

**STATE OF NEW YORK**  
**CIVIL SERVICE COMMISSION**  
**ALBANY, NEW YORK**  
**JUNE 8, 2009**

**1. MUNICIPAL SERVICE**

1.31 (A) FOR COMMISSION REVIEW. Summary of Annual Reports for 2008.

**The State Civil Service Commission reviewed and approved the issuance of the Summary of Annual Reports for 2008. The Summary is available on the Department's public website.**

1.32 (B) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Interim Report detailing actions taken to implement the five-year Provisional Reduction Plan.

**The State Civil Service Commission accepted the New York City DCAS progress report detailing actions taken to implement the five-year Provisional Reduction Plan.**

**The State Commission acknowledged the good faith effort of progress made thus far to implement the Provisional Reduction Plan, but expressed concern that the progress reports submitted to date are not complete, and the information provided indicates that Recommended Change #2 and Recommended Change #3 have not been fully implemented. The State Commission indicated DCAS is to be advised that compliance with the Plan includes full implementation of all Recommended Changes upon which the State Commission conditioned its approval. The State Commission directed that Department staff meet with appropriate DCAS staff to clarify the information provided to date regarding actions taken by DCAS to comply with the Plan. Commission staff were also directed to discuss with DCAS staff the specificity of the information to be included in future reports using the currently prescribed reporting forms or to develop new ones, in order to avoid future miscommunication of actions taken by DCAS to comply with the Plan. The meeting was directed to be held within 10 business days to allow DCAS time to include the information needed in their July 15, 2009 progress report. This information will be used to confirm the progress made thus far, and determine whether the first bench marks specified in the Performance Targets provided by DCAS have been achieved.**

- 1.33 (C) CITY OF MOUNT VERNON CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the City of Mount Vernon Civil Service Commission.

**The State Civil Service Commission received and filed the Follow-up Report submitted by the City of Mount Vernon Civil Service Commission regarding the implementation of the 23 recommendations contained in the Report on Merit System Administration. The State Commission noted that 6 of the recommendations had been implemented and that 17 remain to be fully implemented. The State Commission acknowledged the progress that has been made to date; however, directed that the City of Mount Vernon submit a follow-up report by July 15, 2009 that includes more detailed information regarding the named actions taken in this report to resolve the remaining recommendations; copies of all policies and procedures provided to the appointing authorities under the City Commission's jurisdiction in regard to the recommendations; supporting documentation for the required recommendations, including eligible lists, class specifications and/or rosters; and information pertaining to actions taken at the scheduled public hearing. The City Commission should also provide by July 15, 2009, a comprehensive, realistic timeline with dates and benchmarks for the completion of specific goals in relation to implementing the remaining recommendations for effective merit system administration in the City not to exceed 12 months or July 2010. Additionally, the City is directed to attend the September 2009 Commission meeting to discuss the progress made in implementing the remaining recommendations, the timeline of action, and the City's commitment to effective merit system administration.**

- 1.34 (D) CITY OF COHOES CIVIL SERVICE COMMISSION. Follow-up on the Merit System Program Component Review for the City of Cohoes Civil Service Commission.

**At its September 2008 meeting, the State Civil Service Commission issued the Merit System Program Component Report on Appointment Process Administration by the City of Cohoes Civil Service Commission which was rated as "Generally in Compliance." The report contained six required actions the Cohoes Civil Service Commission must take to comply with Civil Service Law and Rules. The State Civil Service Commission commended the Cohoes Commission for their action taken and will not require them to report further to the State Civil Service Commission.**

- 1.35 (E) RENSSELAER COUNTY CIVIL SERVICE COMMISSION. Follow-up on the Merit System Administration report for the Rensselaer County Civil Service Commission.

**The State Civil Service Commission reviewed the tenth follow-up report from the Rensselaer County Civil Service Commission on progress being made to implement the recommendations in the Report on Merit System Administration issued in April 2004, which rated civil service administration in Rensselaer County as "unsatisfactory." Of the nineteen recommendations in the 2004 report, eleven have been completely resolved; this is an increase from the ten recommendations last reported by the Rensselaer County Commission. Rensselaer County has indicated that three additional recommendations (#s6, 9 and 12) are resolved even though they have not reported any definitive corrective actions. The State Commission directed Rensselaer County to submit an explanation, within 10 days, as to why it believes that these three recommendations are resolved, when it is clear that the Commission has not reported the definite corrective action. If an adequate explanation is not provided, the Commission directed that Rensselaer County be invited to attend a conference at the July meeting.**

**The State Commission also directed that Rensselaer County Civil Service Commission provide a detailed summary of its progress and a plan to resolve all recommendations by December 31, 2009. The State Commission further directed that the Rensselaer County Civil Service Commission provide, by October 1, 2009, a list of County departments and civil divisions that civil service administration has completely been restored in all of the following areas:**

- 1. Employment history records restored;**
- 2. Both position and jurisdictional classification have been determined to be current; and**
- 3. Payroll certification has been completed.**

- 1.36 (F) CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Cattaraugus County Civil Service Rules.

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

- 1.37 (G) ORANGE COUNTY COMMISSIONER OF PERSONNEL. Request for Commission approval of the resolution amending the Text and Appendices of the Orange County Civil Service Rules.

**The State Civil Service Commission approved the resolution of the Orange County Commissioner of Personnel amending the Text and Appendices of the Orange County Civil Service Rules with the following exception:**

***In the County Service* – The Commission disapproved a request to place the title of Commissioner of Consumer Affairs in the Unclassified service. The Commission’s decision was made, without prejudice, for reconsideration of a request for placement in the non-competitive class (designated policy influencing/confidential) based on the size and significance of this Department in relation to other organizations in Orange County.**

- 1.38 (H) TIOGA COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text and Appendices of the Tioga County Civil Service Rules.

**The State Civil Service Commission approved the resolution of the Tioga County Personnel Officer amending the Text and Appendices of the Tioga County Civil Service Rules with the following exception:**

***In the County Service* – The Commission approved the request to place one position of Deputy Director of Emergency Preparedness (P/T) in the non-competitive class with an annual salary limitation of \$6,000. The Commission disapproved the request for a second position of Deputy Director of Emergency Preparedness (P/T) in the non-competitive class based on a lack of compelling evidence to support removal from the competitive class, and the fact that the position has not been created and, therefore, does not exist.**

- 1.39 (I) TOMPKINS COUNTY COMMISSIONER OF PERSONNEL. Request for Commission approval of five resolutions amending the Text and Appendices of the Tompkins County Civil Service Rules.

**The State Civil Service Commission approved five resolutions of the Tompkins County Commissioner of Personnel amending the Text and Appendices of the Tompkins County Civil Service Rules with the following exceptions:**

**In the Town Service, Town of Dryden – The State Commission disapproved, without prejudice, the request to place the position of Confidential Secretary to the Town Supervisor (1) (When the Town Supervisor is an elected official) in the exempt class based on the lack of compelling evidence that the Town of Dryden meets the standards to have both an exempt class bookkeeper and exempt class secretary, and the inconsistencies included in the duties statements for each position.**

**In the Groton and Lansing Public Libraries – The Commission disapproved the request to place the position of Library Clerks (part-time) in the non-competitive class based on the clear practicability of examination and the lack of compelling justification or evidence of recruitment difficulty.**

**2. PENSION WAIVERS FOR RETIREES/LOCAL GOVERNMENT - JUNE 2009 -  
APPROVED AS INDICATED**

**STATUTORY CRITERIA PRE—OCTOBER 7, 2008**

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

Name	Years in Position Under §211	Civil Service Agency, Appointing Authority, Title and Jurisdictional Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1. Connors, David R.	1	Monroe County Churchville Chili CSD Director of School Safety and Security Competitive	7/1/09- 6/30/11	\$54,426	Yes	Approved through 6/30/10

The State Commission approved the request for the limited period of 7/1/09 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted to determine if any qualified non-retirees are available for appointment. The approval through June 30<sup>th</sup> will also avoid a disruption in the security force throughout the school year.

2. May, James A.	6	Nassau County North Shore CSD Bus Driver Non-Competitive	1/1/09- 1/1/11	\$48,000	Yes	Approved through 10/1/09
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The State Commission approved the request for the limited period of 1/1/09 – 10/1/09. The limited period of approval through 10/1/09 was granted with the stipulation that the appointing authority conduct an updated recruitment effort to determine if any qualified non-retirees are available for appointment.

3. Connelly, Thomas P.	2	Onondaga County Village of No. Syracuse Chief of Police Competitive	3/24/09- 3/24/11	\$75,118	Yes	Approved through 10/1/09
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The State Commission approved the request for the limited period of 3/24/09– 10/1/09. The limited period of approval through 10/1/09 was granted to allow the Village additional time to make a determination on the consolidation of its Police Department and with the stipulation that an eligible list be established and canvassed to determine if any qualified non-retirees are available for appointment.

4. Cowin, Timothy H.	10	Onondaga County Department of Correction Commissioner of Correction Unclassified	4/29/09- 4/29/11	\$99,481	Yes	Approved
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The State Commission approved the request for the period of 4/29/09 – 4/29/11.

5.	Moore, Bruce A.	4	Ontario County City of Geneva Fire Chief Competitive	1/1/09- 1/1/11	\$73,485	Yes	Approved through 10/20/09
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The State Commission approved the request for the limited period of 1/1/09 – 10/20/09. The limited period of approval through 10/20/09 was granted to allow the City of Geneva to take whatever action is necessary to codify residency requirements for Fire Chief and to canvass the eligible list to determine if there are non-retirees available for appointment.

6.	Gaetano, Gregory T.	6	Orange County Sheriff's Office Chief Criminal Investigator Exempt	1/6/09- 1/6/11	\$82,375	Yes	Approved
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The State Commission approved the request for the period of 1/6/09 – 1/6/11.

7.	Quinn, John P.	2.5	Orange County Town of Wallkill Deputy Police Chief (B) Competitive	9/16/08- 9/15/10	\$80,000	--	Calendared
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The State Commission calendared this request to the July meeting to provide the Town enough time to complete the canvassing of the current eligible list to determine if there are non-retirees interested in the position and to also provide the Town time to submit its justification for this retroactive request.

8.	Werner, William R.	4	Orange County Town of Deerpark Police Chief – Type A Competitive	1/1/09- 12/31/10	\$68,744	Yes	Approved through 6/30/10
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The State Commission approved the request for the limited period of 1/1/09 – 6/30/10. The limited approval through 6/30/10 was granted with the stipulation that an examination be held to determine if any qualified non-retirees are available for appointment.

9.	Bennett, Wayne E.	2	Schenectady County City of Schenectady Commissioner of Public Safety Exempt	5/7/09- 5/7/11	\$130,000	Yes	Approved
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The State Commission approved the request for the period of 5/7/09 – 5/7/11.

10.	Sullivan, Gary S.	0	Seneca County Sheriff's Office Undersheriff Exempt	12/1/08- 11/30/10	\$56,617	Yes	Approved
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The State Commission approved the request for the period of 12/1/08 – 11/30/10.

11.	Guidice, Frank	2	Suffolk County District Attorney's Office Deputy Chief Detective Investigator Non-Competitive	3/20/09- 3/20/11	\$120,660	Yes	Approved
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The State Commission approved the request for the period of 3/20/09 – 3/20/11.

12.	O'Connor, William J.	4	Suffolk County District Attorney's Office Senior Detective Investigator Competitive	5/5/09- 5/5/11	\$127,918	Yes	Approved
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The State Commission approved the request for the period of 5/5/09 – 5/5/11.

13.	Levy, Steven	4	Suffolk County Deer Park UFSD School Bus Driver Non-Competitive	1/1/09- 12/31/10	\$36,000	Yes	Approved
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The State Commission approved the request for the period of 1/1/09 – 12/31/10.

14.	Fajfer, Stephen V.	7	Ulster County Town of Marlborough Chief of Police – Type A Competitive	7/1/09- 6/30/11	\$68,833	Yes	Approved through 6/30/10
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The State Commission approved the request for the limited period of 7/1/09 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be held to determine if there are any qualified non-retirees available for appointment.

15.	Murphy, Edward J.	4	Westchester County District Attorney's Office Senior Criminal Investigator – District Attorney Exempt	4/1/09- 4/1/11	\$110,005	Yes	Approved
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The State Commission approved the request for the period of 4/1/09 – 4/1/11.

**STATUTORY CRITERIA POST—OCTOBER 7, 2008**

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|----|------------------------|---|--|-------------------|----------|----|------------------------------|
| 1. | Salerno,<br>Anthony J. | 0 | Albany County<br>Village of Altamont<br>Public Safety<br>Commissioner<br>Competitive | 1/1/09-<br>1/1/11 | \$41,513 | No | Approved through<br>11/17/09 |
|----|------------------------|---|--|-------------------|----------|----|------------------------------|

The State Commission approved the request for the limited period of 1/1/09 – 11/17/09. The limited period of approval through 11/17/09 was granted to avoid a disruption in the Village's public safety operations and to provide time for the Village to conduct an updated recruitment effort. The Commission also directed that an examination be requested in the event the position remains in the competitive class.

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|----|------------------------|---|--|---------------------|----------|----|-------------|
| 2. | Henderson,<br>Kevin M. | 0 | Ontario County<br>Canandaigua City<br>School District<br>School Safety<br>Officer<br>Competitive | 9/20/08-<br>9/20/10 | \$43,500 | No | Disapproved |
|----|------------------------|---|--|---------------------|----------|----|-------------|

The State Commission disapproved the request because it was not demonstrated that the Post-October 7, 2008 statutory criteria have been met. The Commission noted that the disapproval is not a determination of Mr. Henderson's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.

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|----|--------------------|---|---|--------------------|----------|-----|-----------------------------|
| 3. | Martin,<br>Michael | 1 | Oswego County<br>Mexico Academy<br>and CSD<br>School Resource<br>Officer<br>Competitive | 7/1/09-<br>6/30/11 | \$45,000 | Yes | Approved through<br>6/30/10 |
|----|--------------------|---|---|--------------------|----------|-----|-----------------------------|

The State Commission approved the request for the limited period of 7/1/09 – 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that an examination be conducted to determine if any qualified non-retirees are available for appointment. The approval through June 30<sup>th</sup> will also avoid a disruption in the security force throughout the school year.

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| 4. | Taylor,<br>Curtis L. Jr. | 0 | Westchester Co.<br>Village of Pelham<br>Fire Chief (PT)<br>Non-Competitive | 1/1/09-<br>12/31/10 | \$55,000 | Yes | Approved |
|----|--------------------------|---|--|---------------------|----------|-----|----------|

The State Commission approved the request for the period of 1/1/09 – 12/31/10.

**2. PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – June 2009 -  
APPROVED AS INDICATED**

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

**STATUTORY CRITERIA PRE—OCTOBER 7, 2008**

	<u>Name</u>	Years in Position Under <u>§211</u>	Title Department <u>Juris. Class</u>	Period of Employ- <u>ment</u>	Annual <u>Salary</u>	Recruit- <u>ment?</u>	<u>Action</u>
1.	DeSerio, Joseph	0	Investigator Law Department Exempt	7/1/09 – 11/1/09	\$81,834	Yes	Approved through 8/31/09

The State Commission approved the request for the limited period of 7/1/09 – 8/31/09. The limited period of approval through 8/31/09 was granted to allow the agency sufficient time to conduct a position-specific recruitment effort and assess the availability of qualified non-retirees for appointment.

2.	Greenspan, Paul	0	Investigator Law Department Exempt	7/1/09 – 11/1/09	\$100,498	Yes	Approved through 8/31/09
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The State Commission approved the request for the limited period of 7/1/09 – 8/31/09. The limited period of approval through 8/31/09 was granted to allow the agency sufficient time to conduct a position-specific recruitment effort and assess the availability of qualified non-retirees for appointment.

3.	Gundlach, George	6	Investigator Law Department Exempt	7/1/09 – 11/1/09	\$67,856	Yes	Approved through 8/31/09
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The State Commission approved the request for the limited period of 7/1/09 – 8/31/09. The limited period of approval through 8/31/09 was granted to allow the agency sufficient time to conduct a position-specific recruitment effort and assess the availability of qualified non-retirees for appointment.

4.	Hernandez, Ismael	6	Investigator Law Department Exempt	7/1/09 – 11/1/09	\$65,738	Yes	Approved through 8/31/09
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The State Commission approved the request for the limited period of 7/1/09 – 8/31/09. The limited period of approval through 8/31/09 was granted to allow the agency sufficient time to conduct a position-specific recruitment effort and assess the availability of qualified non-retirees for appointment.

5.	Remington, Royal	6	Investigator Law Department Exempt	7/1/09 – 11/1/09	\$64,492	Yes	Approved through 8/31/09
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The State Commission approved the request for the limited period of 7/1/09 – 8/31/09. The limited period of approval through 8/31/09 was granted to allow the agency sufficient time to conduct a position-specific recruitment effort and assess the availability of qualified non-retirees for appointment.

**PENSION WAIVERS FOR RETIREES / STATE GOVERNMENT – June 2009 - ADDENDUM**

1.	Murray, Dennis	2	Utility Security Specialist 2 Public Service Non-competitive	5/31/09 – 5/30/11	\$63,983	Yes	Approved through 12/31/09
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The State Commission approved the request for the limited period of 5/31/09 – 12/31/09. The limited period of approval through 12/31/09 was granted with the stipulation that the appointing authority review the minimum qualifications to determine whether they are sufficient to meet their needs. If it is determined that the minimum qualifications are insufficient, the Department of Public Service must meet with this Department's Division of Classification and Compensation to discuss a revision. Once revised, the Department of Public Service must conduct a new recruitment effort and assess the candidate field to determine if there are any qualified non-retirees available for appointment.

**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**

3.28 (A) DIVISION OF HOUSING AND COMMUNITY RENEWAL. Request for Commission approval of exempt classification of an additional position of Special Assistant which they are asking to have established. (Control No. 09-016)

**APPROVED – increased from 8 to 9 in the Appendices**

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

Department of Correctional Services  
Deputy Superintendent for Correctional Facility 3 (10)

Commission on Quality of Care and Advocacy for  
Persons with Disabilities  
Training and Staff Development Evaluation Specialist 1 (1)

**APPROVED**

3.30 (C) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 13, 2009.

**APPROVED**

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 13, 2009.

**LEAVES OF ABSENCE – June 2009- APPROVED AS INDICATED**

4.11 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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(1)	3/22/09	3/1/11	Dower, Edward M	Cadet Leader 2 Non-Competitive Child&Fam Svcs	Voc Instructor 2 Competitive Child&Fam Svcs
(2)	7/1/08	7/1/10	Raymond, Robert F	Agency Labr Rel Rep 2 Competitive Cor Main Office	Affirm Actn Admr 3 Non-Competitive Cor Main Office
(3)	7/1/09	7/1/10	Coburn, Randal D	Economic Dev Pg Sp 3 Competitive Economic Devel	Deputy Commr Exempt Economic Devel
(4)	6/1/09	12/1/09	Crowder, Robert C	Prg Rsch Spec 3 EF Competitive Economic Devel	Commerce Polcy An 2 Non-Competitive Economic Devel
(5)	7/30/09	7/1/11	Hsu, Joanne C	Keyboard Spec 1 Competitive Employ Relatns	Conf Asnt Exempt Employ Relatns
(6)	7/12/09	7/1/11	Steinbach, Judith E	Secy 1 Competitive Employ Relatns	Conf Stenographer Exempt Employ Relatns
(7)	3/1/09	3/1/11	Morris, Deborah A	Keyboard Spec 1 Competitive Executive Chamb	Conf Stenographer Exempt Executive Chamb
(8)	2/5/09	2/1/11	Servis, Keith	Health Prog Admr 4 Competitive Hlth Main Off	Health Prog Dir 2 Non-Competitive Hlth Main Off

**LEAVES OF ABSENCE – June 2009**

4.11 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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(9)	7/24/09	7/1/11	Ulberg, John E	Data Proc Sys Audt 3 Competitive Hlth Main Off	Health Prog Dir 3 Exempt Hlth Main Off
(10)	6/28/09	6/1/11	Allen, William F	Hsg&Cmty Ren Spec 2 Competitive Housng & Comm Ren	Intergov Agy Hsg Cor Non-Competitive Housng & Comm Ren
(11)	7/12/09	7/1/11	Hunter, Karen M	Mgr Info Tech Svs 1Tcl Competitive Housng & Comm Ren	Upstate Regional Director  Housing Finance Agency
(12)	7/12/09	7/1/11	South, Jeanette	Compliance Spec 1 Non-Competitive Housng & Comm Ren	Minority Bus Spec 2 Non-Competitive Housng & Comm Ren
(13)	6/28/09	6/1/11	Ruberto, Carmine	Assnt Dir Labor Stds Competitive Labor	Dir Labor Standards Non-Competitive Labor
(14)	2/14/09	2/1/11	Garrell, Naomi	Business Officer 1 Competitive MH Hudson River	Deputy Dir Psy Cntr 1 Non-Competitive MH Hudson River
(15)	6/12/09	6/1/11	Chmura, Max E	Mgr Info Tech Svs 2 Competitive MR Main Office	First Dpty Commr Exempt MR Main Office

**LEAVES OF ABSENCE – June 2009**

4.11 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:

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(16)	7/12/09	7/1/11	Dvorsky, Thomas G	Chf Utility En Op & C Competitive Public Service	Dir Pub Svs Prgs Exempt Public Service
(17)	7/2/09	7/1/11	Safin, Timothy S	Supvg Gaming Op Insp Non-Competitive Racng&Wgrg Bd	Assnt Mngr Gaming Op Exempt Racng&Wgrg Bd
(18)	5/3/09	5/1/11	Van Zandt, Elizabeth	Info Tech Spec 4 Competitive Regulat Reform	Program Assoc Exempt Regulat Reform
(19)	5/1/09	5/1/10	Francis, Agnes	Agency Prgm Aide Competitive Tax& Finance	Secy 2 Non-Competitive Tax& Finance
(20)	7/12/09	7/1/11	Dunne-Dowdell, Juanita E	Secy 1 Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office
(21)	5/3/09	5/1/11	Maybee, Joan M	Admnv Aide Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office
(22)	7/12/09	7/1/11	Ross, Nancy J	Intl Trans Spec 3 Competitive Tr Main Office	Spec Assnt Exempt Tr Main Office
(23)	7/12/09	7/1/11	Zhou, Xin	Civil Engr 4 Competitive Tr Main Office	Assnt Commr Exempt Tr Main Office

## 5. TESTING SERVICES / COMMITTEE ON APPEALS - APPROVED

### A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES

	<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>EXAMINATION OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	474-E	16-30 61-75	State Upper Level IT Series	1/10/09	PROM
2.	401-G	16-30	Public Safety Dispatcher	3/21/09	OC/PROM
3.	402-G	1-10	“ “ “	“	OC/TRANS
4.	474-F	31-45	Nurse Instructor Series	3/21/09	OC/PROM
5.	476-F	16-30	Consumer Frauds Series	3/21/09	PROM
6.	477-F	31-45	Nursing Home Activities Assistant 1 Series	3/21/09	OC
7.	480-F	31-45	Child Protective Svcs Series	3/21/09	OC/PROM
8.	482-F	1-30	Child Protective Svcs Series	3/21/09	PROM
9.	489-F	31-45	Mental Hygiene Social Work	3/21/09	OC
10.	495-F	1-15 31-45 61-75	Temp Assistance Specialists	3/21/09	OC/PROM
11.	498-F	76-90	Personnel & Employee Benefits Series	3/21/09	OC/PROM/NCP
12.	412-G	76-90	Supvg Equipment Operator Instructor Series	4/18/09	PROM
13.	414-G	16-30	Sr Bldg Space Analyst	4/18/09	OC Pre-rating
14.	415-G	31-45	GIS/Mapping Series	4/18/09	OC/PROM/NCP
15.	416-G	46-60	GIS/Mapping Series	4/18/09	OC/PROM/NCP
16.	418-G	1-30	Lottery Regional Manager I	4/18/09	PROM
17.	419-G	61-75	Aging Services Series	4/18/09	OC/PROM

**A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES** (cont.)

	<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>DATE EXAMINATION OR SERIES</u>	<u>HELD</u>	<u>TYPE</u>
18.	425-G	11-15 16-25	Elevator Inspector Series	4/18/09	OC Pre-rating
19.	430-G	1-15	Purchasing & Storeskeeping	4/18/09	OC
20.	433-G	1-30	Higher-Level Clerical Series	4/18/09	PROM
21.	433-G	61-75	Higher-Level Clerical Series	4/18/09	OC/PROM

**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.	484-F	16-45 61-75	State and Local Education Supervisor/Teacher Series	3/21/09	OC/Prom
2.	403-G	61-80	Public Safety Dispatcher	3/21/09	Prom/Pre-rating
3.	497-F	16-30 46-60	Personnel and Employee Benefits Series	3/21/09	OC/Prom
	498-F	1-15	“ “ “ “	“	“ “
		16-30	“ “ “ “	“	“ “
		31-45	“ “ “ “	“	“ “
		46-60	“ “ “ “	“	“ “
4.	475-F	1-15	Consumer Frauds Series	3/21/09	OC
5.	401-G	61-70	Public Safety Dispatcher	3/21/09	OC/Prom
6.	400-G 402-G	1-30 1-10	Public Safety Dispatcher “ “ “	3/21/09 “	OC/Trans “ “
7.	496-F	31-75 91-120	Temporary Assistance Specialist	3/21/09	OC/Prom
8.	475-F 480-F	16-30 31-45	Consumer Frauds Series Child Protective Services	3/21/09 3/21/09	OC/Prom OC/Prom
9.	412-G	56-60 71-75	Supervising Equipment Operator Instructor Series	4/18/09	OC/Pre-rating

**B. FINAL APPROVAL OF RATING KEYS WITH OBJECTIONS OR CHANGES (cont.)**

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
10.	480-F	16-30	Child Protective Services Series	3/21/09	OC/Prom
		61-90	“ “ “ “	“ “	“ “
	481-F	16-30	“ “ “ “	“ “	“ “
11.	423-G	31-45	Biologist 2, 3, 4	4/18/09	OC/Prom
12.	413-G	31-45	Human Services Administrators	4/18/09	OC/Prom
13.	420-G	46-60	Aging	4/18/09	OC/Prom/NCP
14.	420-G	1-15	Aging	4/18/09	OC/Prom/NCP
		16-30			
	423-G	16-30	Biologist	4/18/09	Prom
15.	426-G	31-45	Administrative Officer Series	4/18/09	Prom
16.	419-G	1-15	Aging Services Series	4/18/09	OC/Prom
		46-60	“ “ “ “	“ “	“ “
		76-90	“ “ “ “	“ “	“ “
17.	429-G	1-30	Purchasing and Storekeeping	4/18/09	OC/Prom
18.	473-E	1-30	State Upper Level IT Series	1/10/09	Prom
		61-75			
		106-120			
	474-E	1-15	“ “ “ “	“ “	“ “
		31-60			
		76-100			
	475-E	76-105	“ “ “ “	“ “	“ “
19.	417-F	1-129	Police Chief/Assistant Chief	3/7/09	OC/Prom
20.	419-G	91-105	Aging Services	4/18/09	OC/Prom
21.	408-F	61-75	Contract Management	1/24/09	OC/Prom
		76-90	Specialist Series		
		91-105			

## 5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.28	FIR.RC-7	Understanding & Interpreting Written Material Pertaining to Fire
	FIR.MA-7	Mechanical Reasoning
	FIR.AI-7	Advising and Interacting with Others
	FIR.LG-7	Using Logical Reasoning to Draw Valid Conclusions
5.29	FIR.PS-7	Solving Problems Involving Numbers
	FIR.GS-7	General Science
	FIR.JG-7	Reasoning Clearly in Firefighting Situation

## 7. VACANT EXEMPT CLASS POSITIONS – June 2009 - APPROVED

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

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Comptroller	02000	01354 06965	Special Investment Officer Special Investment Officer
Correctional Services	10160	00109	Assistant Commissioner
Employee Relations	01150	00312 01178	Confidential Stenographer Assistant Director
Environmental Conservation	09000	23251 45518	Deputy Counsel Assistant Public Information Officer
Executive Chamber	01000	00310 00605 01302 75013	Deputy Director of Women's Division Program Associate Press Officer Confidential Assistant
Health	12000	00075	Director Governmental Affairs and Strategic Planning
Inspector General	21700	04009 04013	Investigative Aide Investigative Assistant
Motor Vehicles	23000	04001 04002 04003 04005 04006 04007 04010 62011	Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
Racing & Wagering Board	01510	04504 04602 04605 05104	Associate Judge Associate Judge Assistant to Presiding Judge Associate Judge

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
State	19000	05218 06707	Citizen Services Representative Athletic Activities Assistant
Tax & Finance	20010	03306	District Tax Attorney and Appraiser

**8. SECTIONS 55-B and C – June 2009 - APPROVED**

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

<u>Agency</u>	<u>Position</u>	<u>Item No.</u>
Insurance Department	Auditor Trainee 1	02860
Veterans' Affairs	State Veterans Counselor	00306
Workers' Compensation	Mail & Supply Clerk 1	02277

Section 55-b – 1 position  
Section 55-c – 2 positions

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

JUNE 2009

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	Local Government	2 (A)
	State Government	2 (B)
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3	Executive	3 (A-C)
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	Backdates	
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	Reinstatements	4 (D)
5	Testing Services	
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	Prior Approvals	5 (G)
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NEW YORK STATE CIVIL SERVICE COMMISSION

INTEROFFICE  
MEMORANDUM

TO: Commissioner Groenwegen  
FROM: Ann Barrett  
SUBJECT: June 2009 Commission Meeting  
DATE: June 3, 2009

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

**Monday June 8**

11:00 a.m. - At New York Network

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

cc: Comr. Ahl  
Comr. Hanrahan  
Judith Ratner

Richard Ciprioni  
Al Jordan

Shirley LaPlante  
David Ernst