acknowledged the progress made by the City of Mount Vernon Civil Service Commission and directed that a fourth follow-up report be submitted no later than March 31, 2010, as according to the timeline, all recommendations should be completed by this date; this report should include detailed supporting information to document the progress made by the City in addressing all outstanding recommendations, including those that were to be addressed prior to the filing of the third follow-up report.

- 1.81 (C) RENSSELAER COUNTY CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the Rensselaer County Civil Service Commission.

The State Civil Service Commission reviewed the twelfth follow-up report from the Rensselaer County Civil Service Commission on progress being made to implement the recommendations in the Report on Merit System Administration which rated civil service administration in Rensselaer County as "unsatisfactory." Of the 19 recommendations in the 2004 Merit System

Administration Report, 12 have been resolved. The Commission directed that Rensselaer County provide a detailed summary of its progress and a plan to resolve all recommendations by January 15, 2010 so that staff can review the report and submit the analysis to the Civil Service Commission for consideration at its February 8, 2010 meeting.

1.82 (D) JEFFERSON COUNTY DIRECTOR OF HUMAN RESOURCES. Merit System Program Component Report – Appointment Process Administration by the Jefferson County Director of Human Resources.

The State Civil Service Commission accepted the Merit System Program Component Report on Appointment Process Administration by the Jefferson County Director of Human Resources for the period of September 2005 through September 2008 which was rated as “Generally in Compliance.” The report identified nine actions necessary for the Jefferson County Director of Human Resources to come into compliance with Civil Service Law and Rules. The State Civil Service Commission acknowledged the efforts taken by the Jefferson County Director of Human Resources; however, directed Jefferson County to continue implementing the required actions noted in the Report, and report the progress made in completing them by February 28, 2010.

1.83 (E) CITY OF UTICA. Report on Investigation - City of Utica Police Chief Appointment.

The State Civil Service Commission calendared the report of the investigation into the appointment of Daniel Labella as Police Chief in the City of Utica due to the absence of Commissioner Hanrahan.

**2. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT - DECEMBER 2009
ACTION AS INDICATED**

STATUTORY CRITERIA PRE—OCTOBER 7, 2008

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:

| Name | Years in Position Under §211 | Civil Service Agency, Appointing Authority, Title and Jurisdictional Class | Requested Period of Employment | Annual Salary | Recruit-ment? | Action |
|---|------------------------------|---|--------------------------------|---------------|---------------|-----------------------------|
| 1. Bradt, Dennis | 8 | Albany City City School District School Campus and Neighborhood Security Officer Non-Competitive | 7/1/09- 6/30/11 | \$40,232 | Yes | Approved |
| The State Commission approved the retroactive request for the period of 7/1/09 – 6/30/11. | | | | | | |
| 2. Burke, John F. | 16 | Albany County Sheriff's Office Drug Interdiction Coordinator Non-Competitive | 1/1/10- 12/31/11 | \$87,704 | Yes | Approved |
| The State Commission approved the request for the period of 1/1/10 - 12/31/11. | | | | | | |
| 3. Crouch, Leonard J. | 0 | Albany County Sheriff's Office DWI Administrator Non-Competitive | 1/1/10- 12/31/11 | \$64,297 | Yes | Approved |
| The State Commission approved the request for the period of 1/1/10 – 12/31/11. | | | | | | |
| 4. Fredenburg Eric F. | 6 | Lewis County Village of Lowville Village Police Chief Competitive | 1/1/10- 12/31/11 | \$50,000 | Yes | Approved through 6/30/10 |
| The State Commission approved the request for the limited period of 1/1/10 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that the Lewis County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment. | | | | | | |
| 5. Boccacino, Paul | 5 | Monroe County District Attorney's Office Violent Felony Offense Investigator Non-Competitive | 1/1/10- 12/31/11 | \$55,584 | Yes | Approved |
| The State Commission approved the request for the period of 1/1/10 – 12/31/11. | | | | | | |
| 6. Gosnell, Richard J. | 4 | Monroe County District Attorney's Office Violent Felony Offense | 11/1/09- 10/31/11 | \$52,250 | Yes | Approved |

Investigator
Non-Competitive

The State Commission approved the request for the period of 11/1/09 - 10/31/11.

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| 7. | Spagnolo, Joseph | 9 | Monroe County District Attorney's Office Violent Felony Offense Investigator Non-Competitive | 1/1/10- 12/31/11 | \$55,584 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 8. | Wetzel, Robert C. | 5 | Monroe County District Attorney's Office Violent Felony Offense Investigator Non-Competitive | 1/1/10- 12/31/11 | \$55,584 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 9. | Wiesner, Robert J. | 4 | Monroe County Water Authority Director of Security – Monroe Co. Water Authority Non-Competitive | 10/23/09- 10/22/11 | \$106,454 | Yes | Approved |
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The State Commission approved the request for the period of 10/23/09 – 10/22/11.

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| 10. | Gregory, Brian | 2 | Nassau County District Attorney's Office Special Investigator I (Collision Investigation) Competitive | 1/1/10- 12/31/11 | \$72,549 | Yes | Approved through 9/30/10 |
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The State Commission approved the request for the limited period of 1/1/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.

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| 11. | Ocker, Kevin E. | 6 | Nassau County Inc. Village of Garden City Chairman, Board of Commissioners of Cultural and Recreational Affairs Unclassified | 1/1/10- 12/31/11 | \$117,000 | Yes | Approved through 3/31/10 |
|-----|--------------------|---|---|---------------------|-----------|-----|-----------------------------|

The State Commission approved the request for the limited period of 1/1/10 – 3/31/10. The limited period of approval through 3/31/10 was granted with the stipulation that Incorporated Village of Garden City demonstrate how the preferred qualifications pertain to the duties and responsibilities of the position.

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|-----|---------------------------|---|--|-----------------------|----------|-----|----------|
| 12. | Dujanovich, Michael B. | 2 | Onondaga County Health Department Senior Firearms Examiner Competitive | 12/31/09- 12/30/11 | \$78,285 | Yes | Approved |
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The State Commission approved the request for the period of 12/31/09 – 12/30/11.

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| 13. | Farella, Anthony R. | 4 | Onondaga County Resource Recovery Agency Recycling Enforcement Officer Competitive | 1/1/10- 12/31/11 | \$42,000 | Yes | Approve through 9/30/10 |
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The State Commission approved the request for the limited period of 1/1/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that the Onondaga County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment.

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| 14. | Snell, Joseph F. | 9 | Onondaga County Town of Cicero Police Chief (Type B) Competitive | 1/1/10- 12/31/11 | \$69,113 | Yes | Approved through 6/30/10 |
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The State Commission approved the request for the limited period of 1/1/10 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted by the Onondaga County Department of Personnel to determine if there are any qualified non-retirees available for appointment.

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| 15. | Moore, Bruce A. | 5 | Ontario County City of Geneva Fire Chief Competitive | 10/21/09- 1/1/11 | \$75,324 | Yes | Approved through 12/31/09 |
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The State Commission approved the request for the limited period of 10/21/09 – 12/31/09. The limited period of approval through 12/31/09 was granted with the stipulation that an examination be conducted by the Ontario County Department of Human Resources in January 2010 to determine if there are any qualified non-retirees available for appointment. Approval through 12/31/09 will also avoid a disruption of service in the City.

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| 16. | Marsh, Dennis D. | 9 | Orange County Town of Goshen Police Chief (A) Competitive | 1/1/10- 12/31/11 | \$87,000 | Yes | Approved through 6/30/10 |
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The State Commission approved the request for the limited period of 1/1/10 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted by the Orange County Department of Personnel to determine if there are any qualified non-retirees available for appointment.

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| 17. | Terpening, Ellery D. | 2 | Oswego County Village of Pulaski Police Chief Competitive | 1/1/10- 12/31/11 | \$46,700 | Yes | Approved through 6/30/10 |
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The State Commission approved the request for the limited period of 1/1/10 – 6/30/10. The limited

period of approval through 6/30/10 was granted with the stipulation that the Oswego County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment.

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| 18. | Maloney, Richard J. | 2 | Rockland County Commissioner of Hospitals Unclassified | 11/1/09- 10/31/11 | \$140,000 | No | Approved through 4/1/10 |
|-----|------------------------|---|---|----------------------|-----------|----|----------------------------|

The State Commission approved the request for the limited period of 11/1/09 – 4/1/10. The limited period of approval through 4/1/10 was granted with the stipulation that the appointing authority conduct a formalized recruitment effort, which may include postings in the Rockland County Department of Personnel, in appropriate trade journals, and on the web through recruitment job sites.

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| 19. | Masucci, James F. | 4 | Rome City Commissioner of Public Safety Unclassified | 1/1/10- 12/31/11 | \$52,000 | No | Disapproved |
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The State Commission disapproved the request because the appointing authority has failed to demonstrate that there are “not readily available for recruitment other qualified persons.” The Commission noted that the disapproval is not a determination of Mr. Masucci’s continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.

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| 20. | Diamond, Richard A. | 1 | Washington County Washington- Saratoga-Warren- Hamilton-Essex BOCES School Safety Officer – BOCES Competitive | 9/25/08- 9/24/10 | \$43,000 | Yes | Approved through 6/30/10 |
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The State Commission approved the retroactive request for the limited period of 9/25/08 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted by the Washington County Personnel Department to determine if there are any qualified non-retirees available for appointment. Approval through 6/30/10 will also avoid a disruption in the security force during the 2009 – 2010 school year.

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| 21. | Ogden, Christopher | 2 | Washington County Washington- Saratoga-Warren- Hamilton-Essex BOCES School Safety Officer – BOCES Competitive | 1/1/09- 12/31/10 | \$38,000 | Yes | Approved through 6/30/10 |
|-----|-----------------------|---|--|---------------------|----------|-----|-----------------------------|

The State Commission approved the retroactive request for the limited period of 1/1/09 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted by the Washington County Personnel Department to determine if there are any qualified non-retirees available for appointment. Approval through 6/30/10 will also avoid a disruption in the security force during the 2009 – 2010 school year.

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| 22. | Belfiore, | 6 | Westchester County Commissioner of | 8/25/09- | \$166,245 | Yes | Approved |
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| 3. | Dittmer, Kenneth | 3 | Albany City City School District School Campus and Neighborhood Security Officer Non-Competitive | 7/1/09- 6/30/11 | \$36,536 | Yes | Approved |
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The State Commission approved the retroactive request for the period of 7/1/09 - 6/30/11.

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| 4. | Cook III, Theodore A. | 1 | Albany City City School District Director of Safe Schools and Violence Prevention Competitive | 7/1/09- 12/31/09 | \$65,000 | Yes | Approved |
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The State Commission approved the retroactive request for the period of 7/1/09 - 12/31/09.

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|----|------------------------|---|--|---------------------|----------|-----|-----------------------------|
| 5. | Grogan III, John J. | 0 | Albany City City School District Assistant Director of School Campus and Neighborhood Security Competitive | 1/1/10- 12/31/11 | \$42,000 | Yes | Approved through 6/30/10 |
|----|------------------------|---|--|---------------------|----------|-----|-----------------------------|

The State Commission approved the request for the limited period 1/1/10 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted by the Albany City Civil Service Commission to determine if there are any qualified non-retirees available for appointment. Approval through 6/30/10 will also avoid a disruption in the School District's security force throughout the 2009-2010 school year.

**2. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – December 2009
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

| | <u>Name</u> | <u>Years in Position Under §211</u> | <u>Department Title Juris. Class</u> | <u>Period of Employment</u> | <u>Annual Salary</u> | <u>Recruit-ment?</u> | <u>Action</u> |
|----|-----------------|-------------------------------------|---|-----------------------------|----------------------|----------------------|---------------|
| 1. | DeSerio, Joseph | 2 mos. | Attorney General – MFCU Investigator Exempt | 8/31/09 – 8/30/11 | \$81,834 | Yes | Approved |

The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 2. | Greenspan, Paul | 2 mos. | Attorney General – MFCU Investigator Exempt | 8/31/09 – 12/31/09 | \$100,498 | Yes | Approved |
|----|-----------------|--------|---|--------------------|-----------|-----|----------|

The State Commission approved the request for the period of 8/31/09 – 12/31/09.

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| 3. | Hayes, Richard | 2 | Attorney General Investigator Exempt | 8/31/09 – 8/30/11 | \$55,445 | Yes | Approved |
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The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 4. | Maiorano Jr., Albert | 8 | Attorney General – MFCU Investigator Exempt | 8/31/09 – 8/30/11 | \$89,115 | Yes | Approved |
|----|----------------------|---|---|-------------------|----------|-----|----------|

The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 5. | Odiot, Peter | 12 | Attorney General Investigator Exempt | 8/31/09 – 8/30/11 | \$82,988 | Yes | Approved |
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The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 6. | Remington, Royal | 6 | Attorney General Investigator Exempt | 8/31/09 – 8/30/11 | \$64,492 | Yes | Approved |
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The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 7. | Schwartz, Arthur | 8 | Attorney General Investigator | 8/31/09 – 8/30/11 | \$100,498 | Yes | Approved |
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Exempt

The State Commission approved the request for the period of 8/31/09 – 8/30/11.

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| 8. | Ward, Michael | 4 | Attorney General Investigator Exempt | 9/6/09 – 9/5/11 | \$59,077 | Yes | Approved |
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The State Commission approved the request for the period of 9/6/09 – 9/5/11.

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| 9. | Giammaresi, James | 2 | Criminal Justice Services Project Director Competitive | 12/17/09 – 12/16/11 | \$109,273 | Yes | Approved |
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The State Commission approved the request for the period of 12/17/09 – 12/16/11.

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| 10. | Hickey, Timothy | 2 | Criminal Justice Services Project Director Competitive | 1/1/10 – 12/31/11 | \$109,273 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 11. | Perez, Melvin | 1 | Criminal Justice Services Special Assistant Exempt | 12/31/09 – 12/30/11 | \$100,000 | Yes | Approved |
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The State Commission approved the request for the period of 12/31/09 – 12/30/11.

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| 12. | Bryant, Kevin | 1 | Insurance Dept Insurance Frauds Investigator 1 Non-competitive | 1/1/10 – 12/31/11 | \$50,107 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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|-----|-----------------------|---|---|----------------------|----------|-----|----------|
| 13. | Cardenales, Evelyn | 1 | Insurance Dept Insurance Frauds Investigator 1 Non-competitive | 1/1/10 – 12/31/11 | \$46,652 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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|-----|------------|---|---|----------------------|----------|-----|----------|
| 14. | Cruz, Erik | 1 | Insurance Dept Insurance Frauds Investigator 1 Non-competitive | 1/1/10 – 12/31/11 | \$50,107 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 15. | McQuade, Ross | 4 | Insurance Dept Insurance Frauds | 1/1/10 – 12/31/11 | \$58,744 | Yes | Approved |
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Investigator 1
Non-competitive

The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 16. | Saggese, Gordon | 3 | Insurance Dept Insurance Frauds Investigator 1 Non-competitive | 1/1/10 – 12/31/11 | \$55,291 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 17. | Benitez, Fernando | 0 | Insurance Dept Insurance Frauds Investigator 2 Non-competitive | 1/1/10 – 12/31/11 | \$59,504 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 18. | Brickley, Hugh | 3 | Insurance Dept Insurance Frauds Investigator 2 Non-competitive | 1/1/10 – 12/31/11 | \$70,944 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 19. | Hurley, Jr., Thomas | 2 | Insurance Dept Insurance Frauds Investigator 2 Non-competitive | 1/1/10 – 12/31/11 | \$63,214 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 20. | Gonzalez, Anthony | 4 | Insurance Dept Insurance Frauds Investigator 3 Non-competitive | 1/1/10 – 12/31/11 | \$78,384 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 21. | Jackson, Harry | 3 | Insurance Dept Insurance Frauds Investigator 3 Non-competitive | 1/1/10 – 12/31/11 | \$78,384 | Yes | Approved |
|-----|-------------------|---|---|----------------------|----------|-----|----------|

The State Commission approved the request for the period of 1/1/10 – 12/31/11.

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| 22. | Palladino, Donald | 1 | Medicaid Inspector General Medicaid Investigator 3 Non-competitive | 1/1/10 – 12/31/11 | \$67,222 | Yes | Approved through 6/30/10 |
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The Commission approved the request for the limited period of 1/1/10 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that the Office of the Medicaid

Inspector General review the classification standard and, in particular, the minimum qualifications to determine whether they are sufficient to meet their needs. If it is determined that the minimum qualifications are insufficient, the Office of the Medicaid Inspector General must meet with this Department's Division of Classification and Compensation to discuss a revision. Once revised, the Office of the Medicaid Inspector General must conduct a new recruitment effort and assess the candidate field to determine if there are any qualified non-retirees available for appointment. This includes the five candidates who were eligible for appointment as a result of the first recruitment effort and the twenty-five candidates that were considered for the higher-level position of Medicaid Investigator 4.

**2. PENSION WAIVERS FOR RETIREES / OTHER ENTITY – December 2009
ACTION AS INDICATED**

The following request to employ retiree in accordance with Section 211 of the New York State Retirement and Social Security Law is presented for Commission consideration:

STATUTORY CRITERIA PRE—OCTOBER 7, 2008

| <u>Name</u> | <u>Years in Position Under §211</u> | <u>Title Department Juris. Class</u> | <u>Period of Employment</u> | <u>Annual Salary</u> | <u>Recruit-ment?</u> | <u>Action</u> |
|-----------------|-------------------------------------|--|-----------------------------|----------------------|----------------------|---------------|
| 1. Conroy, John | 0 | Chief Investigator & Fraud Prevention Director Lower Manhattan Development Corp Exempt | 1/1/10 – 3/31/11 | \$90,000 | Yes | Approved |

The State Commission approved the request for the period of 1/1/10 – 3/31/11.

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| 2. Levine, Ronald | 4 | Director of Communications Senate Unclassified | 1/1/10 – 12/31/11 | \$46,000 | Yes | Approved |
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

STATUTORY CRITERIA POST—OCTOBER 7, 2008

| <u>Name</u> | <u>Years in Position Under §211</u> | <u>Title Department Juris. Class</u> | <u>Period of Employment</u> | <u>Annual Salary</u> | <u>Recruit-ment?</u> | <u>Action</u> |
|--------------------------------|-------------------------------------|--|-----------------------------|----------------------|----------------------|---------------------------|
| 1. Castillo-Kesper, Rosa Maria | 1 | Principal Budget Analyst Senate Unclassified | 1/1/10 – 12/31/11 | \$39,500 | Yes | Approved through 12/31/10 |

The State Commission approved the request for the limited period of 1/1/10 – 12/31/10. It was noted that the retiree will attain the age of 65 in 2011.

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

3.55 (A) STATE UNIVERSITY OF NEW YORK. Request for Commission approval of exempt classification of an additional position of Confidential Aide which they are asking to have established. (Control No. 09-034)

APPROVED – INCREASED FROM 2 TO 3 IN APPENDICES

3.59 (B) HIGHER EDUCATION SERVICES CORPORATION. Request for Commission approval of exempt classification of an additional position of Special Assistant which they are asking to have established. (Control No. 09-041)

APPROVED – INCREASED FROM 3 TO 4 IN APPENDICES (RECLASSIFIED FROM SECRETARY--EXEMPT)

3.60 (C) DEPARTMENT OF CORRECTIONAL SERVICES. Request for Commission approval of non-competitive classification of the position of Director of Correctional Industries and Industrial Training which they are asking to have established. (Control No. 09-025)

APPROVED – (PHI TAG – POLICY)

3.61 (D) OFFICE OF THE STATE INSPECTOR GENERAL. Request for Commission approval of exempt classification of the position of Director of Contract and Construction Fraud which was originally requested as Special Assistant. (Control No. 09-042)

APPROVED – (RECLASSIFIED FROM DIRECTOR OF QUALITY ASSURANCE--EXEMPT)

3.62 (E) DEPARTMENT OF TRANSPORTATION. Follow-up report on the review of the positions of Engineering Intern.

APPROVED CONTINUATION IN THE NON-COMPETITIVE CLASS

3.63 (F) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held November 18, 2009.

APPROVED

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held November 18, 2009.

LEAVES OF ABSENCE – December 2009 – APPROVED AS INDICATED

4.20 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 Ends | Extension Approved Through | Name | Title/Dept. | On Leave To |
|-----|--------------------------|----------------------------------|-------------------|--|---|
| (1) | 1/1/10 | 1/1/12 | Brennan,Theresa A | Assoc Budget Exmr Competitive Budget | Conf Assnt Exempt Budget |
| (2) | 1/24/10 | 1/1/12 | Fink,Farrah M | Budgt Examiner Competitive Budget | Budgt Fellow Non-Competitive Budget |
| (3) | 1/1/10 | 1/1/12 | Gonzalez,Donna M | Head Account Clerk Competitive Budget | Conf Stenographer Exempt Budget |
| (4) | 1/1/10 | 1/1/12 | Irvin,Thomas W | Mgr Info Tech Svs 1 Competitive Budget | Program Assoc Exempt Budget |
| (5) | 1/30/10 | 1/1/12 | Kirby,Christopher | Clerk 1 Competitive Budget | Budgt Fellow Non-Competitive Budget |
| (6) | 1/1/10 | 1/1/12 | Labate,Mary B | Assnt Chf Bdgt Exr Competitive Budget | Deputy Dir Exempt Budget |
| (7) | 1/30/10 | 1/1/12 | Labate,Mary B | Chf Budget Exmr Non-Competitive Budget | Deputy Dir Exempt Budget |
| (8) | 1/1/10 | 1/1/12 | Norton,Dennis | Assnt Chf Bdgt Exr Competitive Budget | Deputy Dir Exempt Budget |

LEAVES OF ABSENCE – December 2009

4.20 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 Ends | Extension Approved Through | Name | Title/Dept. | On Leave To |
|------|--------------------------|----------------------------------|------------------------------|---|---|
| (9) | 1/30/10 | 1/1/12 | Norton,Dennis | Chf Budget Exmr Non-Competitive Budget | Deputy Dir Exempt Budget |
| (10) | 1/1/10 | 1/1/12 | Raffaele,Louis A | Assnt Chf Bdgt Exr Competitive Budget | Chf Budget Exmr Non-Competitive Budget |
| (11) | 1/1/10 | 1/1/12 | Whittemore,Kathleen | Secy 2 Competitive Budget | Conf Assnt Exempt Executive Chamb |
| (12) | 12/31/09 | 12/1/10 | Donegan,Michael F | Assoc Atty Competitive Comm of Correct | Counsel Exempt Comm of Correct |
| (13) | 1/8/10 | 1/1/12 | Langenbach,Nancy | Secy 1 Competitive Comptroller | Secy 2 Non-Competitive Comptroller |
| (14) | 12/1/09 | 12/1/11 | Bogan De Belmonte, Mary T | Supvg Corr Cnslr Competitive Cor Adirondack | Assnt Commr Exempt Cor Main Office |
| (15) | 12/1/09 | 12/1/11 | Edwards,Carol A | Supvg Corr Cnslr Competitive Cor Attica | Deputy Supt Progm S 3 Non-Competitive Cor Wyoming |
| (16) | 12/1/09 | 12/1/11 | Cronin,Shawn M | Supvg Corr Cnslr Competitive Cor Coxsackie | Assnt Dpty Supt Non-Competitive Cor Elmira Cntr |
| (17) | 12/1/09 | 12/1/11 | Thompson,James P | Supvg Corr Cnslr Competitive Cor Elmira Cntr | Deputy Supt Progm S 3 Non-Competitive Cor Collins |

LEAVES OF ABSENCE – December 2009

4.20 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 Ends | Extension Approved Through | Name | Title/Dept. | On Leave To |
|------|--------------------------|----------------------------------|-------------------|---|---|
| (18) | 12/1/09 | 12/1/11 | Gasiewicz,Susan M | Inst Steward Competitive Cor Lakeview | Deputy Supt Admrv S 3 Non-Competitive Cor Collins |
| (19) | 12/1/09 | 12/1/11 | Reardon,Patrick D | Supvr Corrl H Svs P A Competitive Cor Main Office | Deputy Supt Admrv S 3 Non-Competitive Cor Oneida |
| (20) | 12/1/09 | 12/1/11 | Mcdaniel,Jack E | Recreation Prgm Ldr 2 Competitive Cor Marcy | Assnt Dpty Supt Non-Competitive Cor Mid-State |
| (21) | 12/1/09 | 12/1/11 | Jessen,George | Supvg Corr Cnslr Competitive Cor Sing Sing | Deputy Supt Progm S 2 Non-Competitive Cor Wallkill |
| (22) | 12/1/09 | 12/1/11 | Lapolt,Karen A | Educ Supvr General Competitive Cor Washington | Deputy Supt Progm S 3 Non-Competitive Cor Great Meadw |
| (23) | 12/1/09 | 12/1/11 | Crawford,Karen B | Supvg Corr Cnslr Competitive Cor Wyoming | Deputy Supt Progm S 3 Non-Competitive Cor Groveland |
| (24) | 1/24/10 | 1/1/12 | June,Michele A | Admrv Assnt Competitive En Con | Compliance Spec 1 Non-Competitive En Con |
| (25) | 10/12/08 | 10/1/10 | Peart,Allison M | Nursing Assnt Cert Non-Competitive H Vet Home NYC | Nrsng Hme Act Assnt 1 Competitive H Vet Home NYC |
| (26) | 12/3/09 | 12/1/11 | Cruz,Humberto | Health Prog Dir 2 Non-Competitive Hlth Main Off | Health Prog Dir 3 Exempt Hlth Main Off |

LEAVES OF ABSENCE – December 2009

4.20 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 Ends | Extension Approved Through | Name | Title/Dept. | On Leave To |
|------|--------------------------|----------------------------------|--------------------|--|---|
| (27) | 2/1/10 | 2/1/12 | Moriarty,Michael J | Chf Insur Exmr 2 Competitive Insurance | Chf Insur Plcy & Plng Non-Competitive Insurance |
| (28) | 12/28/09 | 12/1/11 | Lind,Gary R | Program Oper Spec 5 Competitive MR Main Office | Deputy Commr Exempt MR Main Office |
| (29) | 12/13/09 | 12/1/11 | Miller,Kathleen | Secy 2 Competitive MR Main Office | Secy Exempt MR Main Office |
| (30) | 1/1/10 | 1/1/12 | Stoddard,Mary B | Secy 1 Competitive MR Main Office | Spec Assnt Exempt MR Main Office |
| (31) | 12/19/09 | 12/1/11 | Drumsta,Danielle L | Senr Parole Offcr Competitive Parole | Prelimnry Hrng Off Pr Non-Competitive Parole |
| (32) | 12/19/09 | 12/1/11 | Hernandez,Yolanda | Parole Revoctn Spec 1 Competitive Parole | Prelimnry Hrng Off Pr Non-Competitive Parole |
| (33) | 12/19/09 | 12/1/11 | Krupp,Timothy T | Senr Parole Offcr Competitive Parole | Prelimnry Hrng Off Pr Non-Competitive Parole |
| (34) | 12/1/09 | 12/1/11 | Obrien,Timothy D | Senr Parole Offcr Competitive Parole | Supvg Reg Dir Non-Competitive Parole |
| (35) | 12/19/09 | 12/1/11 | Willard,Dennis A | Parole Revoctn Spec 1 Competitive Parole | Prelimnry Hrng Off Pr Non-Competitive Parole |

LEAVES OF ABSENCE – December 2009

4.20 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 Ends | Extension Approved Through | Name | Title/Dept. | On Leave To |
|------|--------------------------|----------------------------------|--------------------|--|--|
| (36) | 1/10/10 | 1/1/12 | Johnson,Theresa M | Secy 1 Competitive Regulat Reform | Conf Secy Exempt Regulat Reform |
| (37) | 1/1/10 | 1/1/12 | Peat,William A | Admnv Aide Competitive St Emer Mgt Off | Sr Public Info Spec Unclassified St Emer Mgt Off |
| (38) | 12/1/09 | 12/1/11 | Whitlock,Linda M | Secy 1 Competitive St Emer Mgt Off | Admnv Aide Unclassified St Emer Mgt Off |
| (39) | 1/10/10 | 1/1/12 | Horitani,Pamela K | Secy 1 Competitive State | Secy 2 Non-Competitive State |
| (40) | 11/1/09 | 11/1/11 | Powell,Susan | Taxpayer Svs Spec 2 Competitive Tax& Finance | Tax Polcy Anlst 3 Non-Competitive Tax& Finance |
| (41) | 1/1/10 | 1/1/12 | Bennett,Patricia E | Keyboard Spec 1 Competitive Tr Main Office | Conf Stenographer Exempt Tr Main Office |
| (42) | 1/9/10 | 1/1/12 | Rybak,Robert A | Assoc Atty Competitive Tr Main Office | Hearing Examiner Exempt Tr Main Office |

4. STAFFING SERVICES/REINSTATEMENTS – December 2009 - APPROVED
EFFECTIVE 12/16/09

4.21 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) | 06/14/99 | 04/28/07 | Turner, Esther | Correction Officer Trainee DOCS |
| (2) | 12/30/05 | 06/28/07 | Ezekwe, Felix | Clinical Physician 2 DOCS – Arthur Kill CF |
| (3) | 05/28/98 | 08/16/07 | Randall, Cheryl | Unemployment Insur Referee DOL |
| (4) | 04/01/88 | 12/30/04 | Lochner, Suzanne | Clerk 2 Lottery |
| (5) | 08/07/86 | 04/17/02 | Yaciuk, Priscilla | Nurse 2 OMRDD–Capital District DDSO |
| (6) | 09/02/04 | 01/05/08 | Muncil (Lanthier), Kristy | Licensed Practical Nurse OMRDD – Sunmount DDSO |
| (7) | 08/07/96 | 11/15/07 | Marks, Michelle | Disability Review Psychologist OTDA |

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. | 465-H | 1-15 | Local Civil Deputies/Court Security | 10/3/09 | OC |
| 2. | 466-H | 31-45 | “ “ “ “ | 10/3/09 | OC/PROM |
| 3. | 466-H | 91-120 | “ “ “ “ | 10/3/09 | PROM |
| 4. | 480-H | 16-30 | Higher-Level Employment & Training | 10/3/09 | 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. | 462-H 463-H | 1-120 “ “ | Special Fire “ “ | 10/3/09 “ | OC/Prom “ “ |
| 2. | 466-H | 46-60 | Local Civil Deputies/Court Security Series | 10/3/09 | Prom |
| 3. | 467-H “ | 16-30 31-45 | Local Civil Deputy/Court Security | 10/3/09 | OC |
| 4. | 470-H “ “ | 16-45 61-75 91-105 | Employment & Training Series “ “ “ “ “ “ “ “ | 10/3/09 “ “ | OC/Prom OC OC/Prom |
| 5. | 479-H | 31-75 | Higher-Level Employment and Training | 10/3/09 | OC/Prom |
| 6. | 493-H “ | 1-15 31-45 | Local Human Services Paraprofessional Series | 10/31/09 | OC/Prom |
| 7. | 416-A | 16-85 | Fish and Wildlife Technicians | 10/31/09 | OC/Prom |

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

| | <u>Booklet or Subtest</u> | <u>Subject</u> |
|------|--|---|
| 5.73 | PRO PLN&PROJ MGMT | Principles and practices of program planning and project management |
| 5.74 | Blast/Crane – Cr Cert 182 | Crane Operators Certificate of Competence |
| 5.75 | 600-A | Educating and Interacting with the public Preparing written material Administrative supervision |
| 5.76 | 601-A (FIR.SIM10) 602-A (FIR.INB10) | Fire Emergency Job Simulation Exercise Fire Administration Job Simulation Exercise |

6. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Maryann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: November 20, 2009

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 \$205.00 of which \$205.00 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> |
|--|---|--|---|
| 78380 Scott Dougrey 6.23 APPROVED | Tax Processing Specialist 2, Grade 18 NYS Department of Taxation and Finance(DTF) | The recommended intangible award of \$100.00 identifies the suggestion's extended application and limited value. The suggestion is not related to Mr. Dougrey's job duties or responsibilities. Mr. Dougrey proposed that a fax number should be added to all liability notices and adjusted refund notices, in addition to the mailing address, as an alternative method for taxpayers to submit a protest or disagreement. This suggestion was implemented in January 2008. (If this award is approved as recommended, the Department of Civil Service will pay the total award amount of \$100.00). | \$100.00 Cash Award and a Certificate of Merit |
| 153104 Anthony Del Brocco 6.24 APPROVED | Taxpayer Services Representative 2, Grade 14 NYS Department of Taxation and Finance (DTF) | The recommended intangible award of \$80.00 identifies the suggestion's moderate value and limited application as well as the 20% relation to Mr. Del Brocco's job duties or responsibilities. Mr. Del Brocco proposed that instead of having taxpayers fax DTF a copy of proof of mailing to prove timely filing, have the resolver ask the taxpayer for the confirmation number, and then go to the appropriate web site of the deliverer. This will enable the taxpayer to get an immediate answer to their protest. This suggestion was implemented on October 1, 2009. (If this award is approved, as recommended, the Department of Civil Service will pay the total award amount of \$80.00). | \$80.00 Cash Award and a Certificate of Merit |

7. VACANT EXEMPT CLASS POSITIONS – December 2009 – APPROVED WITH THE EXCEPTION OF CORRECTIONAL INDUSTRIES SALES REPRESENTATIVE IN CORRECTIONAL SERVICES, ITEM NO. 73601, WHICH WAS CALENDARED.

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> |
|----------------------------|-------------|------------------|--|
| Adirondack Park | 01300 | 00055 | Deputy Director |
| Budget | 01010 | 05161 | Program Associate |
| Children & Family Services | 25000 | 00257 | Assistant Counsel |
| | | 04201 | Research Associate |
| | | 04206 | Research Associate |
| | | 04207 | Research Associate |
| | | 06549 | Associate Counsel |
| Consumer Protection Board | 01120 | 00301 | Director of Public Information |
| Correctional Services | 10160 | 73601 | Correctional Industries Sales Representative |
| Education | 11000 | 02301 | Administrator, Educational Finance Research Services |
| | | 03001 | Deputy Commissioner |
| | | 20821 | Executive Secretary, State Board for the Professions |
| Elections, Board of | 01540 | 00091 | Assistant Director of Public Information |
| Employee Relations | 01150 | 01180 | Employee Program Assistant |
| Executive Chamber | 01000 | 01006 | Press Assistant |
| | | 01104 | Legislative Assistant |
| | | 01301 | Executive Assistant to the Governor |
| | | 01414 | Confidential Stenographer |
| | | 01505 | Confidential Stenographer |
| | | 75020 | Confidential Secretary |
| Health, Department of | 12000 | 00078 | Legislative Coordinator |

7. VACANT EXEMPT CLASS POSITIONS – December 2009

| <u>Agency</u> | <u>Code</u> | <u>Item Nos.</u> | <u>Title</u> |
|--------------------------------|-------------|---|--|
| Housing & Community Renewal | 01080 | 83142 | Investigative Auditor |
| Labor Management Committees | 21220 | 01604 | Employee Assistance Program Representative |
| Law Department | 03000 | 00208 00210 | Assistant Public Information Officer Assistant Public Information Officer |
| Motor Vehicles | 23000 | 61716 | Board Member |
| Racing & Wagering Board | 01510 | 05001 05003 05006 05007 05008 05009 05021 | Presiding Judge Associate Judge Investigator Recording Judge Paddock Judge Supervising Racing Veterinarian Assistant to Supervising Racing Veterinarian |
| State, Department of | 19000 | 00027 | Director of Public Information |
| State University | 28650 | 00040 | Confidential Aide |
| Workers' Compensation Board | 14010 | 02200 | Executive Director |

8. SECTIONS 55-B and C – December 2009 - 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> |
|-----------------------|--|-----------------|
| Motor Vehicles | Clerk 1 Data Entry Machine Operator | 20119 67015 |
| NYS Home for Veterans | Clerk 1 Food Service Worker 1 | 62207 63220 |
| Public Service | Legal Assistant 1 | 00272 |
| Veterans' Affairs | State Veterans Counselor | 00114 |

Section 55-b – 4 positions
Section 55-c – 2 positions

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

DECEMBER 2009

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| | Other Entities | 2 (C) |
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| 3 | Executive | 3 (A-F) |
| 4 | Staffing Services | |
| | Backdates | |
| | Leaves of Absence | 4 (D) |
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| 7 | Vacant Exempt Class Positions | 7 (I) |
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| 9 | Investigations | |
| 10 | New Business | |



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Ann Barrett
SUBJECT: December 2009 Commission Meeting
DATE: December 9, 2009

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

Wednesday December 16

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

Shirley LaPlante
David Ernst