

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK
FEBRUARY 10, 2009

1. MUNICIPAL SERVICE

1.8 (A) CITY OF ALBANY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Albany Civil Service Rules.
APPROVED

1.9 (B) LIVINGSTON COUNTY PERSONNEL OFFICER. Request for Commission approval of six resolutions amending the Text and Appendices of the Livingston County Civil Service Rules.
TEXT – APPROVED; APPENDICES –APPROVED WITH EXCEPTION

1.10 (C) SARATOGA COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text and Appendices of the Saratoga County Civil Service Rules.
APPROVED

1.11 (D) WARREN COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Warren County Civil Service Rules.
APPROVED WITH EXCEPTIONS

1.12 (E) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Review of the Progress Report detailing actions taken to implement the five-year Provisional Reduction Plan.
RECEIVED AND FILED

1.13 (F) CITY OF RENSSELAER CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the City of Rensselaer Civil Service Commission.
RECEIVED AND FILED

1. MUNICIPAL SERVICE

1.14 (G) CITY OF WATERVLIET CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the City of Watervliet Civil Service Commission.

**RECEIVED
AND FILED**

4.80 (H) CITY OF LONG BEACH CIVIL SERVICE COMMISSION. Conference (2008) regarding the follow-up Merit System Administration report for the City of Long Beach Civil Service Commission.

**RECEIVED
AND FILED**

1.15 (I) CITY OF LONG BEACH CIVIL SERVICE COMMISSION. Inquiry conducted resulting from a complaint from an employee of the City of Long Beach Civil Service Commission.

INVESTIGATION TO BE UNDERTAKEN

2. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT FEBRUARY 2009 – APPROVED 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	Recruitment?	Action
1. Bounds, John	0	Albany, City of City School District Assistant Director, School Campus and Neighborhood Security Officer Competitive	9/1/03- 8/31/09	\$45,296	Yes	Approved through 6/30/09
2. Bradt, Dennis	4	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	9/1/04- 8/31/10	\$37,565	Yes	Approved through 6/30/09
3. Given, Nelce	8 years; 10 mos.	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	9/1/03- 8/31/09	\$41,396	Yes	Approved through 6/30/09
4. Bailey, Douglas P.	16	Madison County Sheriff's Department Undersheriff Exempt	2/1/09- 2/1/11	\$65,386	No	Disapproved
5. Olsen, Alicia E.	10 mos.	Middletown, City of City Clerk/Clerk of the Common Council Unclassified	1/1/09- 12/31/10	\$57,000	Yes	Approved
6. Bidell, Thomas	2	Nassau County District Attorney's Office Special Investigator I (Index Crime) Non-Competitive	2/4/09- 12/31/10	\$72,549	Yes	Approved

2. **PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT** **FEBRUARY 2009**

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
7. Cruz, Joseph C.	3	Nassau County District Attorney's Office Investigative Coordinator Non-Competitive	1/1/09-12/31/10	\$69,615	Yes	Approved
8. Head, Sidney W.	2	Nassau County Sheriff's Department Commissioner of Correction Exempt	1/1/09-12/31/09	\$125,400	Yes	Approved through 6/30/09
9. McMahon, Robert	8	Putnam County Commissioner of Emergency Services Unclassified	1/1/09-1/1/11	\$106,815	Yes	Approved through 12/31/09
10. Luyando, Rafael A.	2	Westchester County Village of Port Chester Parking/Code Enforcement Officer Competitive	12/30/08-12/30/10	\$71,281	Yes	Approved through 8/1/09

2. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT FEBRUARY 2009

STATUTORY CRITERIA POST—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	Recruitment?	Action
1. Adamo, Sr. Joseph J.	0	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	1/1/06- 12/31/09	\$34,114	Yes	Approved through 6/30/09
2. Bowen, Jonathan	0	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	1/1/04- 12/31/09	\$35,281	Yes	Approved through 6/30/09
3. Dittmer, Kenneth	0	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	1/1/06- 12/31/09	\$34,114	Yes	Approved through 6/30/09
4. Keane, Sean P.	0	Albany, City of City School District School Campus and Neighborhood Security Officer Non-Competitive	1/1/05- 8/31/06	\$32,000	Yes	Approved through 8/31/06
5. Pettit, Paul	0	Albany, City of City School District: - School Campus and Neighborhood Security Officer Non-Competitive - Director of School Campus and Neighborhood Security Competitive	 1/1/98- 12/31/99 1/1/00- 8/31/07	 \$30,000 \$32,151- \$52,658	Yes	Approved through 8/31/07

2. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT FEBRUARY 2009

STATUTORY CRITERIA POST—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	Recruitment?	Action
6.	Cook III, Theodore	0	Albany, City of City School District Director of Safe Schools and Violence Prevention Competitive	1/1/08-12/31/09	\$65,000	Yes	Approved through 6/30/09
7.	Corbitt, Harry J.	0	Albany, City of City School District Director of Safe Schools and Violence Prevention Competitive	1/1/07-10/5/07	\$46,234	Yes	Approved through 10/5/07
8.	Pierce, Patricia	0	Erie County District Attorney's Office Confidential Criminal Investigator Non-Competitive	1/1/08-5/21/09	\$37,885	Yes	Approved through 5/21/09
9.	Reed, Nelson F.	0	Middletown, City of City School District School Security Aide Competitive	1/1/08-12/31/09	\$33,734	Yes	Approved through 12/31/08
10.	Martin, Michael	0	Oswego County Mexico Academy & Central School District School Resource Officer Competitive	1/1/08-12/31/09	\$45,000	Yes	Approved through 6/30/09

**2. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – February 2009
APPROVED 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:

Pre October 7, 2008:

	<u>Name</u>	<u>Yrs. Prior 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.	Scully, James	4	Investigator Banking Department Exempt	1/31/09 – 1/30/11	\$95,074	Yes	Approved
2.	Cortes, Nelson	8	Special Investigator Commission of Investigation Exempt	3/1/09 – 2/28/11	\$80,000	Yes	Approved
3.	Near, Jan	2	Senior Training Technician (Police) Criminal Justice Services Competitive	2/8/09 – 2/7/11	\$49,504	Yes	Approved
4.	Davis, Robert	10	Senior Insurance Field Investigator Insurance Fund Non-competitive	2/28/09 – 2/27/11	\$77,454	Yes	Approved
5.	Burke, Thomas	8	Investigator Law Department – Medicaid Fraud Exempt	1/5/09 – 1/4/11	\$90,595	Yes	Approved
6.	Burns, Christopher	4	Investigator Law Department – Medicaid Fraud Exempt	2/10/09 – 2/9/11	\$59,650	Yes	Approved
7.	Edwards, Robert	6	Investigator Law Department – Medicaid Fraud Exempt	2/13/09 – 2/12/11	\$64,800	Yes	Approved
8.	McCann, Kevin	4	Investigator Law Department Exempt	12/30/08 – 12/29/10	\$62,293	Yes	Approved

2. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – February 2009

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:

Pre October 7, 2008:

	<u>Name</u>	<u>Yrs. Prior 211</u>	<u>Title Department Juris. Class</u>	<u>Period of Employment</u>	<u>Annual Salary</u>	<u>Recruitment?</u>	<u>Action</u>
9.	Rivers, Wayne	8	Investigator Law Department – Medicaid Fraud Exempt	12/28/08 – 12/27/10	\$69,998	Yes	Approved
10.	Womack, Robin	4	Investigator Law Department Exempt	3/7/09 – 3/6/11	\$59,077	Yes	Approved
11.	Duck, Gregory	4.6	Workers' Comp Fraud Investigator 1 Workers' Comp Non-competitive	2/12/09 – 2/11/11	\$59,636	Yes	Approved

**2. PENSION WAIVERS FOR RETIREES / OTHER ENTITIES – February 2009
APPROVED 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:

Pre October 7, 2008:

	<u>Name</u>	<u>Yrs. Prior 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.	Lynch, James	2.4	Assistant Traffic Supervisor Thruway Authority Competitive	8/24/08 – 8/23/10	\$53,509	Yes	Approved through 9/23/09
2.	Mulroy, William	6.7	Traffic Supervisor Thruway Authority Competitive	8/2/08 – 8/1/10	\$80,616	Yes	Approved through 9/23/09

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

1.137 (A) EDUCATION DEPARTMENT. Request for Commission approval of non-competitive classification of 16 positions of Research and Collections Technician. (Control No. 08-061)

APPROVED

No phi tag

1.138 (B) BANKING DEPARTMENT. Request for Commission approval of non-competitive classification of the following positions:

Fair Lending Specialist 1 (1)

Fair Lending Specialist 2 (1)

(Control No. 08-084)

APPROVED – Phi Tag (policy); Fair Lending Specialist 1 increased from 2 to 3 in Appendices

3.7 (C) STATE UNIVERSITY OF NEW YORK. Request for Commission approval of non-competitive classification of the position of Secretary 2. (Control No. 08-099)

APPROVED – Phi Tag (confidential)

3.10 (D) DIVISION OF THE BUDGET. Request for Commission approval of continued exempt classification of an additional position of Confidential Assistant which was transferred from the Executive Chamber. (Control No. 08-098)

APPROVED – increased from 4 to 5 in the Appendices in the Division of the Budget and decreased from 8 to 7 in the Appendices in the Executive Chamber

3.11 (E) OFFICE OF THE STATE INSPECTOR GENERAL. Request for Commission approval of exempt classification of the position of Special Deputy Inspector General.

APPROVED

3.12 (F) FOR COMMISSION CONSIDERATION. Request of the Department of Labor for suspension of the Attendance Rules for employees in several counties because the worksites were closed due to a snowstorm on February 14, 2007.

APPROVED

3. EXECUTIVE

3.13 (G) FOR COMMISSION CONSIDERATION. Add a new section 30.4 to the Attendance Rules for Employees in New York State Departments and Institutions (Chapter 2 of Title 4 of NYCRR) to provide payment for leave credits exchanged during 2008 Vacation Exchange Program to eligible former and soon-to-be former employees, not withstanding limitations on payment for leave accruals upon separation contained in sections 23.1 and 30.1 of Title 4 NYCRR.

APPROVED

3.14 (H) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held January 14, 2009.

APPROVED

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held January 14, 2009.

**LEAVES OF ABSENCE – February 2009 – Approved
as indicated with exceptions of Nos. 17 and 26 which
were withdrawn by the agency**

4.3 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)	2/2/09	2/1/11	Rulon, Diana S	Admnv Offr 5 Banking	Spec Assnt Ex Banking
(2)	10/1/08	10/1/10	Adewunmi, Olaolu A	Youth Counselor 1 Child&Fam Svcs	Youth Fac Assnt Dir 4 NC Child&Fam Svcs
(3)	3/1/09	3/1/11	Aulbach, Brenda C	Youth Counselor 2 Child&Fam Svcs	Youth Facility Dir 1 NC Child&Fam Svcs
(4)	2/16/08	2/1/10	Barnes, Gary	Cadet Leader 2 Child&Fam Svcs	Cadet Leader 4 Comp Child&Fam Svcs
(5)	9/1/08	9/1/10	Comins, Daniel E	Youth Counselor 1 Child&Fam Svcs	Youth Fac Assnt Dir 3 NC Child&Fam Svcs
(6)	5/2/08	5/1/10	Lewis, Faye A	Youth Counselor 3 Child&Fam Svcs	Youth Facility Dir 1 NC Child&Fam Svcs
(7)	1/8/09	1/1/11	Mahoney, Rita M	Keyboard Spec 1 Child&Fam Svcs	Youth Div Aide 2 NC Child&Fam Svcs
(8)	1/1/09	1/1/11	Blair, Marianne T	Secy 2 Comptroller	Secy Ex Comptroller
(9)	9/1/08	9/1/10	Lavalley, Thomas L	Corr Captain Cor Clinton	First Dpty Supt Cor F NC Cor Clinton

LEAVES OF ABSENCE – February 2009

4.3 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
(10)	6/26/08	6/1/10	Patnode, Max D	Educ Supvr Vocational Cor Clinton	Deputy Supt Progm S 3 NC Cor Clinton
(11)	7/20/08	7/1/10	Proulx, James E	Supvg Corr Cnslr Cor Clinton	Deputy Supt Progm S 3 NC Cor Adirondack
(12)	6/12/08	6/1/10	Griffin, Patrick J	Corr Captain Cor Eastern NY	Deputy Supt Secrty S3 NC Cor Sullivan
(13)	4/1/08	4/1/10	Bellnier, Joseph F	Corr Captain Cor Five Points	Supt Corr Fac NC Cor Upstate
(14)	7/1/08	7/1/10	Amado, Manuel	Corr Sergeant Cor Hudson	Deputy Supt Secrty S2 NC Cor Walkkill
(15)	7/1/08	7/1/10	Cully, Malcolm R	Corr Captain Cor Lakeview	Supt Corr Fac NC Cor Livingston
(16)	2/6/09	2/1/11	Pratt, Terri	Admnv Anlst Tr 2 Cor Main Office	Spec Assnt Ex Cor Main Office
(17)		Withdrawn by agency	Raymond, Robert F	Agency Labr Rel Rep 2 Cor Main Office	Affirm Actn Admr 3 NC Cor Main Office
(18)	7/1/08	7/1/10	Decker, Kenneth A	Corr Captain Cor Shawangunk	Assnt Commr Ex Cor Main Office

LEAVES OF ABSENCE – February 2009

4.3 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
(19)	6/1/08	6/1/10	Khahaifa, Sibatu A	Corr Captain Cor Wende	Supt Corr Fac NC Cor Orleans
(20)	7/1/08	7/1/10	Durfee, Sandra L	Inst Steward Cor Wyoming	Deputy Supt Admrv S 3 NC Cor Wyoming
(21)	2/1/09	2/1/11	Bennett, Richard	Citizen Partcptn Sp 1 En Con	Exec Assnt Ex Ag&Markets
(22)	12/29/08	12/1/10	Burnham, Stewart M	Envirn'l Prgm Spec 1 En Con	Spec Assnt Ex En Con
(23)	2/1/09	2/1/11	Jung, Thomas M	Health Faccls Pln'nr 3 Hlth Main Off	Health Prog Dir 2 NC Hlth Main Off
(24)	2/1/09	2/1/11	Nazarko, Michael	Aids Prgm Mngr 2 Hlth Main Off	Executive Director Health Research, Inc.
(25)	3/6/09	3/1/11	Vitello, Robert J	Assnt Dir Info Tech S1 Labor	Chief Inform Off Ex Labor
(26)		Withdrawn by agency	Stewart, Tami	Secy 2 Law	Spec Assnt Ex OGS
(27)	12/7/08	12/1/10	Nellegar Jr, James J	Assnt Dir Bur Mr Mg A MR Main Office	Dir Internl Aud Ex MR Main Office

LEAVES OF ABSENCE – February 2009

4.3 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
(28)	2/26/09	2/1/11	Winters, Edward	Assnt Dir Inf Tech TS1 Off For Techlgy	Assnt Dir Inf Tech TS1 NC Off For Techlgy
(29)	3/1/09	3/1/11	Frederick, Sarah A	Secy 1 Regulat Reform	Secy 2 NC Regulat Reform
(30)	3/22/09	3/1/11	Faulkner, Susan H	Prin Admnv Analyst Tmp&Disabl Asst	Program Mgr Ex Tmp&Disabl Asst
(31)	3/26/09	3/1/11	Zwink, William K	Dir Trng 3 Tmp&Disabl Asst	Spec Assnt Ex Tmp&Disabl Asst

**4. STAFFING SERVICES/REINSTATEMENTS – February 2009 – Approved effective
2/10/09**

4.4 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)	06/12/86	08/19/98	Scism, Carmen	Senior Administrative Analyst Insurance Department
(2)	07/24/75	11/09/79	Irwin, Gerald	IT Specialist 3 (Systems Prgming) DOL
(3)	10/04/79	08/19/92	Cerckia, Stephen	Psychologist 2 OMRDD – Brooklyn DDSO
(4)	06/19/03	07/31/04	Houck, Mark	Tax Auditor Trainee 1 T&F

5. TESTING SERVICES / COMMITTEE ON APPEALS - APPROVED

A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES

	<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>EXAMINATION OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	418-E	31-40	Supvgr Bridge Painter	12/6/08	PROM Pre-rating
2.	419-E	31-75	Engineering Research Editors	12/6/08	OC/PROM
3.	428-E	31-45	Sr Steno/Sr. Typist Specialties	12/6/08	OC/PROM/NCP
4.	428-E	91-105	“ “ “ “ “	“	OC/PROM
5.	428-E	106-120	Local Sr Steno/Sr Typist Specialties	12/6/08	OC/PROM/NCP
6.	431-E	31-45 61-75	Highway Safety/Stop DWI	12/6/08	OC/PROM
7.	448-E	136-145	Local Planner 1 Series	12/6/08	OC/PROM Pre-rating

B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	450-D	1-30	Agency Labor Relations Representative	11/1/08	Prom
	451-D	1-97	Agency Labor Relations Representative	11/1/08	Prom
	452-D	1-80	Agency Labor Relations Representative	11/1/08	Prom
2.	446-D	1-30	Associate Personnel Administrator	9/20/08	Prom
	447-D	1-98	Associate Personnel Administrator	9/20/08	Prom
	448-D	1-113	Associate Personnel Administrator	9/20/08	Prom
3.	422-E	16-30	Higher Level Caseworker - Westchester County	12/6/08	OC

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
4.	420-E	1-30	Office Services Manager	12/6/08	Prom
5.	428-E	61-75	Senior Steno/Senior Typist Specialties	12/6/08	OC/Prom/NCP
6.	436-E	16-30	Bioterrorism Coordinator	12/6/08	OC/Prom
7.	436-E	46-60	Local Bioterrorism Coordinators	12/6/08	OC/Prom
8.	428-E	1-15	Senior Steno/Senior Typist Specialties	12/6/08	OC/Prom/NCP
9.	436-E	106-120	Bioterrorism Coordinator Series	12/6/08	OC/Prom
10.	429-E	1-45	Lab Specialist	12/6/08	OC/Trans/ Pre-rating
	430-E	1-30	Lab Specialist	12/6/08	Prom/Pre-rating
		36-60	" "	"	" "
		91-115	" "	"	" "
11.	438-E	1-45	AIDS Program Manager Series	12/6/08	OC/Prom
12.	425-E	1-45	Associate Employment Services Representative	12/6/08	Prom
13.	436-E	1-15	Bioterrorism Coordinator	12/6/08	OC/Prom

C. DISPOSITION OF POST-LIST EXAMINATION APPEALS

<u>IDENT. NO.</u>	<u>EXAM NO.</u>	<u>EXAM OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
100-62-XXXX	06-530	Supervising Bank Examiner	4/2005	Prom
079-50-XXXX	28-101	Public Health Nutritionist 1	2/2007	OC

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.4	P&P Laundry Services	Principles and practices of large scale laundry services
5.5	U&I Tech Info	Understanding and Interpreting Technical Information
5.6	Plan & Manage Emerg Com Sys	Planning and Managing emergency and public service communications systems including design, development, installation, testing and operation
5.7	Rad15 ASMNT & Protec (Loc)	Principles and practices of radiation dose assessment, monitoring, control and protection
5.8	Uncoded	Verbal Analysis
5.9	417-F 417-P	Job Simulation Exercise
5.10	418-F	Job Simulation Exercise
5.11	419-F	Knowledge of law enforcement methods, practices and procedures Knowledge of New York State laws Preparing written material in a police setting Understanding and interpreting written material
5.12	420-F	Administration Administrative Supervision Knowledge of law enforcement methods, practices and procedures
5.13	421-F	Supervision Administration Knowledge of New York State Laws

6. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Judith M. Koman
SUBJECT: Merit Awards for Employee Suggestions
DATE: January 20, 2009

Attached are summaries 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 Commission consideration.

If all the awards are approved as recommended, the cash awards granted will amount to \$201.64 of which \$150.00 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>6.1 105980 Dean Badar</p> <p>APPROVED</p>	<p>Tax Auditor 2, Grade 23</p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>The recommended intangible award of \$50.00 identifies the suggestion's moderate value and limited application. The suggestion is not related to Mr. Bader's job duties or responsibilities. Mr. Bader proposed that corporate officers print and sign their names on DTF forms. This suggestion has resulted in swift identification of the corporate officer particularly when issuing a responsible officer assessment. (If this award is approved as recommended, the Department of Civil Service will pay the total award amount of \$50.00).</p>	<p>\$50.00 and a Certificate of Merit</p>
<p>6.2 112560 Marc Tillman</p> <p>APPROVED</p>	<p>Clerk, Grade 6</p> <p>NYS Higher Education Services Corporation (HESC)</p>	<p>The recommended tangible award of \$151.64 reflects 10% job relatedness. Mr. Tillman's proposed using Fed Ex for overnight delivery. This suggestion has streamlined and expedited the time in mailing documents and has saved money over the previous mailing process within HESC. This suggestion supports the goals of HESC by improving efficiencies while also benefiting from reducing the cost of doing business. (If this award is approved as recommended, the Department of Civil Service will pay the first \$100.00 and \$51.64 will be charged to the HESC Merit Award Cost Center).</p>	<p>\$151.64 Cash Award and a Certificate of Merit</p>

7. VACANT EXEMPT CLASS POSITIONS – February 2009 - APPROVED

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 Board	01030	12201	Deputy Commissioner
Banking	07000	03011	Investigator
Consumer Protection Board	01120	00650	Legislative Coordinator
Correctional Services	10160	73701	Correctional Industries Sales Representative
Economic Development	22000	00195 01343	Director of Internal Audit Confidential Stenographer
Executive Chamber	01000	00108 00501 00503 00607 00701 01008 01210	Legislative Assistant Deputy Secretary to the Governor Confidential Stenographer Program Associate First Assistant Counsel to the Governor Confidential Stenographer Confidential Stenographer
Higher Education	11100	60100	Vice President HESC
Insurance Fund	00640	00201	Director of Internal Audit
Labor Management Committees	21220	01552	Employee Program Assistant
Public Service	16000	00755	Special Assistant

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Racing and Wagering Board	01510	00004	Executive Director
		04101	Steward
		04105	Investigator
		04106	Racing License Investigator
		04107	Supervising Racing Veterinarian
		04110	Assistant to Supervising Racing Veterinarian
		04405	Assistant to Presiding Judge
		04601	Presiding Judge
		04602	Associate Judge
		04603	Associate Judge
		04604	Starter
		04605	Assistant to Presiding Judge
		04606	Investigator (2)
		04607	Recording Judge
		04609	Supervising Racing Veterinarian
		04652	Starter
		04659	Paddock Judge
		04901	Presiding Judge
		04902	Starter
		04903	Associate Judge
		04904	Associate Judge
		04905	Assistant to Presiding Judge
		04906	Investigator
		04907	Recording Judge
		04908	Paddock Judge
		04909	Supervising Racing Veterinarian
		04921	Assistant to Supervising Racing Veterinarian
04959	Paddock Judge		
Technology	01110	00006	NYS Chief Information Officer
		00027	NYS Deputy Chief Information Officer
		00070	Special Assistant
Transportation	17000	10801	Legislative Coordinator
Veterans' Affairs	01190	00301	Deputy Director

8. SECTIONS 55-B and C – February 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>
Children & Family Services	Vocational Rehabilitation Counselor	61146
Correctional Services	Keyboard Specialist	20202
Environmental Conservation	Clerk 1	25017
Health	Health Program Administrator	13927
Labor	Labor Services Representative (LVER) 1	04263
	Senior Employment Security Clerk	05441
	Senior Employment Security Clerk	05446
Lottery	Senior Administrative Analyst	02065
Public Service	Keyboard Specialist	00689

Section 55-b - 6 positions

Section 55-c - 3 positions

NYS CIVIL SERVICE COMMISSION
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NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Ann Barrett
SUBJECT: February 2009 Commission Meeting
DATE: February 4, 2009

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

Tuesday February 10

9:30 a.m. - At New York Network

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

cc: Comr. Ahl
Comr. Hanrahan
Judith Ratner

Stella Chen Harding
Al Jordan

Shirley LaPlante
David Ernst