

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK
JUNE 11 and 12, 2007

1. EXECUTIVE

1.41 (A) OFFICE OF CHILDREN AND FAMILY SERVICES. Request for Commission approval of removal of Commission earmark and continued exempt classification of the position of Assistant Counsel.
APPROVED

1.42 (B) DEPARTMENT OF CORRECTIONAL SERVICES. Request for Commission approval of exempt classification of an additional position of Assistant Commissioner. (Control No. 07-030)
APPROVED

1.43 (C) DEPARTMENT OF CORRECTIONAL SERVICES. Request for Commission approval of non-competitive classification of an additional position of Inmate Disciplinary Hearing Officer which they are asking to have established. (Control No. 07-038)
APPROVED

1.44 (D) OFFICE OF GENERAL SERVICES. Request for Commission approval of non-competitive classification of the position of Director, Procurement Services Group which they are asking to have established. (Control No. 07-017)
APPROVED

1.45 (E) OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION. Request for Commission approval of exempt classification of an additional position of Special Assistant which they are asking to have established. (Control No. 07-031)
APPROVED

1. EXECUTIVE

1.46 (F) OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION.
APPROVED Request for Commission approval of non-competitive classification of the position of Director, Parks and Recreation, Western District which they are asking to have established. (Control No. 07-039)

1.47 (G) COMMISSION ON QUALITY OF CARE AND ADVOCACY FOR PERSONS WITH DISABILITIES. Request for Commission approval of non-competitive classification of the following additional positions which they are asking to have established:

Quality Care Facility Review Specialist 1
Quality Care Facility Review Specialist 2

(Control No. 07-012)

1.48 (H) DEPARTMENT OF STATE. Request for Commission approval of exempt classification of an additional position of Secretary which they are asking to have established. (Control No. 07-020)

1.49 (I) STATE UNIVERSITY OF NEW YORK AT STONY BROOK. Request for Commission approval of non-competitive classification of the following positions which they are asking to have established:

Recycling Specialist (3)
Recycling Supervisor

(Control No. 04-028)

1.50 (J) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 15, 2007.
APPROVED

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 15, 2007.

LEAVES OF ABSENCE – June 2007 – Approved as indicated

2.11 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) | 6/25/07 | 6/1/09 | Martuscello,Chris M | Senr Corrl Sv Emp Inv Cor Main Office | Investigator Ex Cor Main Office |
| (2) | 6/1/07 | 6/1/09 | Zwillinger,Lawrence | Corrl Regnl Hlth Sv A Cor Main Office | Deputy Supt Admnv S 3 NC Cor Green Haven |
| (3) | 6/29/07 | 6/1/09 | Bulson,Chris J | Inst Steward Cor Marcy | Deputy Supt Admnv S 3 NC Cor Mid-State |
| (4) | 5/5/07 | 5/1/09 | Conroy Jr,Martin J | Health Prog Admr 4 Hlth Main Off | Health Prog Dir 2 NC Hlth Main Off |
| (5) | 3/24/07 | 3/1/09 | Hoogland,William A | Area Office Dir Hlth Main Off | Health Prog Dir 2 NC Hlth Main Off |
| (6) | 6/30/07 | 6/1/09 | Pablo Jr,Robert | Assnt Dir Pers B Law | Spec Assnt Ex Law |
| (7) | 3/10/07 | 3/1/09 | Rivera,Angel | Law Dept Invest 2 Law | Spec Investgtr Comp Med Fraud Cntrl |
| (8) | 2/9/07 | 2/1/09 | Segall,Steven A | Assoc Atty Law | Assnt Attorney Gen Ex Law |
| (9) | 7/13/07 | 7/1/09 | Manthei,Mark P | Senr Parole Offcr Parole | Assnt Regnl Dir Prl O NC Parole |

LEAVES OF ABSENCE – June 2007

2.11 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) | 7/1/07 | 7/1/09 | Bologna,Christine M | Secy 1 SU Admin | Secy Ex SU Admin |
| (11) | 6/1/07 | 6/1/09 | Deyo,Carole A | Keyboard Spec 1 SU Admin | Secy Ex SU Admin |
| (12) | 6/1/07 | 6/1/09 | Roberts,Yvette | Keyboard Spec 3 SU Admin | Admrv Staff Assnt Unclassified SU Admin |
| (13) | 7/1/07 | 7/1/08 | Messemer,Kathryn A | Secy 1 Tax& Finance | Secy Ex Tax& Finance |

2. STAFFING SERVICES/REINSTATEMENTS – June 2007 – APPROVED EFFECTIVE 6/12/07

2.12 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) | 06/14/04 | 01/22/05 | Findore, Ryan | Correction Office Tr DOCS – Training Academy |
| (2) | 09/25/80 | 02/03/00 | Panepino, William | Addictions Program Specialist 4 OASAS |
| (3) | 01/22/81 | 08/19/92 | Mauran, William | Keyboard Specialist 2 Labor |
| (4) | 11/21/74 | 01/12/87 | Liebert, Joanne | Payroll Clerk 3 OMH |
| (5) | 08/09/90 | 05/19/93 | Stufano, John | Residential Program Assistant 1 OMH-Hudson River PC |
| (6) | 06/28/90 | 09/11/98 | Lefkowitz, Jeanette | Social Worker 1 OMRDD – Broome DDSO |
| (7) | 08/14/80 | 03/26/97 | Chmura, Max | Chief Data Processing OMRDD – Main Office |
| (8) | 02/03/05 | 10/25/05 | Black, Julie | Licensed Practical Nurse OMRDD – Finger Lakes DDSO |
| (9) | 10/26/72 | 01/31/90 | Kramer, Marlene | Recreation Therapist OMRDD – Finger Lakes DDSO |
| (10) | 08/20/73 | 12/20/02 | Day, Marilyn | Keyboard Specialist 1 Parole |
| (11) | 08/23/73 | 06/30/05 | Gabriele, Linda | Keyboard Specialist 2 Parole |
| (12) | 06/23/77 | 05/31/03 | Swift, Gail | Keyboard Specialist 1 Parole |

2. STAFFING SERVICES/REINSTATEMENTS – June 2007

2.12 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> |
|------|---------------------|-----------------------|------------------|--|
| (13) | 08/09/73 | 01/05/81 | Batchelor, Bruce | Calculation Clerk 2 Teachers' Retirement System |
| (14) | 12/24/97 | 09/07/04 | Sullivan, Ruth | Keyboard Specialist 2 SUNY - Binghamton |

3. TESTING SERVICES / COMMITTEE ON APPEALS -- APPROVED

A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES

| | <u>BOOKLET NO.</u> | <u>ITEM NOS.</u> | <u>EXAMINATION OR SERIES</u> | <u>DATE HELD</u> | <u>TYPE</u> |
|----|--------------------|------------------|--------------------------------------|------------------|-----------------------|
| 1. | 456-E | 16-30 | Taxpayer Svcs Rep Series | 3/10/07 | OC/PROM |
| 2. | 457-E | 16-30 | Taxpayer Svcs Rep Series | 3/10/07 | PROM |
| 3. | 400-F | 136-150 | High Level Custodians/Janitors | 3/24/07 | OC Pre-Rating |
| 4. | 405-F | 16-30 | Public Safety Dispatcher Series | 3/24/07 | OC/PROM |
| 5. | 418-F | 1-10 16-30 | Industrial Hygienist Series " " " | 4/28/07 | OC/PROM Pre-Rating |
| 6. | 429-F | 31-45 | Human Svcs Administrators | 4/28/07 | OC/PROM |
| 7. | 439-F | 46-60 61-75 | Aging Services Series " " " | 4/28/07 " | OC/PROM/NCP " |

B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES

| | <u>BOOKLET</u> | <u>ITEM NOS.</u> | <u>EXAM. OR SERIES</u> | <u>DATE HELD</u> | <u>TYPE</u> |
|----|----------------|------------------|--|------------------|----------------------------|
| 1. | 412-F | 1-45 76-85 | Environmental Radiation Specialist Series " | 4/28/07 " | OC/PROM Pre-Rating " |
| 2. | 443-F | 46-60 | Tax Processing | 4/28/07 | PROM |
| 3. | 443-F | 16-30 | Tax Processing | 4/28/07 | PROM |
| 4. | 443-E | 16-30 | Police Chief / Assistant Chief | 3/10/07 | OC/PROM |
| 5. | 456-E | 1-15 | Taxpayer Services Representative Series | 3/10/07 | OC/PROM |
| 6. | 457-E | 1-15 | Taxpayer Services Representative Series | 3/10/07 | PROM |

C. DISPOSITION OF POST-LIST EXAMINATION APPEALS

| <u>IDENT.</u> <u>NO.</u> | <u>EXAM</u> <u>NO.</u> | <u>EXAM OR SERIES</u> | <u>DATE</u> <u>HELD</u> | <u>TYPE</u> |
|-----------------------------|---------------------------|---------------------------|----------------------------|-------------|
| 7. 083-40-XXXX | 06-530 | Supervising Bank Examiner | 5/07 | PROM |

4. MUNICIPAL SERVICE

4.26 (A) CITY OF ALBANY CIVIL SERVICE COMMISSION. Request for Commission approval of two resolutions amending the Appendices of the City of Albany Civil Service Rules.

APPROVED

4.27 (B) CITY OF BINGHAMTON CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Binghamton Civil Service Rules.

APPROVED

4.28 (C) CHEMUNG/ELMIRA REGIONAL CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Chemung/Elmira Regional Civil Service Rules.

**APPROVED
WITH
EXCEPTIONS**

4.29 (D) NASSAU COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Text and Appendices of the Nassau County Civil Service Rules.

**APPROVED
WITH
EXCEPTIONS**

4.30 (E) CITY OF NEW ROCHELLE CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of New Rochelle Civil Service Rules.

APPROVED

**5. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – June 2007 --
APPROVED AS INDICATED**

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

| | <u>Name</u> | <u>Yrs. Prior 211</u> | <u>Title Department Juris. Class</u> | <u>Period of Employment</u> | <u>Annual Salary</u> | <u>Recruit-ment?</u> | <u>Action</u> |
|----|----------------------|-----------------------|---|-----------------------------|----------------------|----------------------|---------------|
| 1. | Antomez, Herbert | 6 | Investigator Attorney General Exempt | 6/7/07 – 6/6/09 | \$68,238 | Yes | Approved |
| 2. | Hagler, Michael A. | 11 | Investigator Attorney General Exempt | 6/13/07 – 6/12/09 | \$74,997 | Yes | Approved |
| 3. | Hernandez, Ismael | 4 | Investigator Attorney General Exempt | 5/8/07 – 5/7/09 | \$58,781 | Yes | Approved |
| 4. | Maiorano, Albert T. | 11 | Senior Special Investigator Attorney General Competitive | 5/22/07 – 5/21/09 | \$81,035 | Yes | Approved |
| 5. | McDonald, Lisa M. | 2 | Senior Special Investigator Attorney General Competitive | 7/28/07 – 7/27/09 | \$63,164 | Yes | Approved |
| 6. | Odiot, Peter E., Jr. | 10 | Investigator Attorney General Exempt | 6/12/07 – 6/11/09 | \$74,415 | Yes | Approved |
| 7. | Oquendo, Frida | 4 | Special Investigator Attorney General Exempt | 7/31/07 – 7/30/09 | \$59,019 | Yes | Approved |
| 8. | Ryan, David J. | 2 | Senior Special Investigator Attorney General Competitive | 7/28/07 – 7/27/09 | \$53,549 | Yes | Approved |

5. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – June 2007

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:

| | <u>Name</u> | <u>Yrs. Prior 211</u> | <u>Title Department Juris. Class</u> | <u>Period of Employment</u> | <u>Annual Salary</u> | <u>Recruitment?</u> | <u>Action</u> |
|-----|-------------------|-----------------------|--|-----------------------------|----------------------|---------------------|---------------|
| 9. | Lui, Alan | 0 | Special Assistant Consumer Protection Board Exempt | 7/1/07 – 6/30/09 | \$70,000 | No | Approved |
| 10. | Murray, Dennis C. | 0 | Utility Security Specialist 2 Public Service Non-competitive | 6/1/07 – 5/31/09 | \$58,406 | Yes | Approved |
| 11. | Horton, James D. | 8 | Project Assistant Homeland Security Competitive | 3/1/07 – 2/28/09 | \$115,000 | Yes | Approved |

**5. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT - JUNE 2007--
APPROVED AS INDICATED**

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

| | Name | Yrs. Prior 211 | Agency Title Juris. Class | Period of Employment | Annual Salary | Recruit-ment? | Action |
|----|---------------------------|-----------------------|---|-----------------------------|----------------------|----------------------|---------------------------|
| 1. | Reuss, Paul C. | 0 | Albany County Village of Menands Executive Assistant to the Mayor Exempt | 4/2/07-4/2/09 | \$35,000 | Yes | Approved through 12/31/07 |
| 2. | Sim, Edward F. | 1 yr; 9 mos. | Albany County Village of Colonie Assistant Superintendent of Public Works Competitive | 10/1/06-9/30/08 | \$45,000 | Yes | Approved |
| 3. | Lasher-Graham, Cynthia M. | 0 | Clinton County City of Plattsburgh City Chamberlain Competitive | 8/4/06-8/4/08 | \$101,500 | Yes | Approved through 3/28/07 |
| 4. | Nathan, Garry | 0 | Cohoes, City of City Engineer Competitive | 1/12/07-1/12/09 | \$40,000 | Yes | Approved through 4/30/08 |
| 5. | Donovan, Richard T. | 9.5 | Erie County Sheriff's Office Undersheriff Exempt | 6/23/07-6/22/09 | \$102,588 | No | Approved |
| 6. | Loncar, George M. | 2 | Erie County Law Department Second Assistant County Attorney (Labor Relations) Exempt | 6/1/07-2/1/08 | \$88,790 | Yes | Approved through 12/31/07 |

5. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT - JUNE 2007

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 | Yrs. Prior 211 | Agency Title Juris. Class | Period of Employment | Annual Salary | Recruit-ment? | Action |
|-----|-------------------------|-----------------------|---|-----------------------------|----------------------|----------------------|-------------------------|
| 7. | Dunning, Bruce C. | 0 | Essex County Sheriff's Office Undersheriff Exempt | 4/2/07-4/1/09 | \$53,102 | Yes | Approved |
| 8. | Bayer, Robert | 0 | Nassau County A. Holly Patterson Extended Care Facility Safety Coordinator Competitive | 12/4/06-12/3/08 | \$46,787 | Yes | Approved through 3/1/08 |
| 9. | Dellisanti, Nicholas A. | 0 | Nassau County Health Care Corporation Assistant Director of Human Resources for Labor Relations, NHCC (Part-Time) Competitive | 1/1/07-12/31/08 | \$67,000 | Yes | Approved |
| 10. | Genn, Joshua | 0 | Nassau County D.A.'s Office Special Investigator I (Syndicated Crime) Competitive | 1/19/07-12/31/08 | \$69,138 | Yes | Approved |
| 11. | Giardina, Philip | 0 | Nassau County D.A.'s Office Special Investigator I (Syndicated Crime) Competitive | 1/19/07-12/31/08 | \$69,138 | Yes | Approved |
| 12. | Maley, Edward | 0 | Nassau County D.A.'s Office Special Investigator I (Syndicated Crime) Competitive | 1/19/07-12/31/08 | \$69,138 | Yes | Approved |

5. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT - JUNE 2007

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 | Yrs. Prior 211 | Agency Title Juris. Class | Period of Employment | Annual Salary | Recruit-ment? | Action |
|-----|------------------------|-----------------------|---|-----------------------------|----------------------|----------------------|---------------|
| 13. | McDonald, Thomas S. | 0 | Nassau County D.A.'s Office Special Investigator I (Syndicated Crime) Competitive | 1/19/07- 12/31/08 | \$69,138 | Yes | Approved |
| 14. | Napolitano, William | 0 | Nassau County D.A.'s Office Special Investigator I (Syndicated Crime) Competitive | 1/19/07- 12/31/08 | \$69,138 | Yes | Approved |
| 15. | McCaffrey, Justin T. | 1 | Nassau County Town of Oyster Bay Commissioner of Public Safety Unclassified | 3/2/07- 3/1/09 | \$107,113 | Yes | Approved |
| 16. | Candido, Alfred J. Jr. | 0 | Oneida County County Executive's Office Chief of Staff Exempt | 2/6/07- 2/6/09 | \$75,922 | Yes | Approved |
| 17. | Rathbun, Mark J. | 0 | Onondaga County D.A.'s Office Confidential District Attorney Investigator I Competitive | 3/12/07- 3/12/09 | \$38,386 | Yes | Approved |
| 18. | Renaud, Joanne | 4 | Onondaga County D.A.'s Office Confidential District Attorney Investigator I Competitive | 3/3/07- 3/3/09 | \$40,292 | No | Approved |

5. PENSION WAIVERS FOR RETIREES / LOCAL GOVERNMENT - JUNE 2007

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 | Yrs. Prior 211 | Agency Title Juris. Class | Period of Employment | Annual Salary | Recruit-ment? | Action |
|-----|---------------------|-----------------------|---|-----------------------------|----------------------|----------------------|-----------------------------|
| 19. | Gaetano, Gregory T. | 4 | Orange County Sheriff's Office Chief Criminal Investigator Exempt | 1/6/07- 1/6/09 | \$70,680 | Yes | Approved |
| 20. | Bennett, Wayne E. | 0 | Schenectady County City of Schenectady Commissioner of Public Safety Exempt | 5/7/07- 5/7/09 | \$115,000 | Yes | Approved |
| 21. | Cote, Larry F. | 12 | Schenectady County Office of Conflict Defender Confidential Investigator Exempt | 3/1/07- 2/28/09 | \$47,418 | Yes | Approved |
| 22. | Lubell, Linda | 3 | Suffolk County Sayville Library Librarian I (PT) Non-Competitive | 1/1/06- 12/31/07 | \$19,000 | Yes | Approved |
| 23. | LaFay, Mark E. | 0 | Washington County Department of Personnel Safety Officer Competitive | 1/1/07- 1/1/09 | \$33,433 | Yes | Approved through 2/29/08 |
| 24. | Murphy, Edward J. | 8 | Westchester County D.A.'s Office Senior Criminal Investigator – District Attorney Exempt | 4/1/07- 4/1/09 | \$110,005 | Yes | Approved |

**5. PENSION WAIVERS FOR RETIREES / NON-CIVIL SERVICE – June 2007 --
APPROVED AS INDICATED**

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

| | <u>Name</u> | <u>Yrs. Prior</u> <u>211</u> | <u>Title</u> <u>Department</u> <u>Juris. Class</u> | <u>Period of</u> <u>Employment</u> | <u>Annual</u> <u>Salary</u> | <u>Recruit-</u> <u>ment?</u> | <u>Action</u> |
|----|---------------------|---------------------------------|--|---------------------------------------|--------------------------------|---------------------------------|---------------|
| 1. | Iler, Ralph M. | 2 | Hourly Program Specialist Health Research Inc. Other | 6/20/07 – 6/19/09 | \$66,173 | No | Approved |
| 2. | Franko, Jules G. | 0 | Lead Procurement Agent New York Power Authority Exempt | 6/1/07 – 12/31/07 | \$75,000 | No | Approved |

7. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Judith M. Koman
SUBJECT: Merit Awards for Employee Suggestion
DATE: May 21, 2007

Attached are summaries of employee suggestions for which merit awards have been recommended by the Suggestion Committees of the operating agencies involved. The agency recommendations have been reviewed by the Employee Suggestion Program for Commission consideration.

If all the awards are approved as recommended, the cash awards granted will amount to \$784.84 of which \$285.00 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> |
|------------------------------------|---|---|---|
| 7.9 65196 Ronald Hull | Clerk I, Grade 6 | Mr. Hull, Ms. Sackett, Ms. Brennan and Ms. Southerland proposed shipping documents from Endicott TSLED sites to Albany using FedEx. The NYS Department of Motor Vehicles recommends a tangible award of \$617.61 (equally divided among the four suggesters). The evaluators identified that there was 4% job relatedness for Ronald Hull. There reasoning is that there is only one person that does the packing and that person is usually Ronald Hull. There is no job relatedness for Cheryl Sackett, Justine Brennan and Brenda Southerland). The final recommended award is \$122.84 for Ronald Hull and \$129.00 for three other suggesters. Each suggester received an initial award of \$25.00 on 5/16/05. | \$129.00 final award for Cheryl Sackett, Justine Brennan and Brenda Southerland |
| APPROVED | | | |
| Cheryl Sackett | Clerk I, Grade 6 | | \$122.84 final award for Ronald Hull |
| APPROVED | | | |
| Justine Brennan | Clerk I, Grade 6 | | |
| APPROVED | | | |
| Brenda Southerland | Senior Data Machine Entry Operator, Grade 9 | | |
| APPROVED | | | |
| | NYS Department of Motor Vehicles | DMV has provided the following justification for this tangible award: By shipping documents from the Endicott TSLED site in boxes by FedEx instead of envelopes; DMV has saved a considerable amount of money. When these mailings are received in Albany, considerable staff time is saved by having to open only one box instead of many envelopes. By having documents shipped in boxes, the documents arrive in better condition than if they were mailed in envelopes. (If this award is approved as recommended, the Department of Civil Service will pay the first \$100.00 and \$409.84 will be charged to the NYS Department of Motor Vehicles Merit Award Cost Center). | |

| <u>SUGGESTION # AND AUTHOR</u> | <u>TITLE AND DEPARTMENT</u> | <u>SUMMARY OF SUGGESTION</u> | <u>RECOMMENDED AWARD</u> |
|------------------------------------|-------------------------------------|---|---|
| 7.10 70962 Heidi Bazicki | Legal Assistant, Grade 14 | Ms. Bazicki and Ms. Welch proposed that the Vehicle and Traffic Law book published by the NYS Department of Motor Vehicles is modified into a larger size (previously 4 ½ X 6") and the book is transferred from MS Word to a more user-friendly program for publishing. The NYS Department of Motor Vehicles recommends an intangible award of \$200.00 (equally divided between the two suggesters). This suggestion has moderate value and extended application. There is 5% related to each of the suggesters job duties and responsibilities. | \$95.00 and a Certificate of Merit for each suggester |
| APPROVED | | | |
| Michele Welch | Secretary 2, Grade 15 | | |
| APPROVED | | | |
| | NYS Department of Motor Vehicles | <p>DMV has provided the following justification for this intangible award:</p> <p>Having the Vehicles and Traffic Law book in electronic form makes it available via the Internet. A search word can be submitted or a specific Vehicle and Traffic Law can be found instantly and then copied and pasted into various documents. DMV is unable to put a price on the savings of this new tool. This book is used by many offices and individuals, such as, the courts, judges, lawyers, legal assistants, legislators. Now that this book is available in electronic form, each year it will simply need to be updated and not completely rewritten or formatted in diskettes. The process of updating this book will be much easier and will consume less time. (If this award is approved as recommended, the Department of Civil Service will pay the first \$100.00 and \$90.00 will be charged to the NYS Department of Transportation Merit Award Cost Center).</p> | |

| <u>SUGGESTION # AND AUTHOR</u> | <u>TITLE AND DEPARTMENT</u> | <u>SUMMARY OF SUGGESTION</u> | <u>RECOMMENDED AWARD</u> |
|------------------------------------|----------------------------------|---|------------------------------------|
| 7.11 73960 Michelle Lanoue | Clerk 2, Grade 9 | The NYS Department of Motor Vehicles recommends an intangible award of \$100.00. This suggestion has moderate value and limited application. This suggestion has 15% job relatedness. | \$85.00 and a Certificate of Merit |
| APPROVED | NYS Department of Motor Vehicles | <p>Background information on suggestion: When a motorist requests a bond refund, they would have to send a letter to the NYS Department of Motor Vehicles. The information in this letter is then transferred into a memo and then the original letter and the memo are forwarded to Accounts Management in DMV.</p> <p>Implemented suggestion: Ms. Lanoue recognized that these two steps could be reduced into one. Ms. Lanoue proposed that a copy of the letter that is received by the motorist is sent to Accounts Management, instead of an additional memo. Accounts Management feels that a copy of this letter will appropriately meet their needs. (If this award is approved as recommended, the Department of Civil Service will pay the total award amount of \$85.00).</p> | |

8. CONFERENCES

Mon., 10:00 a.m.
June 11, 2007
4.31 (J)

Representatives of Schenectady County to meet with the Commission regarding reconsideration of disapproval of continued employment of retiree Larry Cote as Confidential Investigator under Section 211 of the Retirement and Social Security Law.

APPROVED

Mon., 11:00 a.m.
June 11, 2007
6.15 (K)

Representatives of the Public Employees Federation to meet with the Commission to discuss their appeal of the determination of the Department of Civil Service to approve the transfer under Section 70.1 of the Civil Service Law of Denise DeVirgeles from a Developmental Assistant 3, G-17, to a Rehabilitation Counselor 2, G-19.

PENDING COMMISSION CONSIDERATION

Mon., 1:00 p.m.
June 11, 2007
6.14 (L)

Appeal of the Department of Transportation from the determination of the Director of Classification and Compensation denying reallocation and title structure change of Traffic Signal Mechanic, G-12, to Traffic Signal Specialist 1, G-14, and Supervising Traffic Signal Mechanic, G-14, to Traffic Signal Specialist 2, G-18.

PENDING COMMISSION CONSIDERATION

9. VACANT EXEMPT CLASS POSITIONS – June 2007 - APPROVED

The following positions are in the exempt class pursuant to previous jurisdictional classification decisions of the State Civil Service Commission. Pursuant to Section 41(2) of the Civil Service Law, such positions must be reviewed by the Commission before they may be refilled on a permanent basis. Accordingly, all positions identified below have been reviewed by the Division of Classification and Compensation and/or the Office of Civil Service Commission Operations. In each case, it is recommended that the approval to refill on a permanent basis be granted, as the original basis for exempt classification continues.

| <u>Agency</u> | <u>Code</u> | <u>Item Nos.</u> | <u>Title</u> |
|--------------------------------------|-------------|-------------------------|--|
| Aging | 01370 | 61008 | Counsel |
| Agriculture and Markets | 06000 | 00051 | Counsel |
| Alcohol and Substance Abuse Services | 53000 | 00491 | Director of Public Information |
| Children and Family Services | 25000 | 02662 04100 52000 | Deputy Commissioner Executive Director Deputy Commissioner |
| Civil Service | 08000 | 03010 *03031 | Deputy Commissioner Secretary |
| Comptroller | 02000 | 00127 00209 01150 | Investigative Auditor Investigative Auditor Counsel to the Comptroller |
| Consumer Protection Board | 01120 | 00201 | Counsel |
| Crime Victims Board | 01400 | 00015 | Secretary |
| Elections | 01540 | 00061 | Deputy Counsel |
| Employee Relations | 01150 | *00312 00405 | Confidential Stenographer Employee Relations Associate |
| Environmental Conservation | 09000 | 00111 00131 23234 | Deputy Commissioner Deputy Commissioner Legislative Assistant |

| <u>Agency</u> | <u>Code</u> | <u>Item Nos.</u> | <u>Title</u> |
|------------------------------------|-------------|----------------------------------|---|
| Executive Chamber | 01000 | 00306 00503 00606 01414 | Confidential Assistant Confidential Stenographer Confidential Assistant Confidential Stenographer |
| General Services | 01050 | 00115 11152 26012 30001 | Director Public Information Building Superintendent Promotion and Public Affairs Agent Deputy Commissioner |
| Health | 12000 | 00101 00551 30401 88512 | Director of Public Information Director of Health Systems Management Deputy Director Deputy Commissioner |
| Higher Education Services Corp. | 11100 | 53500 | Director of Audits |
| Housing and Community Renewal | 01080 | 80001 | Deputy Commissioner |
| Human Rights | 01090 | 00011 | First Deputy Commissioner |
| Inspector General | 21700 | *01005 01012 03005 | Confidential Stenographer Deputy Inspector General Deputy Inspector General |
| Insurance | 13000 | 00025 | Deputy Superintendent |
| Labor | 14020 | 30000 | Chief Information Officer |
| Labor Management Committees | 21220 | 01705 | Employee Program Assistant |

| <u>Agency</u> | <u>Code</u> | <u>Item Nos.</u> | <u>Title</u> |
|-----------------------------|-------------|------------------|---|
| Law | 03000 | *00140 | Confidential Clerk (Previously approved on the April 2007 calendar and erroneously placed on the May 2007 calendar; no Commission action is necessary.) |
| | | *00213 | Confidential Assistant |
| | | *00414 | Confidential Administrative Assistant |
| | | *04340 | Investigator |
| | | *06553 | Investigator |
| | | 06800 | Investigator |
| | | *06900 | Investigator |
| Parole | 01020 | 00301 | Executive Director |
| Regulatory Reform | 21110 | 00116 | Assistant Counsel |
| | | 00183 | Special Assistant |
| | | 00307 | Program Associate |
| State | 19000 | 05218 | Citizen Services Representative |
| | | *08424 | Investigator |
| Transportation | 17000 | 10601 | Deputy Inspector General |
| Veterans' Affairs | 01190 | 00201 | Deputy Director |
| Workers' Compensation Board | 14010 | 04000 | District Administrator |
| | | 04400 | District Administrator |

* These positions were on the May 2007 Commission calendar and are back on for reconsideration.

10. NEW BUSINESS

Review of the preliminary draft of the Audit Report on NYC Pensioners Working for NYS after their retirement from January 1, 2005 through December 31, 2005.

NO COMMISSION ACTION NECESSARY

NYS
CIVIL SERVICE COMMISSION
CALENDAR INDEX

JUNE 2007

| <u>CODE</u> | <u>SUBJECT</u> | <u>PAGES</u> |
|-------------|--|--------------|
| 1 | Executive | 1 (A-J) |
| 2 | Staffing Services | |
| | Backdates | |
| | Leaves of Absence | 2 (B) |
| | Reinstatements | 2 (C) |
| 3 | Testing Services | |
| | Committee on Appeals | |
| | Prior Approvals | 3 (D) |
| 4 | Municipal Service | 4 (A-E) |
| 5 | Pension Waivers for Retirees - Sec 211 NYSRSSL | |
| | State Government | 5 (F) |
| | Local Government | 5 (G) |
| | Non-Civil Service | 5 (H) |
| 5-a | Extensions in Service Over Age Seventy | |
| 6 | Appeals | |
| | Staffing Services | |
| | Testing Services | |
| | Classification and Compensation | |
| | Candidate Disqualification | |
| | Sections 71, 72 and 73 | |
| | Sections 75, 76 | |
| | Section 55-b/c | |
| 7 | Merit Awards | |
| | Employee Suggestions | |
| | Agency Committee Nominations | 7 (I) |
| 8 | Conferences | 8 (J-L) |
| 9 | Vacant Exempt Class Positions | 9 (M) |
| 10 | New Business | 10 (N) |



NEW YORK STATE CIVIL SERVICE COMMISSION

INTEROFFICE MEMORANDUM

TO: Commissioner Groenwegen
FROM: Ann Barrett
SUBJECT: June 2007 Commission Meeting
DATE: June 5, 2007

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

Monday June 11

10:00 a.m. Conference re Item 4.31 (Schenectady County) – Page 8 (J)
11:00 a.m. Conference re Item 6.15 (PEF) – Page 8 (K)
1:00 p.m. Conference re Item 6.14 (DOT) – Page 8 (L)

Tuesday June 12

10:00 a.m. Regular Calendar Pages 1, 2, 3, 5, 7, 9 & 10
10:30 a.m. Municipal Service Items – Page 4
Pension Waivers for Retirees
Local Government) – Page 5

Observers

Beth Sweeney
Tara Benson

cc: Comr. Wall
Comr. Ahl
Judith Ratner

Stella Chen Harding
Al Jordan
Shirley LaPlante

Erin Barlow