

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK
JANUARY 13, 2010

1. MUNICIPAL SERVICE

- 1.1 (A) CORTLAND COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text and Appendices of the Cortland County Civil Service Rules.

The State Civil Service Commission approved the resolution of the Cortland County Personnel Officer with the following exceptions:

In the Town of Cortlandville – The Commission disapproved without prejudice the request to place the position of Secretary to the Town Supervisor in the exempt class based on State Commission policy approving either one Bookkeeper or one Secretary to the Supervisor in the exempt class and the lack of compelling evidence and justification for removal from the competitive class. The Commission would reconsider the request based on a fuller description of the duties and responsibilities of the position which in the view of the Cortland County Personnel Officer would justify removal of the position from the competitive class.

In the City Service – The Commission disapproved the request to place the position of Deputy Director of Administration and Finance in the non-competitive class (designated policy influencing/confidential) based on the lack of compelling evidence and justification for removal from the competitive class.

In the Town of Cortlandville – The Commission disapproved the request to place the positions of Clerks (PT) in the non-competitive class based on the practicability of examination and the lack compelling evidence and justification for removal from the competitive class.

- 1.2 (B) CITY OF ITHACA CIVIL SERVICE COMMISSION. Request for Commission approval of four resolutions amending the Appendices of the City of Ithaca Civil Service Rules.

The State Civil Service Commission approved four resolutions of the City of Ithaca Civil Service Commission amending the Appendices of the City of Ithaca Civil Service Rules.

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

The State Civil Service Commission approved the resolution of the Monroe County Civil Service Commission amending the Appendices of the Monroe County Civil Service Rules.

- 1.4 (D) SARATOGA COUNTY PERSONNEL OFFICER. Request for Commission approval of a resolution amending the Appendices of the Saratoga County Civil Service Rules.

The State Civil Service Commission approved the resolution of the Saratoga County Personnel Officer with the following exception:

In the District Attorney's Office - The Commission disapproved the request to place the position of School Truancy Coordinator P/T (designated policy influencing/confidential) in the non-competitive class based on the practicability of competitive examination and the lack of compelling justification.

- 1.5 (E) SCHOHARIE COUNTY PERSONNEL OFFICER. Request for Commission approval of a resolution amending the Text of the Schoharie County Civil Service Rules.

The State Civil Service Commission approved the resolution of the Schoharie County Personnel Officer amending the Text of the Schoharie County Civil Service Rules.

- 1.83 (F) CITY OF UTICA. Report on Investigation – City of Utica Police Chief
(2009) Appointment.

The State Civil Service Commission voted unanimously to rescind the appointment of Daniel Labella to the position of Police Chief in the City of Utica. Pursuant to section 25 of the Civil Service Law, the Utica Civil Service Commission and Daniel Labella will be afforded the opportunity to submit facts in opposition to such action within thirty days of the filing of a certified copy of this determination with the Utica Civil Service Commission. Upon review by the State Civil Service Commission of facts submitted in opposition, if any, the Commission shall thereafter issue its final action.

**2. PENSION WAIVERS FOR RETIREES/LOCAL GOVERNMENT – JANUARY 2010
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	Recruitment?	Action
1. Cunningham, Jay J.	14	Albany City Albany Housing Authority Director of Albany Housing Authority Security Operations Non-Competitive	9/2/09- 9/1/11	\$70,037	Yes	Approved through 12/31/09

The State Commission approved the request for the limited period of 9/2/09 – 12/31/09. The limited period of approval through 12/31/09 was granted with the stipulation that if further approval is sought beyond that date, the Albany Housing Authority must discuss revisions to the minimum qualifications with the City of Albany Civil Service Commission and then conduct an updated recruitment effort with the officially adopted minimum qualifications.

2. Sim, Edward F.	5	Albany County Village of Colonie Assistant Superintendent of Public Works (Village) Competitive	1/1/10- 12/31/11	\$46,500	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 Albany County Department of Civil Service conduct an examination to determine if there are any qualified non-retirees available for appointment.

3. D'Angelo, John	5	Dutchess County District Attorney's Office Investigator (DA – Child Abuse) Competitive	1/1/10- 12/31/11	\$63,674	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 an examination be conducted by the Dutchess County Personnel Department to determine if there are any qualified non-retirees available for appointment.

4. Spitz, Michael J.	2	Greene County Sheriff's Office Corrections Superintendent Pending Non-	1/1/10- 12/31/11	\$62,000	Yes	Approved through 6/30/10
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Competitive

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 Greene County Civil Service Commission submit a rules resolution. Approval through 6/30/10 will also provide time for the Office of Commission Operations and Municipal Assistance to process the rules resolution. Once the jurisdictional classification of the position is determined, the appointing authority will be aware of the recruitment effort that is necessary.

5.	Grasing, Kevin P.	2	Nassau County Oceanside Fire District Treasurer Exempt	1/1/10- 12/31/11	\$85,000	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

6.	Pouria, Mark	2	Nassau County District Attorney's Office Deputy Chief Investigator Non-Competitive	2/1/10- 1/31/12	\$95,000	Yes	Approved
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The State Commission approved the request for the period of 2/1/10 - 1/31/12.

7.	Teichman, Albert J.	4	Nassau County District Attorney's Office Assistant District Attorney (Chief) Exempt	1/1/10- 12/31/11	\$155,975	Yes	Approved through 12/31/10
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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.

8.	Cooper, Gary R.	4	Orange County District Attorney's Office Career Criminal Unit Coordinator Non-Competitive	10/31/09- 10/30/11	\$62,024	Yes	Approved
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The State Commission approved the request for the period of 10/31/09 – 10/30/11.

9.	McMahon, James E.	11	Orange County Dept. of Mental Health Staff Social Worker Competitive	1/1/10- 12/31/11	\$76,000	Yes	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. McMahon's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.

10.	Mignone, Thomas	2	Orange County Ofce of Information Services Desktop Technician Assistant Competitive	9/17/09- 9/16/10	\$41,576	Yes	Approved through 5/31/10
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The State Commission approved the request for the limited period of 9/17/09 – 5/31/10. The limited period of approval through 5/31/10 was granted with the stipulation that the Orange County Department of Personnel conduct a decentralized examination to determine if there are any qualified non-retirees available for appointment.

11.	McMahon, Robert	9	Putnam County Commissioner of Emergency Services Unclassified	1/1/10- 12/31/11	\$100,201	Yes	Approved through 12/31/10
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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.

12.	Delo, Ronald C.	5	Rockland County Town of Orangetown Director of Environmental Management and Engineering Competitive	1/1/10- 12/31/10	\$168,773	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/10.

13.	O'Shaughnessy John M.	8	Rockland County Town of Stony Point Assessor Non-Competitive	1/1/10- 12/31/11	\$70,000	Yes	Approved through 12/31/10
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The State Commission approved the request for the limited period of 1/1/10 – 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the appointing authority conduct a more substantive and wide-ranging recruitment effort that may include postings in daily newspapers (both print and online versions), with online job sites and with the Rockland County Department of Personnel.

14.	Tanchak, John P.	4	Saratoga County Town of Waterford Public Safety Commissioner Competitive	1/1/10- 12/31/11	\$60,685	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 Saratoga County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment.

15.	Berger,	9	Suffolk County	1/1/10-	\$112,586	Yes	Approved
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Darryl		District Attorney's Office Detective Investigator Competitive	12/31/11			through 12/31/10
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The State Commission approved the request for the limited period of 1/1/10 - 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new Section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2011 Investigators Series.

16. Marcel, Dennis J.	3	Suffolk County District Attorney's Office Detective Investigator Competitive	1/1/10- 12/31/11	\$108,020	Yes	Approved through 12/31/10
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The State Commission approved the request for the limited period of 1/1/10 - 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new Section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2011 Investigators Series.

17. Neefus, Vincent	2	Suffolk County District Attorney's Office Detective Investigator Competitive	12/4/09- 12/3/11	\$103,121	Yes	Approved through 12/31/10
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The State Commission approved the request for the limited period of 12/4/09 - 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new Section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2011 Investigators Series.

18. Vitucci, Paul	2	Suffolk County District Attorney's Office Detective Investigator Competitive	12/4/09- 12/3/11	\$103,121	Yes	Approved through 12/31/10
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The State Commission approved the request for the limited period of 12/4/09 - 12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new Section 211 waiver application. If it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the June 2011 Investigators Series.

19. Menendez, William R.	2	Suffolk County Town of Islip Emergency Preparedness and Safety Trainer Competitive	1/1/10- 12/31/11	\$54,597	Yes	Approved through 7/31/11
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The State Commission approved the request for the limited period of 1/1/10 – 7/31/11. The limited period of approval through 7/31/11 was granted with the stipulation that the Suffolk County Department of Civil Service conduct an examination to determine if there are any qualified non-retirees available for appointment.

20.	Velez, Luis	4	Westchester County District Attorney's Office Deputy Chief Criminal Investigator Exempt	1/1/10- 12/31/11	\$128,700	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

21.	Butler, John A.	4	Broome County Town of Vestal Police Chief Competitive	3/15/10- 3/14/12	\$96,048	Yes	Approved
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The State Commission approved the request for the period of 3/15/10 – 3/14/12.

STATUTORY CRITERIA POST—OCTOBER 7, 2008

1.	Simonick, Lorraine	0	Erie County Hamburg Central School District Payroll Clerk RPT Competitive	1/1/10- 12/31/10	\$45,000	Yes	Disapproved
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The State Commission disapproved the request because the appointing authority has failed to demonstrate that there are no available qualified non-retirees. The Commission directed that in transmitting the disapproval notification, the appointing authority be apprised that Ms. Simonick may earn up to \$30,000 in 2010 pursuant to section 212 of the Retirement and Social Security Law and during that time complete the training of the new employees in the business/personnel department.

2.	Quiles III, George E.	0	Hempstead Town Code Enforcement Officer I Competitive	1/1/09- 12/31/10	\$48,914	Yes	Approved through 12/31/09
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The State Commission approved the retroactive request for the limited period of 1/1/09 – 12/31/09. The limited period of approval through 12/31/09 will provide time for the appointing authority to make a permanent appointment from the eligible list.

3.	Annable, William Ross	0	Niagara County Village of Barker Police Chief (PT) Non-Competitive	7/20/09- 7/19/11	\$15,500	No	Approved through 12/31/09
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The State Commission approved the retroactive request for the limited period of 7/20/09 - 12/31/09. The limited period of approval through 12/31/09 was granted because the appointing authority was unaware that a waiver needed to be filed. Approval beyond 12/31/09 was denied because the appointing authority has failed to demonstrate that there are “no available, qualified non-retirees” for appointment.

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| 4. | Annable,
William
Ross | 0 | Niagara County
Community College
Director of Security
Competitive | 7/20/09-
7/19/11 | \$39,000 | Yes | Approved through
6/30/10 |
|----|-----------------------------|---|--|---------------------|----------|-----|-----------------------------|

The State Commission approved the retroactive request for the limited period of 7/20/09 - 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that Niagara County Civil Service conduct an examination to determine if there are any qualified non-retirees available for appointment.

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| 5. | Pettit,
Paul F. | 2 | Troy City
Enlarged City S.D.
Coordinator of Safety
and Security
Competitive | 1/1/09-
12/31/10 | \$58,633 | Yes | Approved through
12/31/09 |
|----|--------------------|---|---|---------------------|----------|-----|------------------------------|

The State Commission approved the retroactive request for the limited period 1/1/09 – 12/31/09. The limited period of approval through 12/31/09 will provide time for the appointing authority to make a permanent appointment from the eligible list.

**2. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – January 2010
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>	Years in Position Under <u>§211</u>	Department Title <u>Juris. Class</u>	Period of <u>Employ- ment</u>	<u>Annual Salary</u>	<u>Recruit- ment?</u>	<u>Action</u>
1. Buffolino, Joseph	10	Attorney General Investigator Exempt	9/16/09 – 9/15/11	\$77,119	Yes	Approved

The State Commission approved the request for the period of 9/16/09 – 9/15/11.

2. Hinchey, Douglas	2	Attorney General – MFCU Investigator Exempt	9/9/09 – 9/8/11	\$74,944	Yes	Approved
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The State Commission approved the request for the period of 9/9/09 – 9/8/11.

3. Kenney Jr., Thomas	2	Attorney General – MFCU Investigator Exempt	9/7/09 – 9/6/11	\$75,757	Yes	Approved
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The State Commission approved the request for the period of 9/7/09 – 9/6/11.

4. Ortiz, Edward	4	Attorney General Investigator Exempt	9/15/09 – 9/14/11	\$59,077	Yes	Approved
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The State Commission approved the request for the period of 9/15/09 – 9/14/11.

5. Poccia, Joel	8	Attorney General Investigator Exempt	9/18/09 – 9/17/11	\$85,392	Yes	Approved
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The State Commission approved the request for the period of 9/18/09 – 9/17/11.

6. Talty, Peter	8	Attorney General Investigator Exempt	9/13/09 – 9/12/11	\$100,498	Yes	Approved
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The State Commission approved the request for the period of 9/13/09 – 9/12/11.

7. Bilich, John	4	Criminal Justice Services	1/31/10 – 1/30/12	\$132,613	Yes	Approved
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Deputy
Commissioner
for Public Safety
Exempt

The State Commission approved the request for the period of 1/31/10 – 1/30/12.

ADDED ITEM

STATUTORY CRITERIA PRE—OCTOBER 7, 2008

	<u>Name</u>	Years in Position Under <u>§211</u>	Department Title <u>Juris. Class</u>	Period of Employ- <u>ment</u>	Annual <u>Salary</u>	Recruit- <u>ment?</u>	<u>Action</u>
1.	Horton, James	2	Homeland Security Project Assistant Competitive	3/1/09 – 8/5/09	\$126,035	Yes	Approved

The State Commission approved the request for the period of 3/1/09 – 8/5/09

**2. PENSION WAIVERS FOR RETIREES / OTHER ENTITY – January 2010
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>Department Title Juris. Class</u>	<u>Period of Employ- ment</u>	<u>Annual Salary</u>	<u>Recruit- ment?</u>	<u>Action</u>
1.	Sweeney, Michael C.	7	MTA – Office of the Inspector General Chief Investigator Exempt	1/1/10 – 12/31/11	\$131,619	Yes	Approved

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

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

3.1 (A) OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES. Request for Commission approval of exempt classification of the position of Deputy Counsel which they are asking to have established. (Control No. 09-043)

APPROVED – (RECLASSIFIED FROM ASSOCIATE COUNSEL-EXEMPT)

3.2 (B) DEPARTMENT OF ENVIRONMENTAL CONSERVATION. Request for Commission approval of exempt classification of the position of Special Assistant. (Control No. 09-049)

APPROVED – INCREASED FROM 15 TO 16 IN APPENDICES

3.3 (C) DEPARTMENT OF ENVIRONMENTAL CONSERVATION. Request for Commission approval of exempt classification of an additional position of Special Assistant. (Control No. 09-050)

APPROVED – INCREASED FROM 16 TO 17 IN APPENDICES (RECLASSIFIED FROM PROGRAM ASSOCIATE)

3.4 (D) OFFICE OF HOMELAND SECURITY. Request for Commission approval of exempt classification of an additional position of Special Assistant which they are asking to have established. (Control No. 09-033a)

APPROVED – INCREASED FROM 5 TO 6 IN APPENDICES

3.5 (E) OFFICE OF HOMELAND SECURITY. Request for Commission approval of exempt classification of the position of Community Relations Specialist. (Control No. 09-053)

APPROVED

3.6 (F) STATE UNIVERSITY OF NEW YORK. Request for Commission approval of non-competitive classification of 15 positions of Senior Operating Room Technician. (Control No. 03-018)

APPROVED – NOT PHI

3. EXECUTIVE

3.7 (G) FOR COMMISSION CONSIDERATION. Matter of deletion of the following obsolete positions from the non-competitive class listing:

Department of Economic Development
Industrial Development Representative (1)

Department of Labor
Senior Attorney (5) (in the State Employment
Relations Board)

APPROVED

3.8 (H) FOR COMMISSION CONSIDERATION. Amendment of Sections 21.15 and 28-1.17 of the Attendance Rules to continue availability of the single grant of supplemental military leave with pay and further leave at reduced pay through December 31, 2010, and to provide for separate grants of the greater of 22 working days or 30 calendar days of training leave at reduced pay during calendar year 2010. Section 21.15 applies to employees in represented positions, while section 28-1.17 extends equivalent benefits to employees serving in positions designated managerial/confidential (m/c).

APPROVED

3.9 (I) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held December 16, 2009.

APPROVED

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held December 16, 2009.

LEAVES OF ABSENCE – January 2010 – APPROVED AS INDICATED

4.1 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)	2/7/10	2/1/12	Rausch,Ronald	Assoc Envirnl Anlst A Competitive Ag&Markets	Spec Assnt Exempt Ag&Markets
(2)	2/7/10	2/1/12	Burghardt,Lisa M	Admnv Assnt Competitive Budget	Conf Secy Exempt Budget
(3)	2/1/10	2/1/12	Freemanruffin,Talissa	Secy 1 Competitive Budget	Conf Stenographer Exempt Executive Chamb
(4)	2/1/10	2/1/12	Jezewski,Aysegul	Econometrician 2 Competitive Budget	Assoc Fiscal Polcy An Non-Competitive Budget
(5)	2/7/10	2/1/12	Pacelli,Elizabeth	Admnv Assnt Competitive Budget	Conf Secy Exempt Budget
(6)	2/1/10	2/1/12	Amankwaah,Peter K	Youth Counselor 1 Competitive Child&Fam Srvcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Srvcs
(7)	3/1/10	3/1/12	Glisson,Carolyn A	Ch & Fam Svs Spec 3 Competitive Child&Fam Srvcs	Dir Srvs Sys Supprt Non-Competitive Child&Fam Srvcs
(8)	2/1/10	2/1/12	Gravett,Lawrence D	Child Abuse Spec 1 Non-Competitive Child&Fam Srvcs	Chf Invstgns Exempt Child&Fam Srvcs
(9)	3/1/10	3/1/12	Johnson,Todd W	Cadet Counselor Competitive Child&Fam Srvcs	Youth Fac Assnt Dir 4 Non-Competitive Child&Fam Srvcs

LEAVES OF ABSENCE – January 2010

4.1 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)	2/1/10	2/1/12	Lohr,Michael R	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(11)	2/1/10	2/1/12	Lollie,Alvin D	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Facility Dir 4 Non-Competitive Child&Fam Svcs
(12)	3/1/10	3/1/12	Macgiffert,Robert M	Youth Counselor 1 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(13)	2/1/10	2/1/12	Quirk,Donna L	Admny Assnt Competitive Child&Fam Svcs	Secy Exempt Child&Fam Svcs
(14)	3/1/10	3/1/12	Reyes,Ruben	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Facility Dir 4 Non-Competitive Child&Fam Svcs
(15)	2/7/10	2/1/12	Silver,Randy E	Youth Counselor 2 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(16)	1/1/10	1/1/12	Sowersby,Beverly E	Youth Counselor 2 Competitive Child&Fam Svcs	Facilities Mgr Non-Competitive Child&Fam Svcs
(17)	1/15/10	1/1/12	Teneyck,Wesley	Youth Div Aide 4 Non-Competitive Child&Fam Svcs	Youth Counselor 1 Competitive Child&Fam Svcs
(18)	2/1/10	2/1/12	Whitcomb,Dana	Youth Counselor 1 Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs

LEAVES OF ABSENCE – January 2010

4.1 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)	2/1/10	2/1/12	Wynn,Leroy A	Youth Counselor 1 Non-Competitive Child&Fam Svcs	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Svcs
(20)	1/10/10	1/1/12	Becker,Margaret N	Assnt Dir St Payr Aud Competitive Comptroller	Deputy Comptroller Exempt Comptroller
(21)	2/1/10	2/1/12	Brooks,Albert W	Senr Attorney Non-Competitive Comptroller	Assoc Counsel Exempt Comptroller
(22)	2/1/10	2/1/12	Peaslee,Maurice K	Senr Attorney Non-Competitive Comptroller	Assoc Counsel Exempt Comptroller
(23)	2/1/10	2/1/12	Sullivan,Joan M	Dir Contracts Competitive Comptroller	Assnt Dpty Comptrlr Exempt Comptroller
(24)	1/1/10	1/1/12	Winship,Kevin A	Plant Supt C Competitive Cor Bedfrd Hills	Deputy Supt Admnv S 3 Non-Competitive Cor Sing Sing
(25)	1/1/10	1/1/12	Washington,Shelda L	Supvg Corr Cnslr Competitive Cor Edgecombe	Supt Corr Fac Non-Competitive Cor Edgecombe
(26)	1/1/10	1/1/12	Jeffrey,Rudolph F	Supvg Corr Cnslr Competitive Cor Lincoln	Deputy Supt Progm S 2 Non-Competitive Cor Lincoln
(27)	1/1/10	1/1/12	Cook,Catherine A	Supvg Corr Cnslr Competitive Cor NYC Cen Adm	Supt Corr Fac Non-Competitive Cor Otisville

LEAVES OF ABSENCE – January 2010

4.1 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)	1/1/10	1/1/12	Featherstone,Wendy	Supvr Inmate Grvnc Pg Competitive Cor NYC Cen Adm	Deputy Supt Progm S 2 Non-Competitive Cor Queensboro
(29)	1/1/10	1/1/12	Colao,Kenneth	Supvg Corr Cnslr Competitive Cor Sing Sing	Assnt Dpty Supt Non-Competitive Cor Bayview
(30)	1/1/10	1/1/12	Wojnar,Eileen	Insur Fd Dst Clms Mgr Competitive Insurance Fund	Assnt Dir Comp Clm&MA Competitive Insurance Fund
(31)	2/1/10	2/1/12	Demarco,Linda	Admnv Aide Competitive Labor	Secy 2 Non-Competitive Labor
(32)	3/19/09	3/1/11	Thottam,Benny M	Mgr Info Tech Svs 2 Competitive Labor	Spec Assnt Exempt Labor
(33)	1/17/10	1/1/12	Pelaez,Sarah E	Admnv Aide Competitive Law	Conf Clerk Exempt Law
(34)	2/1/10	2/1/12	Viggiano, Frank	Collctn&Cvl Prsctn S2 Competitive Law	Conf Clerk Exempt Law
(35)	5/24/09	5/1/11	Appel,Anita	Chf Mntl Hlth Chld Ts Competitive MH Brooklyn Chl	Deputy Dir Psy Cntr 2 Non-Competitive MH Main Office
(36)	9/11/09	9/1/10	Briney,Rebecca N	Mental Hlth Pgm Spc 5 Competitive MH Main Office	Deputy Dir Psy Cntr 2 Non-Competitive MH Central NY

LEAVES OF ABSENCE – January 2010

4.1 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
(37)	7/12/09	7/1/11	Hartnett, Tricia	Mental Hlth Pgm Spc 3 Competitive MH Main Office	Deputy Dir Psy Cntr 1 Non-Competitive MH Main Office
(38)	3/1/10	3/1/12	Vickery, Donna M	Secy 1 Competitive Motor Vehicles	Investigative Aide Exempt St Inspectr Gen
(39)	3/1/10	3/1/12	Farrell, Jennifer C	Addictions Prg Spec 1 Competitive OASAS Main Off	Assnt Dir Pub Info Exempt OASAS Main Off
(40)	1/1/10	1/1/12	Van Doren, Noreen	Assoc Atty Competitive OGS	Assnt Counsl Exempt OGS
(41)	2/7/10	2/1/12	Hiltbrand, Robert	Gen Park Mgr 1 Competitive P&R Central NY	Regnl Mangr Pks&Rec Non-Competitive P&R Central NY
(42)	2/7/10	2/1/12	Ponder, William D	Supvg Parole Offcr Competitive Parole	Assnt Dpty Dir Par Op Non-Competitive Parole
(43)	2/1/10	2/1/12	Smith, Robert C	Parole Offcr Competitive Parole	Parole Svcs Prgm Spec Non-Competitive Parole
(44)	3/1/10	3/1/12	Adams, Joan E	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(45)	3/1/10	3/1/12	Bailly Jr, John P	Assoc Atty Competitive Tmp&Disabl Asst	Counsel Exempt Tmp&Disabl Asst

LEAVES OF ABSENCE – January 2010

4.1 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
(46)	3/1/10	3/1/12	Breen,Kathy A	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(47)	3/1/10	3/1/12	Paolucci,John M	Admnv Offr 2 Competitive Tmp&Disabl Asst	Deputy Commr Exempt Tmp&Disabl Asst
(48)	2/1/10	2/1/12	Brown,Kathleen L	Admnv Aide Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office
(49)	2/7/10	2/1/12	Forando,Vicky	Civil Engr 2 Competitive Tr Main Office	Spec Assnt Exempt Tr Main Office
(50)	2/21/10	2/1/12	Pantzer,Madeline H	Senr Comp Clms Refree Competitive Workers Comp	Deputy Consl Exempt Workers Comp

**4. STAFFING SERVICES / REINSTATEMENTS – January 2010 – APPROVED
EFFECTIVE 1/13/10**

4.2 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)	06/14/71	05/20/82	Pulcher, Ann	Principal Statistics Clerk DOL
(2)	08/24/87	11/28/98	Hoinski, James	Infection Control Nurse OMH – Buffalo PC
(3)	07/20/78	05/29/08	Schofield, Donna	Taxpayer Services Specialist 3 Taxation & Finance

**4. STAFFING SERVICES / REINSTATEMENTS – January 2010 – APPROVED
EFFECTIVE 8/7/08**

4.2 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:

ADDED ITEM

	<u>Date Entered</u>	<u>Date Separated</u>	<u>Name</u>	<u>Title and Department</u>
(1)	10/24/83	2/8/07	Hearn, Michelle	Keyboard Specialist 1 SUNY - Fredonia

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.	404-A	1-30	Theater Series	10/31/09	OC/PROM
2.	407-A	16-30	Public Safety Dispatcher	10/31/09	OC/PROM
3.	412-A	16-30 46-60	Higher Level Correction Officer Promotion Series	10/31/09	OC/PROM
4.	417-A	1-15	Fish & Wildlife Technicians	10/31/09	OC/PROM
5.	418-A	1-30 76-90	Principal Employment Security Clerk	10/31/09	PROM
6.	481-H	11-20 46-60	Mined Land Reclamation Specialist	10/31/09	OC/PROM
7.	482-H	16-25 46-60	“ “ “	10/31/09	OC/PROM
8.	483-H	76-85	“ “ “	10/31/09	OC/PROM
9.	484-H	46-60	Intermodal Transportation	10/31/09	PROM
10.	486-H	26-35 56-60	Motor Carrier Safety Series	10/31/09	OC Pre-rating
11.	487-H	46-60	Motor Carrier Safety	10/31/09	OC
12.	494-H	46-60	Local Human Svcs Paraprof'l	10/31/09	OC
13.	497-H	16-60	Health Care Review Series	10/31/09	OC/PROM
14.	497-H	106-120	“ “ “ “	10/31/09	OC
15.	498-H	31-45	Occupational Safety & Health Series	10/31/09	OC/PROM
16.	499-H	1-15	“ “ “	10/31/09	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.	493-H	106-120	Local Human Services Paraprofessional	10/31/09	OC
2.	484-H	86-105	Intermodal Transportation Specialist 1 Series	10/31/09	Prom/Pre-rating
	485-H	6-15	“ “ “ “	“	“ “
		21-30	“ “ “ “	“	“ “
3.	424-A	46-60	Various Series for State Administrative Titles	11/14/09	Prom
	425-A	1-79	“ “ “ “	“	“
4.	410-A	1-60	Senior Employment Counselor	10/31/09	Prom
5.	455-H	1-115	Correction Sergeant	10/21/09	Prom
	456-H	1-103	Correction Sergeant Series	“	“
	457-H	1-113	Correction Sergeant	“	“

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.1	Canal 20	Principles and practices of machine shop operation
5.2	Canal 21	Machine tools, equipment and processes used in the fabrication of components for mechanical equipment
5.3	Canal 22	Metals and metal treatment, including brazing and welding
5.4	Blast/Crane - Cr Cert 182	Crane Operators Certificate of Competence (new questions)
5.5	Blast/Crane - Cr Cert 182	Crane Operators Certificate of Competence
5.6	EIE 1 EIE 2	Evaluating Information and evidence “ “ “ “
5.7		New York State Laws
5.8	604-A 604-P	Job Simulation Exercise Job Simulation Exercise Response Booklet
5.9	605-A	Job Simulation Exercise
5.10	606-A	Knowledge of law enforcement methods, practices and procedures Knowledge of NYS laws Preparing written material in a police setting Understanding and interpreting written material
5.11	607-A	Administration Administrative Supervision Knowledge of law enforcement methods, practices and procedures
5.12	608-A	Supervision Administration Knowledge of NYS laws
5.13	EIP Misc 1	Educating & Interacting with the Public

5. TESTING SERVICES / PRIOR APPROVALS

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.14	EIP PPIM 1	Preparing Public Informational Materials
5.15	242-1	Keyboarding Practices
5.16	Blast/Crane – BL Cert 181	Blasters' Certificate of Competence - new

6. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Maryann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: December 23, 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 \$722.35, of which \$300.00 will be paid by the Department of Civil Service.

Attachments

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
75560 Timothy Spensieri 6.1 APPROVED	Senior Engineering Technician, Grade13 NYS Department of Transportation (DOT)	Mr. Spensieri's suggestion proposed that the sheet border currently used by the Department of Transportation be re-designed to provide a uniform rectangular area on the sheet to display contract contents. The suggester's intent was to improve the functionality of the form. The recommended Certificate of Merit identifies that the suggestion was implemented (only in part) in January, 2008. The suggestion was not related to Mr. Spensieri's job duties and responsibilities at the time of its submission	Certificate of Merit
149317 Philippe Plummer 6.2 APPROVED	Tax Auditor 2 Grade 23 NYS Department of Taxation and Finance (DTF)	Mr. Plummer proposed that an electronic database be created that would collect audit select data that is currently being gathered by auditors on a paper form. This suggestion was implemented on October 30, 2009. The implementation resulted in better use of time and resources in the district office audit selection process. The recommended intangible award of \$100.00 identifies the suggestion's moderate value and limited application as well as the lack of relatedness to Mr. Plummer's duties or responsibilities.	\$100.00 Cash Award and a Certificate of Merit

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
155409			
Joanne Kilner	Assistant Workers' Compensation Examiner, Grade 9	Ms. Kilner proposed that historical coverage information regarding prior "no jurisdiction" employers should be kept and accessible in the information management reference document called "No Jurisdiction and Special Circumstances" or "the Zone". This suggestion was implemented on 12/7/09. Implementation of this suggestion allows for quicker resolution of cases and/or referral of cases to the proper jurisdiction and avoids notifying an incorrect insurance carrier or pursuing something that is not within NYS jurisdiction. The recommended intangible award of \$100.00 reflects the suggestion's limited extent of application and moderate value. The suggestion is not related to Ms. Kilmer's job duties or responsibilities. The suggestion committee at the NYS Workers' Compensation Board recommended a \$100.00 cash award and a Certificate of Merit.	\$100.00 Cash Award and a Certificate of Merit
6.3			
APPROVED	NYS Workers' Compensation Board (WCB)		

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
161816			
Kristy Marr	Tax Compliance		
6.4	Rep 1, Grade 11		
APPROVED	NYS Department of Labor (DOL)	Ms. Marr proposed adding two additional options on the form that assists in determining if a return is indeed required or the employer account needs modification. This suggestion was proposed in order to save time by not having to call employers, fax and/or mail them correspondence. It will also reduce costs by limiting the amount of phone calls, usage of the fax machine and postage for mail. This suggestion was implemented on June 1, 2009. The suggestion is 50% related to Ms. Marr's job duties or responsibilities. The suggestion committee at the NYS Department of Labor recommended a cash award of \$522.35, which is 50% of 10% of the savings expected in the first year of implementation. The award amount was generated by a cost-benefit analysis based upon the first five and one-half months of implementation. If this award is approved as recommended, the Department of Civil Service will pay the first \$100 of the award and issue a Certificate of Merit.	\$522.35 cash award and a Certificate of Merit

7. VACANT EXEMPT CLASS POSITIONS – January 2010 - 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>
Children & Family Services	25000	10379	Community Relations Specialist
Executive Chamber	01000	00312 00502 00801 01101 02029	Press Assistant Assistant Secretary to the Governor Executive Assistant to the Governor Legislative Assistant Special Assistant
Health, Department of	12000	00551	Director, Health Systems Management
Higher Education	11100	53500	Director of Audits
Labor Management	21220	00707	Employee Program Assistant
Racing & Wagering Board	01510	04101 04105 04106 04107 04110 04201 04204 04205 04208 04401 04402 04403 04404 04406 04407 04408 04409 04901 04902	Steward Investigator Racing License Investigator Supervising Racing Veterinarian Assistant to Supervising Racing Veterinarian Steward Investigator Supervising Racing Veterinarian Assistant to Supervising Racing Veterinarian Presiding Judge Starter Associate Judge Associate Judge Investigator Recording Judge Paddock Judge Supervising Racing Veterinarian Presiding Judge Starter

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Racing & Wagering Board (cont.)		04903	Associate Judge
		04904	Associate Judge
		04905	Assistant to Presiding Judge
		04907	Recording Judge
		04908	Paddock Judge
		05002	Starter
		05004	Associate Judge
		05304	Associate Judge
State	19000	05216	Citizen Services Representative
		06963	Director of Internal Audit
Workers' Compensation	14010	04916	Member, Chiropractic Practice Committee
		04918	Chairman, Chiropractic Practice Committee

Calendared from December 2009 meeting

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Correctional Services	10160	73601	Correctional Industries Sales Representative

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

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

<u>Agency</u>	<u>Position</u>	<u>Item No.</u>
Mental Health	Food Service Worker 1	03432
Public Service Commission	Keyboard Specialist 1	00085
State	Clerk 1	06145
	License Investigator 1	06375
	License Investigator 1	06376
Taxation & Finance	Taxpayer Services Rep 1	46732
Workers' Compensation	Clerk 1	05156

Section 55-b – 6 positions
Section 55-c – 1 position

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

JANUARY 2010

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



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Ann Barrett
SUBJECT: January 2010 Commission Meeting
DATE: January 8, 2010

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

Wednesday January 13

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