

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

**January 10, 2012**

**1. MUNICIPAL SERVICE**

- 1.1 (A) ALLEGANY COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Allegany County Civil Service Rules.

**Approved.**

- 1.2 (B) OSWEGO COUNTY DIRECTOR OF PERSONNEL. Request for Commission approval of the resolution amending the Appendices of the Oswego County Civil Service Rules.

**Approved with the stipulation that the Director of Personnel review the jurisdictional classification of the exempt District Attorney Investigator to determine if non-competitive placement would be most appropriate based on the State Commission's current practice of approving the chief or most senior investigators in the exempt class, and subordinate investigators who have a unique personal confidential relationship with the elected District Attorney in the non-competitive class (designated policy influencing/confidential).**

- 1.3 (C) CITY OF RENSSELAER CIVIL SERVICE COMMISSION. Field visit report of the City of Rensselaer Civil Service Commission.

**The State Commission acknowledged the progress made by the City Commission to reconstruct the Roster of City employees and to obtain payroll information for current active employees in the School District. The Commission directed Commission staff to continue to provide technical assistance to the City Commission as implementation of the corrective actions continues, and directed the City Commission to report on its progress no later than June 30, 2012.**

- 1.4 (D) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Request for Commission approval of the resolution amending the Appendices of the Personnel Rules and Regulations of the City of New York--Department of Environmental Protection.

**The State Commission approved non-competitive (policy influencing/confidential) jurisdictional classification of nine of the eleven proposed positions in the title Deputy Commissioner (DEP) and calendared the remaining two proposed positions in the title. The State Commission approved non-competitive (policy influencing/confidential) jurisdictional classification of nine of the seventeen proposed positions in the title Assistant Commissioner (DEP), disapproved six of the proposed positions, and calendared the remaining two proposed positions in the title. The State Commission indicated that its determination to Calendar positions proposed for removal from the competitive class is intended to provide DCAS an opportunity to provide additional information to support its proposals. The State Commission also disapproved the proposed removal of the title Director of Labor Relations in the Department of Environmental Protection from the competitive class.**

**The State Commission approved deletion of the following titles from the exempt class: Deputy Commissioner (Air Resources) (1 position) (TC# M95271) in the Environmental Protection Administration, Department of Air Resources; Deputy Commissioner (Water Resources) (1 position) (TC# M95286) in the Environmental Protection Administration, Department of Water Resources.**

**The State Commission approved deletion of the following titles from the non-competitive class in the Department of Environmental Protection: Assistant Administrator (Administrative Operations) (TC# M95205); Assistant Administrator (Fiscal) (TC# M95207); Assistant Administrator (Legal) (TC# M95208); Assistant Administrator (Program Analysis and Development) (TC# M95209); Assistant Administrator (Public Information) (TC# M95211); Executive Assistant (Water Supply, Gas and Electricity) (TC# M13230).**

- 1.5 (E) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Request for Commission approval of the resolution amending the Appendices of the Personnel Rules and Regulations of the City of New York--New York City Police Department.

**The State Commission approved the placement of 125 Intelligence Research Specialists (3 Assignment Levels) and 25 Intelligence Research Managers in the non-competitive class not excluded from section 75 rights. The State Commission recognized that competitive examination would not be practicable due to the fact that a competitive examination could not ascertain merit and fitness of critical aspects of the job; this can be evaluated by stringent minimum qualifications. The State Commission also indicated that the class specification for the Manager positions was very broadly written and it appeared that positions in that title are located at various levels of the hierarchy in the NYPD. Therefore, the State Commission would be receptive to considering non-competitive classification (with a designation of policy influencing/confidential) for Manager level positions that are classified on a position by position basis; these requests would be considered on an individual basis.**

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="#">Butler, John A.</a>	6.00	Broome County - Town of Vestal Police Chief Competitive	03/15/2012 03/14/2014	\$96,398	Yes	Limited Approval
The State Commission approved the request for the limited period of 03/15/12-06/30/13. Approval through 06/30/13 was granted with the stipulation that the Broome County Department of Personnel participate in the March 2013 Police Chief/Assistant Police Chief Series to determine if there are any qualified non-retirees available for appointment.						
2. <a href="#">Boccacino, Paul</a>	7.25	Monroe County - District Attorney's Office Violent Felony Offense Investigator NonComp Policy	01/01/2012 12/31/2013	\$55,584	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.						
3. <a href="#">Spagnolo, Joseph</a>	11.25	Monroe County - District Attorney's Office Violent Felony Offense Investigator NonComp Policy	01/01/2012 12/31/2013	\$55,584	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/12-12/31/12. Approval beyond 12/31/12 is not necessary as Mr. Spagnolo will turn age 65 in 2013.						
4. <a href="#">Wetzel, Robert C.</a>	7.50	Monroe County - District Attorney's Office Violent Felony Offense Investigator NonComp Policy	01/01/2012 12/31/2013	\$55,584	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/12-12/31/12. Approval beyond 12/31/12 is not necessary as Mr. Wetzel will turn age 65 in 2013.						
5. <a href="#">Bobbe, Jacqueline A.</a>	4.00	Nassau County - Health Care Corp. Registered Nurse II NonComp nonPolicy	01/09/2011 12/31/2011	\$78,806	No	Retroactive Approval
The State Commission approved the request for the retroactive period of 01/09/11-12/31/11.						

6.	<a href="#">Dunninger, Lee N.</a>	4.00	Nassau County - Mineola Union Free S.D. Bus Driver NonComp nonPolicy	01/01/2012 12/31/2013	\$41,477	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							
7.	<a href="#">Ristoff Jr., Thomas</a>	4.50	Onondaga County- Syracuse City School District Director of School Security and Safety Competitive	07/01/2010 06/30/2012	\$65,000	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 07/01/10-06/30/12. If approval is sought beyond 06/30/12 the entire eligible list must be re-canvassed so a determination can be made if there are any qualified non-retirees available for appointment. Approval through 06/30/12 will also avoid a disruption in the School District's security force throughout the 2011-2012 school year.							
8.	<a href="#">Allison, Cameron S.</a>	4.00	Otsego County - Sheriff's Office Undersheriff Exempt	01/01/2012 12/31/2013	\$45,462	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							
9.	<a href="#">Fiorentino, Vincent</a>	9.00	Rockland County - Nyack, Village of Fire Safety Inspector Competitive	01/01/2012 12/31/2013	\$52,000	No	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13. Approval through 12/31/13 was granted with the stipulation that an examination be conducted by the Rockland County Department of Personnel to determine if there are any qualified non-retirees available for appointment.							
10.	<a href="#">Devlin, Leonard G.</a>	4.00	Suffolk County - Sayville Public Schools Senior Guard NonComp nonPolicy	01/01/2012 12/31/2013	\$49,876	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that they were "not readily available for recruitment" other qualified non-retirees.							
11.	<a href="#">O'Connor, Thomas E.</a>	4.00	Sullivan County - Sheriff's Office Gang Intelligence Investigator Competitive	01/01/2012 12/31/2013	\$69,788	Yes	Disapproved
The State Commission disapproved the request without prejudice. The appointing authority failed to demonstrate that they were "not readily available for recruitment" other qualified non-retirees. The State Commission stipulated that if future approval is sought, the three candidates on the eligible list must be canvassed.							

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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>						
Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1. <a href="#">Catanzaro, Joseph J.</a>	0.00	Erie County - District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	01/09/2012 01/08/2014	\$40,903	Yes	Approved
The State Commission approved the request for the period of 01/09/12-01/08/14.						
2. <a href="#">Donovan, William C.</a>	0.00	Erie County - District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	12/19/2011 12/18/2013	\$40,903	Yes	Approved
The State Commission approved the request for the period of 12/19/11-12/18/13.						
3. <a href="#">Law, Todd A.</a>	0.00	Franklin County - Town of Franklin Motor Equipment Operator NonComp nonPolicy	01/07/2011 10/31/2011	\$34,000	Yes	Retroactive Approval
The State Commission approved the request for the retroactive period of 01/07/11-10/31/11.						
4. <a href="#">Law, Todd A.</a>	0.00	Franklin County - Town of Franklin Working Foreman NonComp nonPolicy	11/01/2011 01/06/2013	\$34,000	Yes	Approved
The State Commission approved the request for the period of 11/01/11-01/06/13.						
5. <a href="#">Patil, Vinay J.</a>	0.00	Herkimer County - Herkimer County Mental Health Services Contractual Psychiatric Services	01/01/2012 12/31/2013	\$130,000	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.						
6. <a href="#">DeLuca, Charles S.</a>	2.00	Schenectady County – District Attorney's Office Confidential Investigator Exempt	01/01/2012 12/31/2013	\$52,555	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.						

7.	<a href="#">McGovern, Mary Ann</a>	2.00	Schenectady County – District Attorney’s Office Confidential Investigator Exempt	01/01/2012 12/31/2013	\$52,555	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							
8.	<a href="#">Sims, John G.</a>	2.00	Schenectady County – District Attorney’s Office Confidential Investigator Exempt	01/01/2012 12/31/2013	\$52,555	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							
9.	<a href="#">Strange, Christopher L.</a>	2.00	Schenectady County – District Attorney’s Office Confidential Investigator Exempt	01/01/2012 12/31/2013	\$52,555	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							
10.	<a href="#">Dolgin-Kmetz, Stacey L.</a>	0.00	Westchester County – Board of Legislators Legislative Counsel to the Board Unclass	10/01/2011 09/30/2013	\$100,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 10/01/11-06/30/12. Approval through 06/30/12 was granted to provide time for the Westchester County Commissioner of Human Resources to submit a rules resolution and for the staff of the Office of Commission Operations & Municipal Assistance to process the rules resolution.							

2. PENSION WAIVERS FOR RETIREES / STATE		ACTION AS INDICATED					
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<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruit-ment?	Action
1.	<a href="#">Black, Eugene</a>	2.00	Attorney General's Office Investigator Exempt	02/28/2012 02/27/2014	\$108,295	Yes	Approved
The State Commission approved the request for the period of 02/28/12-02/27/14.							
2.	<a href="#">Crawford, Denise A.</a>	4.00	Attorney General's Office Investigator Exempt	01/24/2012 01/23/2014	\$55,445	Yes	Approved
The State Commission approved the request for the period of 01/24/12-01/23/14.							
3.	<a href="#">Dowd, Thomas M.</a>	8.00	Attorney General's Office Investigator Exempt	02/12/2012 02/11/2014	\$63,878	Yes	Approved
The State Commission approved the request for the period of 02/12/12-02/11/14.							
4.	<a href="#">Guerra, Denitor</a>	2.00	Attorney General's Office Investigator Exempt	02/07/2012 02/06/2014	\$55,445	Yes	Approved
The State Commission approved the request for the period of 02/07/12-02/06/14.							
5.	<a href="#">Klapper, Adrian</a>	4.00	Attorney General's Office Investigator Exempt	01/10/2012 01/09/2014	\$59,077	Yes	Approved
The State Commission approved the request for the period of 01/10/12-01/09/14.							
6.	<a href="#">Matheson, Gerard J.</a>	4.00	Attorney General's Office Investigator Exempt	02/07/2012 02/06/2014	\$55,445	Yes	Approved
The State Commission approved the request for the period of 02/07/12-02/06/14.							
7.	<a href="#">Spano, Vito</a>	2.00	Attorney General's Office Investigator Exempt	01/22/2012 01/21/2013	\$132,019	Yes	Approved
The State Commission approved the request for the period of 01/22/12-01/21/13.							

8.	<a href="#">Williams-Baker, Aishah</a>	2.00	Attorney General's Office Investigator Exempt	02/21/2012 02/20/2014	\$53,830	Yes	Approved
The State Commission approved the request for the period of 02/21/12-02/20/14.							
9.	<a href="#">Cavalcante, John P.</a>	2.00	Corrections and Community Supervision, Department of Investigator Exempt	01/28/2012 07/27/2012	\$58,971	Yes	Approved
The State Commission approved the request for the period of 01/28/12-07/27/12.							

**ADDED ITEM:**

<b>2.</b>	<b>PENSION WAIVERS FOR RETIREES / STATE</b>						<b>ACTION AS INDICATED</b>
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	<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="#">Fiore, Joseph S.</a>	5.25	Comptroller's Office Investigative Auditor Exempt	01/01/2012 12/31/2013	\$124,072	Yes	Approved
The State Commission approved the request for the period of 01/01/12-12/31/13.							

**ADDED ITEM:**

<b>2.</b>	<b>PENSION WAIVERS FOR RETIREES / STATE</b>						<b>ACTION AS INDICATED</b>
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<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="#">Touchstone, William J.</a>	0.00	Mental Health – Mohawk Valley Psychiatrist 2 Competitive	02/11/2012 02/10/2014	\$144,868	Yes	Approved
The State Commission approved the request for the period of 02/11/12-02/10/14.							

**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) FOR COMMISSION CONSIDERATION. Matter of adding the subheading State Board of Parole and transfer of various positions from the Department of Corrections and Community Supervision to the Board.

#### **APPROVED**

3.2 (B) DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION. Request for Commission approval of non-competitive classification of two additional positions of Regional Director, Parole Operations which they are asking to have established. (Control No. 11-028)

**APPROVED (phi - policy) - Increased from 5 to 7 in Appendices  
(Reclassified from Assistant Regional Director of Parole Operations (2)--non-competitive)**

3.3 (C) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held December 14, 2011.

#### **APPROVED**

#### 4. LEAVES OF ABSENCE – APPROVED AS INDICATED

**PLEASE NOTE: LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS FROM THE CURRENT LEAVE END DATE WITH THE EXCEPTION OF NUMBER 43 WHICH WAS APPROVED FROM 6/3/11 THROUGH 6/1/12 IN ORDER TO COVER THE RETROACTIVITY.**

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

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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(1)	2/1/12	8/1/12	Rausch,Ronald	Assoc Envirnl Anlst A Competitive Ag&Markets	Spec Assnt Exempt Ag&Markets
(2)	1/1/12	7/1/12	Brennan,Theresa A	Assoc Budget Exmr Competitive Budget	Conf Assnt Exempt Budget
(3)	1/1/12	7/1/12	Fink,Farah M	Budgt Examiner Competitive Budget	Budgt Fellow Non-Competitive Budget
(4)	2/1/12	8/1/12	Freemanruffin,Talissa G	Secy 1 Competitive Budget	Conf Stenographer Exempt Executive Chamb
(5)	1/1/12	7/1/12	Irvin,Thomas W	Mgr Info Tech Svs 1 Competitive Budget	Program Assoc Exempt Budget
(6)	1/1/12	7/1/12	Raffaele,Louis A	Assnt Chf Bdgt Exr Competitive Budget	Chf Budget Exmr Non-Competitive Budget
(7)	1/1/12	7/1/12	Whittemore,Kathleen R	Secy 2 Competitive Budget	Conf Assnt Exempt Executive Chamb
(8)	3/1/12	9/1/12	Johnson,Todd W	Cadet Counselor Competitive Child&Fam Srvcs	Youth Facility Dir 3 Non-Competitive Child&Fam Srvcs

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(9)	3/1/12	9/1/12	Jones,Juanita B	Youth Counselor 1 Competitive Child&Fam Srvc	Youth Fac Assnt Dir 1 Non-Competitive Child&Fam Srvc
(10)	3/1/12	9/1/12	Macgiffert,Robert M	Youth Counselor 1 Competitive Child&Fam Srvc	Youth Fac Assnt Dir 3 Non-Competitive Child&Fam Srvc
(11)	2/1/12	8/1/12	Brooks,Albert W	Senr Attorney Non-Competitive Comptroller	Assoc Counsel Exempt Comptroller
(12)	2/1/12	8/1/12	Reed,Donna M	Secy 1 Competitive Comptroller	Exec Secy Exempt Comptroller
(13)	2/1/12	8/1/12	Smith,Brenda F	Prg Rsch Spec 3 EF Competitive Comptroller	Spec Investmnt Offcr Exempt Comptroller
(14)	2/1/12	8/1/12	Sullivan,Joan M	Dir Contracts Competitive Comptroller	Deputy Comptroller Exempt Comptroller
(15)	1/1/12	7/1/12	Thomas,Justin J	Supvg Corr Cnslr Competitive DOCCS Auburn	Deputy Supt Prgom S3 Non-Competitive DOCCS Auburn
(16)	1/1/12	7/1/12	Hammond,Marie B	Supvg Corr Cnslr Competitive DOCCS Bedfrd Hills	Deputy Supt Prgom S3 Non-Competitive DOCCS Greene
(17)	1/1/12	7/1/12	Lewin,Donna A	Inst Steward Competitive DOCCS Bedfrd Hills	Deputy Supt Admnv S2 Non-Competitive DOCCS Hudson
(18)	1/1/12	7/1/12	Smith,Brandon J	Corr Captain Competitive DOCCS Bedfrd Hills	Supt Corr Fac Non-Competitive DOCCS Mid-State
(19)	1/1/12	7/1/12	Winship,Kevin A	Plant Supt C Competitive DOCCS Bedfrd Hills	Deputy Supt Admnv S3 Non-Competitive DOCCS Sing Sing
(20)	1/1/12	7/1/12	Jones,Laurine D	Supvg Corr Cnslr ASAT Competitive DOCCS Butler	Deputy Supt Progm S3 Non-Competitive DOCCS Cayuga

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(21)	1/1/12	7/1/12	Bell,James V	Corr Captain Competitive DOCCS Clinton	Deputy Supt Secrty S3 Non-Competitive DOCCS Fishkill
(22)	1/1/12	7/1/12	Kickbush,Susan R	Supvg Corr Cnslr Competitive DOCCS Collins	Deputy Supt Progm S3 Non-Competitive DOCCS Gowanda
(23)	1/1/12	7/1/12	Dirie,Arthur W	Corr Captain Competitive DOCCS Coxsackie	Deputy Supt Secrty S3 Non-Competitive DOCCS Greene
(24)	1/1/12	7/1/12	Haggett,William T	Educ Supvr General Competitive DOCCS Coxsackie	Supt Corr Fac Non-Competitive DOCCS Mt Mcgregor
(25)	1/1/12	7/1/12	Capra,Michael	Corr Captain Competitive DOCCS Downstate	Deputy Supt Secrty S3 Non-Competitive DOCCS Bedfrd Hills
(26)	1/1/12	7/1/12	Morton,Robert I	Corr Captain Competitive DOCCS Downstate	Deputy Supt Secrty S3 Non-Competitive DOCCS Ulster
(27)	1/1/12	7/1/12	Lilley,Lynn J	Corrl Fclty Food Ad 2 Competitive DOCCS Eastern NY	Deputy Supt Admnv S3 Non-Competitive DOCCS Sullivan
(28)	1/1/12	7/1/12	Wendland,Rosemarie	Inst Steward Competitive DOCCS Eastern NY	Deputy Supt Admnv S3 Non-Competitive DOCCS Eastern NY
(29)	1/1/12	7/1/12	Washington,Shelda L	Supvg Corr Cnslr Competitive DOCCS Edgecombe	Supt Corr Fac Non-Competitive DOCCS Edgecombe
(30)	1/1/12	7/1/12	Bartlett,Angela A	Educ Supvr General Competitive DOCCS Elmira Cntr	Deputy Supt Progm S3 Non-Competitive DOCCS Southport
(31)	1/1/12	7/1/12	Zenzen,Sheryl L	Supvg Corr Cnslr Competitive DOCCS Five Points	Supt Corr Fac Non-Competitive DOCCS Butler
(32)	1/1/12	7/1/12	Phelix,Daniel N	Corr Captain Competitive DOCCS Franklin	Deputy Supt Secrty S3 Non-Competitive DOCCS Bare Hill

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(33)	1/1/12	7/1/12	Rich,John G	Corr Captain Competitive DOCCS Gouverneur	Deputy Supt Secrty S3 Non-Competitive DOCCS Cayuga
(34)	1/1/12	7/1/12	Corcoran,Thomas B	Plant Supt B Competitive DOCCS Great Meadw	Assnt Commr Exempt DOCCS Main Office
(35)	1/1/12	7/1/12	Kaplan,Sabina	Supvg Corr Cnslr Competitive DOCCS Green Haven	Supt Corr Fac Non-Competitive DOCCS Bedfrd Hills
(36)	1/1/12	7/1/12	Keyser,William F	Corr Captain Competitive DOCCS Green Haven	Deputy Supt Secrty S3 Non-Competitive DOCCS Sing Sing
(37)	1/1/12	7/1/12	Bly,Edward R	Corr Captain Competitive DOCCS Greene	Assnt Commr Exempt DOCCS Main Office
(38)	1/1/12	7/1/12	Duncan,Sean B	Corr Officer Competitive DOCCS Hudson	Investigator Exempt DOCCS Main Office
(39)	1/1/12	7/1/12	Caldwell,Michael J	Corr Captain Competitive DOCCS Main Office	Deputy Supt Secrty S3 Non-Competitive DOCCS Riverview
(40)	1/1/12	7/1/12	Jacobsen,Catherine M	Assnt Dir Temp Rel Competitive DOCCS Main Office	Assnt Commr Exempt DOCCS Main Office
(41)	1/1/12	7/1/12	Malin,Lesley F	Psychologist 2 Competitive DOCCS Main Office	Deputy Supt Progm S3 Non-Competitive DOCCS Sing Sing
(42)	1/1/12	7/1/12	Pratt,Terri	Senr Persnl Admr Competitive DOCCS Main Office	Spec Assnt Exempt DOCCS Main Office
(43)	6/3/11	6/1/12	Ammermann,John W	Corr Officer Competitive DOCCS Mid-State	Senr Corrl Sv Emp Inv Non-Competitive DOCCS NYC Cen Adm
(44)	1/1/12	7/1/12	Flanagan,Kurt C	Regnl Coord Corrl F S Competitive DOCCS Mohawk	Deputy Supt Admrv S3 Non-Competitive DOCCS Groveland

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(45)	1/1/12	7/1/12	Featherstone,Wendy A	Supvr Inmate Grvnc Pg Competitive DOCCS NYC Cen Adm	Supt Corr Fac Non-Competitive DOCCS Bayview
(46)	1/1/12	7/1/12	Lindsey,Wayne	Supvg Corr Cnslr Competitive DOCCS NYC Cen Adm	Assnt Dpty Supt Non-Competitive DOCCS NYC Cen Adm
(47)	1/1/12	7/1/12	Awopetu,Akinyemi A	Supvg Corr Cnslr Competitive DOCCS Orleans	Deputy Supt Progm S3 Non-Competitive DOCCS Wyoming
(48)	1/1/12	7/1/12	Chappius,Paul	Corr Captain Competitive DOCCS Orleans	Supt Corr Fac Non-Competitive DOCCS Elmira Cntr
(49)	1/1/12	7/1/12	Crowley,Karen F	Supvg Corr Cnslr Competitive DOCCS Orleans	Deputy Supt Progm S3 Non-Competitive DOCCS Wende
(50)	1/1/12	7/1/12	Laffin Sr,Timothy P	Plant Supt C Competitive DOCCS Otisville	Supt Corr Fac Non-Competitive DOCCS Walkill
(51)	1/1/12	7/1/12	Larkin,Roland F	Educ Supvr General Competitive DOCCS Otisville	Supt Corr Fac Non-Competitive DOCCS Eastern NY
(52)	1/1/12	7/1/12	Daley,Herbert V	Corr Officer Competitive DOCCS Queensboro	Investigator Exempt DOCCS Main Office
(53)	1/1/12	7/1/12	Colao,Kenneth	Supvg Corr Cnslr Competitive DOCCS Sing Sing	Deputy Supt Progm S3 Non-Competitive DOCCS Eastern NY
(54)	1/1/12	7/1/12	Humphrey,Timothy	Corr Captain Competitive DOCCS Sing Sing	Deputy Supt Secrty S3 Non-Competitive DOCCS Woodbourne
(55)	1/1/12	7/1/12	Kemp,Debbie K	Inst Steward Competitive DOCCS Upstate	Deputy Supt Admnv S3 Non-Competitive DOCCS Bare Hill
(56)	1/1/12	7/1/12	Mcauliffe,Brian F	Corr Captain Competitive DOCCS Watertown	Deputy Supt Secrty S3 Non-Competitive DOCCS Cape Vincen

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(57)	1/1/12	7/1/12	Catalfu,Diane M	Supvg Corr Cnslr Competitive DOCCS Wende	Deputy Supt Progm S3 Non-Competitive DOCCS Albion
(58)	1/1/12	7/1/12	Thoms,Matthew	Corrl Fclty Food Ad 2 Competitive DOCCS Willard DTC	Deputy Supt Admnv S3 Non-Competitive DOCCS Five Points
(59)	1/1/12	7/1/12	Brady,Maureen	Senr Attorney Competitive En Con	Assoc Counsel Non-Competitive En Con
(60)	1/1/12	7/1/12	June,Michele A	Admnv Assnt Competitive En Con	Compliance Spec 2 Non-Competitive En Con
(61)	12/29/11	6/1/12	Palmer,Vincent	Pesticide Contrl Sp 3 Competitive En Con	Spec Assnt Exempt En Con
(62)	1/1/12	7/1/12	Riexinger,Patricia	Biologist 3 Ecology Competitive En Con	Envirn'l Pgm Dir Non-Competitive En Con
(63)	1/3/12	7/1/12	Bauer,Ursula	Resch Scient 6 Non-Competitive Hlth Main Off	Out of State Service
(64)	1/1/12	7/1/12	Mazzone,Alfonso	Health Prog Admr 2 Competitive Hlth Main Off	Conf Sys Anlst Competitive Med Fraud Cntrl
(65)	2/1/12	8/1/12	Brownell,Marianne	Secy 1 Competitive Labor Mgmnt Cm	Emp Prog Assnt Exempt Labor Mgmnt Cm
(66)	2/1/12	8/1/12	Dennis,Michelle	Agency Prgm Aide Competitive Labor Mgmnt Cm	Conf Stenographer Exempt Labor Mgmnt Cm
(67)	2/1/12	8/1/12	Hidley,Helen M	Secy 1 Competitive Labor Mgmnt Cm	Conf Stenographer Exempt Labor Mgmnt Cm
(68)	1/1/12	7/1/12	Powell,Sarah E	Admnv Aide Competitive Law	Conf Clerk Exempt Law

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(69)	3/1/12	9/1/12	Appel, Anita	Chf Mntl Hlth Chld Ts Competitive MH Brooklyn Chl	Dir Mtl H Fld Ofc 2 Non-Competitive MH Main Office
(70)	2/1/12	8/1/12	Smitka, John P	Mental Hlth Pgm Spc 3 Competitive MH Main Office	Deputy Dir Psy Cntr 1 Non-Competitive MH Main Office
(71)	2/1/12	8/1/12	Osterhout, Michele A	Secy 1 Competitive OGS	Secy 2 Non-Competitive OGS
(72)	2/1/12	8/1/12	Treffiletti, Katrina M	Keyboard Spec 1 Competitive OGS	Secy 2 Non-Competitive OGS
(73)	1/1/12	7/1/12	Pettinger, Jill Ann	Chf Psychologist Competitive OPWDD Main Office	Assnt Commr Non-Competitive OPWDD Main Office
(74)	2/1/12	8/1/12	Jackson, Brian D	Assoc Auditor Competitive P&R Main Off	Dir Internl Aud Exempt P&R Main Off
(75)	3/1/12	9/1/12	Adams, Joan E	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(76)	3/1/12	9/1/12	Breen, Kathy A	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(77)	3/1/12	9/1/12	Gersowitz, Robert S	Assoc Atty Competitive Tmp&Disabl Asst	Assnt Counsl Exempt Tmp&Disabl Asst
(78)	3/1/12	9/1/12	Paolucci, John M	Admny Offr 2 Competitive Tmp&Disabl Asst	Deputy Commr Exempt Tmp&Disabl Asst
(79)	3/1/12	9/1/12	Pedicone, Henry S	Prin Hearing Officer Competitive Tmp&Disabl Asst	Assnt Counsl Exempt Tmp&Disabl Asst
(80)	3/1/12	9/1/12	Stack, Eileen M	Assoc Counsel Non-Competitive Tmp&Disabl Asst	Assnt Counsl Exempt Tmp&Disabl Asst

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(81)	1/1/12	7/1/12	Bennett,Patricia E	Keyboard Spec 1 Competitive Tr Main Office	Conf Stenographer Exempt Tr Main Office
(82)	12/1/11	6/1/12	Dunne-Dowdell,Juanita E	Secy 1 Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office
(83)	1/1/12	7/1/12	Rodrigues- Moore,Christine	Admnv Assnt  Competitive Tr Main Office	Compliance Spec 2  Non-Competitive Tr Main Office
(84)	1/1/12	7/1/12	Rybak,Robert A	Assoc Atty Competitive Tr Main Office	Hearing Examiner Exempt Tr Main Office
(85)	12/1/11	6/1/12	Wagner Jr,Richard E	Highway Mtc Supvr 1 Competitive Tr Pghkps Reg 8	Emp Astnc Pgm Rep Exempt Labor Mgmt Cm
(86)	12/1/11	6/1/12	Zhou,Xin Sam	Trans Maintc Engr 3 Competitive Tr Schenectady Reg 1	Assnt Commr Exempt Tr Main Office
(87)	12/1/11	6/1/12	Mccarroll,Kim	Admnv Assnt Competitive Workers Comp	Secy Exempt Workers Comp

## ADDED ITEM

### 4. LEAVES OF ABSENCE – APPROVED AS INDICATED

**PLEASE NOTE: LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS FROM THE CURRENT LEAVE END DATE. IN ORDER TO EXTEND LEAVES BEYOND THAT 6 MONTH PERIOD, A NEW REQUEST MUST BE SUBMITTED TO THE CIVIL SERVICE COMMISSION.**

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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(1)	1/21/12	7/1/12	Bender, Jeffrey P	Admnv Offr 5 Competitive Homeland Scrty and Emerg Srvc	Deputy Dir Ex Homeland Scrty and Emerg Srvc
(2)	12/1/11	6/1/12	Carbone, Joseph	Info Tech Spec 2 Competitive Homeland Scrty and Emerg Srvc	Critical Infstr An 1 NC Homeland Scrty and Emerg Srvc
(3)	1/1/12	7/1/12	Clark, James R	Senr Attorney Competitive Homeland Scrty and Emerg Srvc	Deputy Consl Ex Homeland Scrty and Emerg Srvc
(4)	1/1/12	7/1/12	Esche III, Henry W	Info Tech Spec 2 Competitive Homeland Scrty and Emerg Srvc	Spec Assnt Ex Homeland Scrty and Emerg Srvc
(5)	1/1/12	7/1/12	McGinnis, Dawn M	Admnv Assnt Competitive Homeland Scrty and Emerg Srvc	Senr Admnv Assnt NC Homeland Scrty and Emerg Srvc
(6)	1/1/12	7/1/12	Smith, Thomas D	Program Tech Anlst 5 Competitive Homeland Scrty and Emerg Srvc	Counsel Ex Homeland Scrty and Emerg Srvc

**4. STAFFING SERVICES/REINSTATEMENTS - APPROVED EFFECTIVE 1/10/12**

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)	01/02/2003	09/04/2004	Ehrenberg, Debra	Vocational Rehabilitation Counselor Education Department
(2)	08/20/1981	04/19/1996	Reilly, Cathleen	Speech Language Pathologist 2 OPWDD- Finger Lakes DDSO
(3)	07/17/1980	07/06/2007	Fisher, Ellen H.	Secretary 1 SUNY Albany
(4)	05/07/1981	05/12/1994	Janishak, Michele	Secretary 1 SUNY Albany

**5. TESTING SERVICES / COMMITTEE ON APPEALS**

**A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES – APPROVED**

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	476-G	1-15	Higher-Level Correction Officer	10/15/11	PROM
2.	477-G	46-60	Personnel Operations	10/15/11	
3.	482-G	31-45	State and Local Staff Development and Training/Education	10/29/11	OC/PROM
4.	495-G	16-30	Higher-Level Employment And Training	10/29/11	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.	491-G	26-30 41-45	Occupational Safety and Health Series State & Local	10/29/11	OC/Prom
2.	490-G	16-30	Occupational Safety and Health Series	10/29/11	OC/Prom
3.	459-G	1-120	Special Fire	10/29/11	OC
4.	468-G	16-45	Employment and Training	10/15/11	OC/Prom/NCP
	“	61-75	“ “ “	“	OC/Prom/NCP
	“	106-120	“ “ “	“	OC
5.	464-G	31-50	State Higher Level Clerical	10/15/11	Prom
6.	483-G	46-65	Internal Auditor Series	10/29/11	OC/Prom
7.	484-G	1-15	Internal Auditor Series	10/29/11	Prom
8.	480-G	1-30 46-60	State & Local Staff Dev. and Training/Education	10/29/11	OC/Prom
9.	494-G	31-75	Higher Level Employment And Training	10/29/11	OC/Prom/NCP

**5. TESTING SERVICES / PRIOR APPROVALS**

**THERE ARE NO ITEMS FOR JANUARY 2012 CALENDAR**

**6. MERIT AWARDS**

Report on Merit Awards.

**MEMORANDUM**

**TO:** Civil Service Commission  
**FROM:** Mary Ann Valikonis  
**SUBJECT:** Merit Awards for Employee Suggestions  
**DATE:** December 13, 2011

Attached is a summary of three employee suggestions for which merit awards have been recommended by the Suggestion Committee 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 by the Suggestion Program staff, the cash awards granted will amount to \$150.00, of which \$150.00 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>6.1 172897 Craig Cihocki</p> <p>APPROVED</p>	<p>Senior Fraud Investigator SG-19</p> <p>NYS Workers' Compensation Board WCB)</p>	<p>Mr. Cihocki proposed that the Workers' Compensation Board (WCB) contact the Department of Motor Vehicles, the Department of State and the New York State Liquor Authority and suggest that they modify forms to ask applicants that are renewing licenses to provide proof of Workers' Compensation coverage or provide c-200 affidavits indicating they have no employees and are not subject to the Workers' Compensation Law. The suggester stated that this would address the fact that although the initial applications submitted to these agencies asks this question, the renewal applications do not, allowing businesses with employees to evade the section 57 Workers' Compensation requirements. If implemented, the suggester states that this solution will tighten the enforcement of Workers' Compensation law under section 50 and 57 and will increase the number of cases that can be prosecuted for fraud by providing proper documentation that the license applicant lied on a license application. It would also bring enforcement of the Workers' compensation law and the issuance of licenses to businesses on the same page. The suggestion committee reports that as a result of this suggestion a spreadsheet was compiled of license and permits issued by the various agencies, a review was conducted and as a result, some of the forms related to verification of Workers' Compensation insurance have been revised to insure compliance with the Board's requirements. Implementation was on or about 11/1/2010. The committee recommends an intangible award of \$100.00, as the suggestion has a limited extent of application (compliance area only) and is of moderate value. The suggestion was not job-related.</p>	<p>\$100.00 cash award and a Certificate of Merit.</p> <p>\$100.00 will be paid by the Department of Civil Service (DCS)</p>

<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</b> <b>398751</b> <b>Susan Obercon</b></p> <p><b>APPROVED</b></p>	<p><b>Senior Employment Security Clerk SG-09</b></p> <p>NYS Department of Labor (DOL)</p>	<p>Ms. Obercon proposed that the Department of Taxation and Finance (DTF) and other agencies have hot links on each others' websites so the information they bring up will always be current and correct. As an example, she stated that on the DTF website there is a Department of Labor (DOL) form NYS100 that is outdated , but the form is current on the DOL website. If the suggester's idea is implemented, when a user clicks on form NYS100 on the DTF website they would be redirected to the current version of the form on the DOL website. This idea was reviewed by the DTF suggestion committee. Since the form is primarily a DOL form, DTF implemented the suggestion by including a hotlink on the form allowing users to be redirected to the DOL website for additional information regarding the form and its requirements. The version on the DTF site was an older one and was not updated due to other priorities. It has now been updated to include the version that is on DOL's web site with the "hot link" as outlined above.</p> <p>The committee states that the DTF management recommends a Certificate of Merit. The suggestion was implemented on 10/15/11 and is not job related, as the suggester does not work for the agency recommending the award.</p>	<p>Certificate of Merit.</p>

<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>6.3 401628 Stacy Morine</b></p> <p><b>APPROVED</b></p>	<p><b>Keyboard Specialist SG-06</b></p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Ms. Morine proposed that the process by which Power Of Attorney forms are handled in the Audit Division be modified such that the documents are no longer printed, handled and re-faxed to another unit. She suggested the use of email instead. The suggester stated that this would speed up the process by which a Power Of Attorney appears on the computer system. If implemented, the suggester states that this solution will save time, paper and money and will save the images from being duplicated when re-faxed. The suggestion committee reports that because of this suggestion the Audit division implemented a paperless Power of Attorney (POA) process and uses email instead, thus cutting the cost of paper and the time it takes to see the POA in the Department of Taxation system. The idea was implemented on 9/1/11. The committee recommends an intangible award of \$50.00, as the suggestion has a limited extent of application and is of moderate value. It was not job-related.</p>	<p>\$50.00 cash award and a Certificate of Merit.</p> <p>\$50.00 will be paid by the Department of Civil Service (DCS)</p>

## **7. VACANT EXEMPT CLASS POSITIONS - APPROVED EFFECTIVE 1/10/12**

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	00039	Legislative Coordinator
Corrections and Community Supervision	10160	41805	Board Member (DOCS Independent Advisory Board)
Education Department	11000	03600	Associate Commissioner
Labor Department	14020	02504	Director Investigations
Public Service	16000	00316	Hearing Examiner
Racing & Wagering Board	01510	05003 05006 05007 05008 05009	Associate Judge Investigator Recording Judge Paddock Judge Supervising Racing Veterinarian
Thruway Authority	55090	00641	Director, Canal Recreationway Commission

**Total: 11**

**8. SECTIONS 55-B and C - APPROVED EFFECTIVE 1/10/12**

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>
General Services	Calculations Clerk 1	00207
Human Rights	Human Rights Specialist	95253
Public Service	Public Service Commission Operations Clerk Trainee	00047
Veterans' Affairs	State Veterans Counselor	00313

Section 55-b – 2 positions

Section 55-c – 2 positions

(As of December 9, 2011 there were 1027 55-b and 99 55-c positions filled)

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

JANUARY 2012

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