

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

**February 9, 2011**

**1. MUNICIPAL SERVICE**

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

**Local resolution #4 is approved.**

- 1.11 (B) GREENE COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Text of the Green County Civil Service Rules.

**Approved.**

- 1.12 (C) MONROE COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Monroe County Civil Service Rules.

**Approved. The State Commission directed the County Commission to review the title structure of attorney positions in the District Attorney's Office, since the titles do not indicate the positions are Assistant District Attorneys, and consider revising the titles of these positions to more accurately reflect their duties according to section 702 of County Law.**

- 1.13 (D) MONTGOMERY COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text and Appendices of the Montgomery County Civil Service Rules.

**Approved with the following exceptions:**

***Montgomery County Sanitary Sewer District #1:* The State Commission disapproved the request to place Wastewater Treatment Plant Operator in the non-competitive class based on the practicability of competitive examination, as the examination is included in the decentralized examination program. Further, the State Commission directed the Personnel Officer to review the appropriateness of non-competitive classification for previously approved wastewater treatment plant positions in light of the availability of decentralized examinations to test for them.**

**Fonda-Fultonville Central School District:** The State Commission disapproved the request to place School Student Conduct Coordinator/Cleaner in the non-competitive class based on the practicability of examination.

- 1.14 (E) ONONDAGA COUNTY COMMISSIONER OF PERSONNEL. Request for Commission approval of the resolution amending the Appendices of the Onondaga County Civil Service Rules.

**Approved with the following exceptions:**

**County Attorney's Office:** The State Commission disapproved without prejudice the request for exempt classification of the new title Chief Confidential Assistant (County Attorney) and likewise disapproved the request to increase the number of exempt class Confidential Assistant II (County Attorney) positions from 2 to 3. The disapprovals were based on the practicability of examination for the positions requested, and on the County's lack of compelling justification for the requests. Any future requests for exempt classification of positions in the title series must be accompanied by documentation indicating that a review of the duties and responsibilities of all Confidential Assistant positions has been performed, along with justification indicating why both competitive and non-competitive examination for the positions requested is not practicable.

**District Attorney's Office:** The State Commission disapproved without prejudice the request to add the title Confidential District Attorney Investigator I (4) to the exempt class due to the practicability of examination for Investigator positions and the lack of evidence indicating that a unique confidential relationship between the requested positions and the District Attorney exists. Further, the State Commission indicated that the Onondaga County Commissioner of Personnel should review the structure of the Confidential District Attorney Investigator title series, and the positions' duties, responsibilities, minimum qualifications and jurisdictional classifications. Any future requests for exempt classification of positions in the title series should be accompanied by justification explaining why both competitive and non-competitive examination for the positions is not practicable; and any future request for non-competitive examination must be accompanied by justification indicating why competitive examination is not practicable.

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

**Approved.**

- 1.16 (G) WASHINGTON COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Washington County Civil Service Rules.

**Approved.**

- 1.17 (H) CITY OF LONG BEACH CIVIL SERVICE COMMISSION. Follow-up on the Merit System Program Component Reports for the City of Long Beach Civil Service Commission.

**The State Commission reviewed the fourth progress report, and noted that only four of the 27 total required actions cited in the two Reports have been addressed, with many of the outstanding required actions impacting position and jurisdictional classification, and the status of employees; some recommendations are being hindered based on lack of action by the City Commission. The State Commission directed that a fifth follow-up report be provided no later than April 1, 2011, and should include a full and complete explanation as to the status of the remaining twenty-three required actions. Further, certified payrolls for the School District and City should be included, as they are to be certified in October and February, respectively, pursuant to Rule. Complete supporting documentation, including information regarding the exceptions or temporary certifications taken and the progress made in addressing discrepancies must be provided.**

- 1.18 (I) CITY OF PORT JERVIS CIVIL SERVICE COMMISSION. Follow-up of the Merit System Program Component Report on Appointment Process Administration for the City of Port Jervis Civil Service Commission.

**The State Commission reviewed the second progress report, and directed that a third follow-up report on the remaining two required actions be provided no later than May 15, 2011.**

2. PENSION WAIVERS FOR RETIREES / LOCAL		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	<a href="#">Maggy, Jerry P.</a>	8	Clinton County Sheriff's Office Undersheriff Exempt	01/27/2011 01/26/2013	\$69,500	Yes	Approved
The State Commission approved the request for the period of 01/27/11-01/26/13.							
2.	<a href="#">Brandt, Gary A.</a>	2	Monroe County Town of Brighton Director of Personnel Competitive	01/01/2011 12/31/2011	\$45,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-08/31/11. The limited period of approval through 08/31/11 was granted with the stipulation that the Monroe County Department of Human Resources conduct an examination to determine if there are any qualified non-retirees available for appointment.							
3.	<a href="#">Gionta, Salvatore A.</a>	4.75	Nassau County District Attorney's Office Electronic Surveillance Investigator NonComp nonPolicy	01/01/2011 12/31/2012	\$69,138	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
4.	<a href="#">Snell, Joseph F</a>	9.50	Onondaga County Town of Cicero Police Chief (Type B) Competitive	09/01/2010 08/31/2012	\$69,113	Yes	Limited Approval
The State Commission approved the request for the limited period of 09/01/10-12/31/10. If approval is sought beyond 12/31/10, the eligible list must be recanvassed without advising candidates that there is not a vacancy for which they are being canvassed.							
5.	<a href="#">Horton, James W.</a>	10	Onondaga County District Attorney's Office Confidential District Attorney Investigator II Exempt	09/26/2010 09/25/2012	\$53,894	Yes	Approved
The State Commission approved the request for the period of 09/26/10-09/25/12.							
6.	<a href="#">Markert, Donald B.</a>	8	Onondaga County District Attorney's Office Confidential District Attorney Investigator I Competitive	01/01/2011 12/31/2012	\$46,977	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 Onondaga County Department of Personnel conduct an examination to determine if there are any qualified							

	non-retirees available for appointment.						
7.	<a href="#">Rathbun, Mark J.</a>	3.75	Onondaga County District Attorney's Office Confidential District Attorney Investigator I Competitive	01/01/2011 12/31/2012	\$45,287	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 Onondaga County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment.						
8.	<a href="#">Renaud, Joanne</a>	7.75	Onondaga County District Attorney's Office Confidential District Attorney Investigator I Competitive	01/01/2011 12/31/2012	\$46,977	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 Onondaga County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment.						
9.	<a href="#">Weidman, Stanley E.</a>	6	Onondaga County District Attorney's Office Confidential District Attorney Investigator II Exempt	10/02/2010 10/01/2012	\$52,250	Yes	Approved
	The State Commission approved the request for the period of 10/02/10-10/01/12.						
10.	<a href="#">Gaetano, Gregory T.</a>	8	Orange County Sheriff's Office Chief Criminal Investigator Exempt	01/07/2011 01/06/2013	\$88,545	Yes	Approved
	The State Commission approved the request for the period of 01/07/11-01/06/13.						
11.	<a href="#">Wierzbicki, Allen J.</a>	2	Orange County Government Deputy Commissioner of Emergency Services- Division of Emergency Communications Exempt	01/01/2011 12/31/2012	\$80,000	Yes	Approved
	The State Commission approved the request for the period of 01/01/11-12/31/12.						
12.	<a href="#">Schramek, Gerald A.</a>	8	Putnam County Sheriff's Department Chief Criminal Investigator/Inspector NonComp Policy	01/11/2011 01/10/2013	\$110,799	Yes	Approved
	The State Commission approved the request for the period of 01/11/11-01/10/13.						
13.	<a href="#">Berger, Darryl</a>	10.25	Suffolk County District Attorney's Office Detective Investigator Competitive	01/01/2011 12/31/2012	\$112,586	Yes	Limited Approval

	The State Commission approved the request for the limited period of 01/01/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
14.	<a href="#">Fennessey, Edward J.</a>	6	Suffolk County District Attorney's Office Detective Investigator Competitive	12/14/2010 12/13/2012	\$126,115	Yes	Limited Approval
	The State Commission approved the request for the limited period of 12/14/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
15.	<a href="#">Flood, Robert C.</a>	3	Suffolk County District Attorney's Office Senior Detective Investigator Competitive	01/01/2011 12/31/2012	\$127,918	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/01/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
16.	<a href="#">Harrington, Dennis D.</a>	5.25	Suffolk County District Attorney's Office Detective Investigator Competitive	10/01/2010 09/30/2012	\$112,586	Yes	Limited Approval
	The State Commission approved the request for the limited period of 10/01/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
17.	<a href="#">Iacopelli, Thomas A.</a>	4.25	Suffolk County District Attorney's Office Detective Investigator Competitive	11/01/2010 10/31/2012	\$112,586	Yes	Limited Approval
	The State Commission approved the request for the limited period of 11/01/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
18.	<a href="#">Lane, Richard F.</a>	0	Suffolk County District Attorney's Office Detective Investigator Competitive	11/01/2010 10/31/2012	\$90,450	Yes	Limited Approval
	The State Commission approved the request for the limited period of 11/01/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
19.	<a href="#">Marcel, Dennis J.</a>	4.25	Suffolk County District Attorney's Office Detective Investigator Competitive	01/01/2011 12/31/2012	\$112,586	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/01/11-04/30/11. If						

	approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
20.	<a href="#">McNicholas, Daniel</a>	9.25	Suffolk County District Attorney's Office Detective Investigator Competitive	10/01/2010 09/30/2012	\$112,586	Yes	Limited Approval
	The State Commission approved the request for the limited period of 10/01/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
21.	<a href="#">Morse, Steven</a>	9.25	Suffolk County District Attorney's Office Detective Investigator Competitive	10/01/2010 09/30/2012	\$112,586	Yes	Limited Approval
	The State Commission approved the request for the limited period of 10/01/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
22.	<a href="#">Neefus, Vincent</a>	3	Suffolk County District Attorney's Office Detective Investigator Competitive	01/01/2011 12/31/2012	\$108,020	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/01/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
23.	<a href="#">Tartaglia, Peter J.</a>	4	Suffolk County District Attorney's Office Senior Detective Investigator Competitive	10/21/2010 10/20/2012	\$143,268	Yes	Limited Approval
	The State Commission approved the request for the limited period of 10/21/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
24.	<a href="#">Vitucci, Paul</a>	3	Suffolk County - District Attorney's Office Detective Investigator Competitive	01/01/2011 12/31/2012	\$108,020	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/01/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
25.	<a href="#">Weber, Thomas F.</a>	10	Suffolk County - District Attorney's Office Detective Investigator Competitive	01/09/2011 01/08/2013	\$121,052	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/09/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass						

	the eligible list to determine if there are three or more reachable non-retirees interested in appointment.						
26.	<a href="#">Perry, Frank</a>	4	Suffolk County Quogue UFSD Contractual Claims Auditing Services	01/01/2010 12/31/2011	\$11,500	Yes	Limited Approval
	The State Commission approved the retroactive request for the limited period of 01/01/10-06/30/11. Mr. Perry's contract with the Quogue Union Free School District terminates 06/30/11. If approval is sought beyond 06/30/11, a new recruitment effort must be made.						
27.	<a href="#">Perry, Frank</a>	4	Suffolk County Tuckahoe Common School District Contractual Claims Auditing Services	01/01/2010 12/31/2011	\$23,000	Yes	Limited Approval
	The State Commission approved the retroactive request for the limited period of 01/01/10-06/30/11. Mr. Perry's contract with the Tuckahoe Common School District terminates 06/30/11. If approval is sought beyond 06/30/11, a new recruitment effort must be made.						
28.	<a href="#">Verkey, Jon C.</a>	9.75	Wayne County Town of Arcadia Code Enforcement Officer Competitive	09/01/2010 08/31/2012	\$38,000	Yes	Limited Approval
	The State Commission approved the request for the limited period of 09/01/10-12/31/10 and disapproved the request thereafter. Approval through 12/31/10 will provide time for the Town of Arcadia to make a permanent appointment from the eligible list. Staff further recommends that the Town of Arcadia be apprised that this is not a determination on Mr. Verkey's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.						

<b>2.</b>	<b>PENSION WAIVERS FOR RETIREES / LOCAL</b>						<b>ACTION AS INDICATED</b>
	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:						
	<b>STATUTORY CRITERIA POST-OCTOBER 7, 2008</b>						
	<b>Name</b>	<b>Years in Position Under §211</b>	<b>Department, Title, Juris Class</b>	<b>Requested Period of Employment</b>	<b>Annual Salary</b>	<b>Recruitment?</b>	<b>Action</b>
1.	<a href="#">Gorelick, Barry S.</a>	2	Orange County Sheriff's Office Program Integrity Officer NonComp Policy	01/02/2011 01/01/2013	\$60,047	Yes	Approved
	The State Commission approved the request for the period of 01/02/11-01/01/13.						

2.	<a href="#">Graziano, Lucy</a>	0	Suffolk County District Attorney's Office District Attorney Investigator Competitive	06/14/2010 06/13/2012	\$57,125	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 06/14/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are any reachable non-retirees interested in appointment.							
3.	<a href="#">Kearns, Kenneth J.</a>	0	Suffolk County District Attorney's Office District Attorney Investigator Competitive	06/07/2010 06/06/2012	\$57,125	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 06/07/10-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are any reachable non-retirees interested in appointment.							
4.	<a href="#">Shewark Jr., Lawrence A.</a>	0	Suffolk County District Attorney's Office District Attorney Investigator Competitive	01/01/2011 12/31/2012	\$57,125	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-04/30/11. If approval is sought beyond 04/30/11, the Suffolk County District Attorney's Office must canvass the eligible list to determine if there are any reachable non-retirees interested in appointment.							
5.	<a href="#">Levine, Stuart J.</a>	0	City of Yonkers Examiner II NonComp Policy	03/01/2011 02/28/2013	\$61,996	Yes	Disapproved
The State Commission disapproved the request. The City of Yonkers failed to demonstrate that there are "no available, qualified non-retirees" for appointment. If the City of Yonkers does not believe that the minimum qualifications for the position are appropriate to meet their needs, they must meet with the City of Yonkers Civil Service Commission to discuss a revision. If the minimum qualifications are amended, a new section 211 request may be submitted and a new recruitment effort must be undertaken.							

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:							
<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	<a href="#">Burns, Christopher M.</a>	2	Attorney General's Office Investigator Exempt	02/10/2011 02/09/2013	\$59,650	Yes	Approved
The State Commission approved the request for the period of 02/10/11-02/09/13.							
2.	<a href="#">Grzegorski, Paul A.</a>	6	Attorney General's Office Investigator Exempt	01/25/2011 01/24/2013	\$87,110	Yes	Approved
The State Commission approved the request for the period of 01/25/11-01/24/13.							
3.	<a href="#">Martinez, Luis</a>	8	Attorney General's Office Investigator Exempt	01/02/2011 01/01/2013	\$90,595	Yes	Approved
The State Commission approved the request for the period of 01/02/11-01/01/13.							
4.	<a href="#">Ostuni, Michael J.</a>	2	Attorney General's Office Investigator Exempt	01/02/2011 01/01/2013	\$69,816	Yes	Approved
The State Commission approved the request for the period of 01/02/11-01/01/13.							
5.	<a href="#">Vasile, Arthur J.</a>	4	Attorney General's Office Investigator Exempt	03/24/2011 03/23/2013	\$57,947	Yes	Approved
The State Commission approved the request for the period of 03/24/11-03/23/13.							
6.	<a href="#">Womack, Robin A.</a>	6	Attorney General's Office Investigator Exempt	03/07/2011 03/06/2013	\$59,077	Yes	Approved
The State Commission approved the request for the period of 03/07/11-03/06/13.							
7.	<a href="#">Scully, James J.</a>	6	Banking, Department of Investigator Exempt	01/31/2011 01/30/2013	\$95,074	Yes	Approved
The State Commission approved the request for the period of 01/31/11-01/30/13.							
8.	<a href="#">Amberger, James E.</a>	2.75	Mental Health South Beach Nurse 2 Psychiatric Competitive	01/01/2011 12/31/2012	\$77,250	Yes	Disapproved

The State Commission disapproved the request for the period of 01/01/11-12/31/12. The Office of Mental Health, South Beach Psychiatric Center failed to demonstrate that there are readily available for recruitment of other qualified persons. This is not a determination on Mr. Amberger's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.

**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**

3.7 (A) CHIEF INFORMATION OFFICER/OFFICE FOR TECHNOLOGY.  
Request for Commission approval of non- competitive classification of the position of Chief Information Security Officer 2.  
(Control No. 10-037)

**Approved (phi - policy/confidential).**

3.8 (B) DEPARTMENT OF HEALTH. Matter of deleting the position of Director of Dental Health from the non-competitive class listing.

**Approved.**

3.9 (C) DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES. Request for Commission approval of exempt classification of the position of Associate Counsel which they are asking to have established. (Control No. 10-040)

**Approved.**

3.10 (D) STATE UNIVERSITY OF NEW YORK. Matter of deleting the position of Keyboard Specialist 3 from the non-competitive class listing.

**Approved.**

3.11 (E) DEPARTMENT OF TAXATION AND FINANCE. Request for Commission approval of continued non-competitive classification of the position of Assistant Director Investigations (title structure changed from Assistant Director, Excise Tax Investigations).

**Approved.**

3.12 (F) WORKERS' COMPENSATION BOARD. Request for Commission approval to remove the limiting numbers for the following positions:

Workers' Compensation Fraud Investigator 1 (8)  
Workers' Compensation Fraud Assistant Inspector General (4)  
Associate Auditor (3)

(Control No. 10-035)

**Approved for Workers' Compensation Fraud Investigator 1; Disapproved for Workers' Compensation Fraud Assistant Inspector General and Associate Auditor.**

3.13 (G) FOR COMMISSION CONSIDERATION. Request for Commission approval to add the subheading Statewide Financial System to the exempt class listing and for continued exempt classification of the position of Manager Information Services which was transferred to the Statewide Financial System from the Division of the Budget.

**Approved.**

3.14 (H) FOR COMMISSION CONSIDERATION. Request from the Department of Environmental Conservation to suspend Attendance Rules for three employees in Erie County due to road closures by local officials on December 2, 2010.

**Calendared.**

3.15 (I) FOR COMMISSION CONSIDERATION. Request from the Office of Temporary and Disability Assistance to suspend Attendance Rules for one employee in Cattaraugus County due to road closures by county officials on December 1, 2010.

**Calendared.**

3.16 (J) FOR COMMISSION CONSIDERATION. Minutes of the Commission meetings held January 13, 2011 and January 28, 2011.

**Approved.**

**LEAVES OF ABSENCE – APPROVED AS INDICATED**

**PLEASE NOTE: LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS THROUGH 8/1/11 WITH THE EXCEPTION OF NUMBER 5, WHICH WAS APPROVED FROM 5/17/09 THROUGH 5/1/11 IN ORDER TO COVER THE RETROACTIVITY AND SO APPROVAL DOES NOT EXCEED TWO YEARS.**

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

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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(1)	2/1/11	8/1/11	Rulon,Diana S	Admny Offr 5 Competitive Banking	Spec Assnt Exempt Banking
(2)	12/1/10	8/1/11	Tuckett,Michael P	Senr Bank Examiner Competitive Banking	Investigator Exempt Banking
(3)	3/5/11	8/1/11	Tryon,Ellen B	Senr Utlztn Rev Nrse Competitive Child&Fam Srvc	Youth Fac Assnt Dir 1 Non-Competitive Child&Fam Srvc
(4)	9/19/10	8/1/11	Belden,Kevin	Info Tech Spec 2 Competitive Comptroller	Chief Inform Off Non-Competitive Comptroller
(5)	5/17/09	5/1/11	Gold,Sue	State Prg Ex Tr 1 Competitive Comptroller	Exec Assnt Exempt Comptroller
(6)	1/31/10	8/1/11	Smith,Brandon J	Corr Captain Competitive Cor Bedfrd Hills	Deputy Supt Secry S3 Non-Competitive Cor Main Office
(7)	2/11/10	8/1/11	Capra,Michael	Corr Captain Competitive Cor Downstate	Deputy Supt Secry S3 Non-Competitive Cor Bedfrd Hills
(8)	1/14/10	8/1/11	Keyser,William F	Corr Captain Competitive Cor Green Haven	Deputy Supt Secry S3 Non-Competitive Cor Sing Sing
(9)	5/1/10	8/1/11	Bly,Edward R	Corr Captain Competitive Cor Greene	Assnt Commr Exempt Cor Main Office

(10)	2/1/11	8/1/11	Pratt,Terri	Senr Persnl Admr Competitive Cor Main Office	Spec Assnt Exempt Cor Main Office
(11)	11/22/09	8/1/11	Humphrey,Timothy	Corr Captain Competitive Cor Sing Sing	Deputy Supt Secrty S3 Non-Competitive Cor Woodbourne
(12)	2/3/11	8/1/11	Thoms,Matthew	Corrl Fclty Food Ad 2 Competitive Cor Willard DTC	Deputy Supt Admrv S 3 Non-Competitive Cor Five Points
(13)	3/5/11	8/1/11	Forget,Katherine A	Keyboard Spec 1 Competitive Crim Just Srvc	Secy 2 Non-Competitive Crim Just Srvc
(14)	1/5/11	8/1/11	Pierre-Louis,June N	Public H Rep 3 Competitive Hlth Main Off	Health Program Admin 1 Unclassified Health Research, Inc.
(15)	3/1/11	8/1/11	Thottam,Benny M	Mgr Info Tech Svs 2 Competitive Labor	Spec Assnt Exempt Labor
(16)	2/4/11	8/1/11	Dennis,Michelle	Agency Prgm Aide Competitive Labor Mgmt Cm	Conf Stenographer Exempt Labor Mgmt Cm
(17)	3/20/11	8/1/11	Smitka,John P	Mental Hlth Pgm Spc 3 Competitive MH Main Office	Deputy Dir Psy Cntr 1 Non-Competitive MH Main Office
(18)	3/1/11	8/1/11	Osterhout,Michele A	Secy 1 Competitive OGS	Secy 2 Non-Competitive OGS
(19)	1/22/11	8/1/11	Stewart,Tami	Secy 2 Competitive OGS	Spec Assnt Exempt OGS
(20)	3/1/11	8/1/11	Treffiletti,Katrina M	Keyboard Spec 1 Competitive OGS	Secy 2 Non-Competitive OGS
(21)	12/10/10	8/1/11	Aharonyan,Levon	Mgt Spec 2 Competitive OMIG	Medicaid Invest 4 Non-Competitive OMIG
(22)	12/1/10	8/1/11	Conroy,Nancy A	Agency Prgm Aide Competitive OMIG	Secy Exempt OMIG

(23)	4/1/10	8/1/11	Fraley,Edward J	Parole Offcr Competitive Parole	Parole Srvs Prgm Spec Non-Competitive Parole
(24)	4/2/11	8/1/11	Shoudy,Mary A	Assoc Persnl Admr Competitive Public Service	Dir Affirm Actn Pgm 2 Non-Competitive Public Service
(25)	4/1/11	8/1/11	Toal,Gloria S	Dir Disablty Detrm Op Competitive Tmp&Disabl Asst	Deputy Commr Exempt Tmp&Disabl Asst
(26)	3/1/11	8/1/11	Rodrigues- Moore,Christine	Admnv Assnt  Competitive Tr Main Office	Compliance Spec 2  Non-Competitive Tr Main Office

**4. STAFFING SERVICES/REINSTATEMENTS - APPROVED EFFECTIVE 2/9/11**

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)	08/09/2004	06/22/2007	Ostrowski, Deborah	Keyboard Specialist 2 SUNY - Empire State College
(2)	12/15/2005	08/30/2007	Valentine, Michelle L.	Habilitation Specialist 1 OPWDD (Sunmount DDSO)

## 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.	457D	1-15, 61-75	Upper Level Real Property Tax Services	10/30/10	OC/PROM/ NCP
2.	458D	46-60	Upper Level Real Property Tax Services	12/11/10	OC/PROM/ NCP
3.	459D	46-60	Upper Level Real Property Tax Services	12/11/10	OC/PROM/ NCP
4.	481D	31-45	Upper-Level Recreation Therapist Series	12/11/10	OC/PROM
5.	484D	1-15	Higher Level Caseworker - Westchester County	12/11/10	OC
6.	495D	16-30	Traffic Safety/Stop DWI Series	12/11/10	OC
7.	495D	61-75	Traffic Safety/Stop DWI Series	12/11/10	OC
8.	496D	46-60	Bioterrorism Coordinator Series	12/11/10	OC
9.	404E	1-15	Weights and Measures Series	12/11/10	OC/PROM/ NCP
10.	404E	16-30	Weights and Measures Series	12/11/10	OC/PROM/ NCP
11.	404E	76-90	Weights and Measures Series	12/11/10	OC/PROM/ NCP
12.	405E	16-30	Weights and Measures Series	12/11/10	OC/PROM/ NCP
13.	409E	76-90	Theater	12/11/10	OC
14.	414E	91-105	Senior Steno/Senior Typist Specialties	12/11/10	OC/PROM
15.	415E	76-90	Planner 1	12/11/10	OC/PROM

**B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES -  
APPROVED**

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	410-E	46-60	Dairy Product Specialists	12/11/10	OC
2.	481-D	1-30	Upper-Level Recreation Therapist Series	12/11/10	OC/Prom
3.	482-D	1-15	Upper-Level Recreation Therapist	12/11/10	OC/Prom
4.	488-D	61-75	State Program Examiner 2	12/11/10	Prom
5.	414-E	31-45	Senior Steno/Senior Typist Specialties	12/11/10	OC/Prom
6.	483-D	1-10 21-45	Tree Pruner Supervisor	12/11/10	OC/Prom
7.	489-D 415-E	76-90 76-90	Senior Bank Examiner Planner 1	12/11/10 12/11/10	Prom OC/Prom
8.	414-E	106-120	Local Senior Steno/Senior Typist Specialties	12/11/10	OC/Prom/NCP
9.	410-E	16-45	Dairy Products Specialists	12/11/10	OC
10.	400-E	16-45 61-75	Photographer Series	12/11/10	OC
11.	409-E	16-45	Theater	12/11/10	OC
12.	401-E 402-E	76-120 1-15 106-120	Local Information Technology Managers " " " " " " " "	12/11/10 " "	OC/Prom/NCP " " " " " "
13.	490-D 492-D	16-60 91-105 16-60	Micro-Computer Operator " " " " " " " "	12/11/10 " "	OC/Prom/NCP " " " " " "

## 5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.4	604-B 604-P	Job Simulation Exercise Job Simulation Exercise Response Booklet
5.5	605-B	Job Simulation Exercise
5.6	606-B	Knowledge of law enforcement methods, practices and procedures Knowledge of NYS laws Preparing written material in a police setting Understanding and interpreting written material
5.7	607-B	Administration Administrative Supervision Knowledge of law enforcement methods, practices and procedures
5.8	608-B	Supervision Administration Knowledge of NYS laws
5.9	488-E (Questions 1-60)	UIWM pertaining to fire Mechanical Reasoning Advising and interacting with others Using logical reasoning to draw valid conclusions
5.10	488-E (Questions 61-105)	Solving problems involving numbers General science Reasoning clearly in firefighting situations

## 6. MERIT AWARDS

Report on Merit Awards.

### MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Mary Ann Valikonis  
**SUBJECT:** Merit Awards for Employee Suggestions  
**DATE:** January 14, 2010

Attached is a summary of two 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 and are hereby presented for the Commission's consideration.

If the awards are approved as recommended, the cash award granted will amount to \$6,150.00, of which \$100.00 will be paid by the Department of Civil Service.

Attachments

<b><u>SUGGESTION # AND AUTHOR</u></b>	<b><u>TITLE AND DEPARTMENT</u></b>	<b><u>SUMMARY OF SUGGESTION</u></b>	<b><u>RECOMMENDED AWARD</u></b>
<p><b>6.2 62901 Thomas Opramolla</b></p> <p><b>APPROVED</b></p>	<p><b>Data Base Programmer/ Analyst I Salary Grade 23 (at the time of the suggestion.)</b></p> <p><b>Current title: Information Technology Specialist 4 Salary Grade 25</b></p> <p>Office of the State Comptroller (OSC)</p>	<p>Mr. Opramolla proposed that the Office of the State Comptroller (OSC) stop using preprinted forms and produce direct deposit payroll stubs on standard stock white paper (continuous form or roll paper) using 3900 printer technology and form and page creation software through Elixir®. Implementing this suggestion eliminated the need to order deposit payroll stubs; eliminated the need for inventory control of these preprinted forms; allowed for more timely changes to the forms; and allowed for lost or damaged forms to be reproduced. The suggestion committee reports that the change was implemented in January of 1997. The award was delayed due to the voluminous amount of information exchanged over time between OSC, Employee Suggestion program staff and the Classification and Compensation Division of the Department of Civil Service. The total first year savings, minus the cost of implementation, was determined to be \$61,500.00 The suggestion committee recommends a certificate of merit and a tangible award of 10 percent of the savings, or \$6,150.00. The committee states that this suggestion was not job-related.</p>	<p>\$6,150.00 cash award and a Certificate of Merit.</p> <p>\$100.00 of the award will be paid by the Department of Civil Service.</p> <p>The Office of the State Comptroller will pay the remaining balance of \$6,050.00.</p>
<p><b>6.3 189471 Elizabeth McClellan</b></p> <p><b>APPROVED</b></p>	<p><b>Claims Examiner Salary Grade 14</b></p> <p>Workers' Compensation Board (WCB)</p>	<p>Ms. McClellan suggested that forms other than the C-3 – such as the C-2.0 and the OC-400 - be able to indicate the claimant's language. This would allow the board to better track the language/interpreter needs of claimants and thus expedite the hearing process. Upon review, the Board's evaluators decided to modify the question asked on form C-3 rather than add questions to other forms. The implementation involved modifying the question to ask if a claimant would need an interpreter if he/she had a hearing rather than ask if they speak English. The Committee notes that the improvement is indirectly related to the suggestion itself, and thus they are recommending a Certificate of Merit only. The suggestion was not job-related.</p>	<p>Certificate of Merit</p>

## 7. VACANT EXEMPT CLASS POSITIONS - APPROVED EFFECTIVE 2/9/11

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>
Civil Service	08000	93931 96008	Director of Affirmative Action Programs Special Counsel
People w/ Developmental Disabilities	51000	10010	Secretary
Thruway Authority	55090	02744	Community Relations Specialist

## 8. SECTIONS 55-B and C - APPROVED EFFECTIVE 2/9/11

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>
Mental Health	Mental Health Therapy Aide Trainee	73272
People with Developmental Disabilities	Clerk 1	04300
SUNY	Plant Utilities Assistant	43041

Section 55-b – 3 positions

Section 55-c – 0 positions

(As of January 27, 2011 there were 1048 55-b and 105 55-c positions filled)

**NYS CIVIL SERVICE COMMISSION**  
**CALENDAR INDEX**

FEBRUARY 2011

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



**NEW YORK STATE CIVIL SERVICE COMMISSION**

**INTEROFFICE  
MEMORANDUM**

SUBJECT: February 2011 Commission Meeting

DATE: February 3, 2011

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

**Wednesday, February 9**

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