

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK

June 17, 2010

1. MUNICIPAL SERVICE

- 1.34 (A) CITY OF PORT JERVIS CIVIL SERVICE COMMISSION. Conference regarding the Merit System Program Component report for the City of Port Jervis Civil Service Commission.

The State Civil Service Commission met with representatives of the City of Port Jervis Civil Service Commission to discuss the City Commission's lack of response to the State Commission's directive to submit a detailed corrective action plan, the lack of resources available to the City Commission, the progress made by the Commission to date, and alternative options available for merit system administration. The State Commission directed that the Port Jervis Civil Service Commission submit a detailed plan and timetable to implement the fifteen remaining corrective actions to come into compliance with Civil Service Law and Rules by September 15, 2010.

- 1.25 (B) ALBANY COUNTY DIRECTOR OF CIVIL SERVICE. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Albany County Director of Civil Service amending the Appendices of the Albany County Civil Service Rules.

- 1.26 (C) ALBANY COUNTY DIRECTOR OF CIVIL SERVICE. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Albany County Director of Civil Service amending the Appendices of the Albany County Civil Service Rules.

- 1.46 (D) BROOME COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Broome County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Broome County Personnel Officer amending the Appendices of the Broome County Civil Service Rules.

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

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

- 1.48 (F) NIAGARA COUNTY PERSONNEL DIRECTOR. Request for Commission approval of two resolutions amending the Appendices of the Niagara County Civil Service Rules.

The State Civil Service Commission approved the two resolutions from the Niagara County Personnel Director amending the Appendices of the Niagara County Civil Service Rules.

- 1.49 (G) STEUBEN COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Text of the Steuben County Civil Service Rules.

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

- 1.50 (H) FOR COMMISSION REVIEW. Summary of Annual Reports for 2009.

The State Civil Service Commission reviewed and approved the Summary of Annual Reports for 2009. The Summary is available on the Department's public website.

The State Commission also directed that a follow-up letter be sent to the City of Long Beach Civil Service Commission, the lone agency who did not submit an annual report, reminding the City Commission of the statutory requirement that each civil service agency provide the information required by the Department of Civil Service by March 1st.

- Added Item CITY OF LONG BEACH. Report on Investigation – Employment and Termination of Runnie Myles.

The State Civil Service Commission determined that Mr. Myles was transferred without his consent from his position as Personnel Clerk (Spanish Speaking) in the Long Beach Civil Service Commission office to Personnel Clerk (Spanish Speaking) in the City Clerk's office, which is inconsistent with section 70(1) of Civil Service Law. The State Commission also determined that Mr. Myles' termination was the result of a layoff, but Mr. Myles was denied preferred list rights from February 27, 2009 to April 26, 2010. The State Commission directed the Long Beach Commission to review any competitive class appointments currently in process and any competitive class positions currently filled on a non-permanent basis to determine whether the preferred list for Personnel Clerk (Spanish Speaking) would be appropriate to fill the position. Further, the State Commission directed the Long Beach Commission to certify the preferred eligible list against any appropriate vacant position to which an appointment is in process, and any encumbered position filled on a non-permanent basis to provide Mr. Myles his preferred list rights, and take appropriate action thereafter to properly administer the preferred list and any appointment that is made using the preferred list.

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:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Riga, Joseph	0	Erie County - District Attorney's Office Chief Confidential Criminal Investigator NonComp nonPolicy	07/01/2010 06/30/2012	\$61,735	Yes	Approved
The State Commission approved the request for the period of 07/01/10-06/30/12.							
2.	Enright, Raymond J.	5	Hempstead, Town of Special Investigator (Classified Matters) NonComp nonPolicy	07/16/2010 07/15/2012	\$71,419	Yes	Limited
The State Commission approved the request for the limited period of 07/16/10-12/31/11. It was noted that the retiree will attain the age of 65 in 2012.							
3.	Colon, Herbert J	4	Nassau County - District Attorney's Office Special Investigator II (Index Crime) Competitive	12/17/2009 12/16/2011	\$95,785	Yes	Limited
The State Commission approved the retroactive request for the limited period of 12/17/09-09/30/11. Approval through 09/30/11 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
4.	Whiston, James	0	Nassau County - District Attorney's Office Special Investigator II (Index Crime) Competitive	01/01/2010 12/31/2011	\$109,726	Yes	Limited
The State Commission approved the retroactive request for the limited period of 01/01/10-09/30/11. Approval through 09/30/11 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
5.	Silverman, Andrew J.	7.5	Nassau County - East Hills, Village of Security Guard Competitive	05/04/2010 05/03/2012	\$70,000	Yes	Limited
The State Commission approved the request for the limited period of 05/04/10-06/30/10. The limited period approval through 06/30/10 was granted to provide time for the appointing authority to make a permanent appointment from the eligible list.							
6.	Bayer, Robert	3	Nassau County - Health Care Corp.	03/27/2010 03/26/2012	\$55,000	Yes	Limited

			Safety Coordinator Competitive				
The State Commission approved the request for the limited period of 03/27/10-05/31/11. The limited period of approval through 05/31/11 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees for available for appointment.							
7.	Barto, Donald J.	2	Nassau County - Seaford Union Free SD Supervising Security Aide (Part-time) NonComp nonPolicy	01/01/2010 12/31/2011	\$45,000	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
8.	Conway, Eugene J.	8.25	Onondaga County Town of DeWitt Chief of Police and Public Safety Competitive	07/01/2010 06/30/2012	\$75,000	Yes	Limited
The State Commission approved the request for the limited period of 07/01/10-06/30/11. Approval through 06/30/11 was granted with the stipulation that an examination be conducted by the Onondaga County Department of Personnel to determine if there are any qualified non-retirees available for appointment.							
9.	Moore, Bruce A	5	Ontario County - Geneva, City of Fire Chief Competitive	01/01/2010 12/31/2010	\$76,831	Yes	Limited
The State Commission approved the retroactive request for the period of 01/01/10-07/06/10 and disapproval thereafter. The approval through 07/06/10 will provide time for the appointing authority to make a permanent appointment from the eligible list.							
10.	Mignone, Thomas	2	Orange County Office of Information Services Desktop Technician Assistant Competitive	06/01/2010 05/31/2012	\$49,000	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there are not readily available for recruitment of other qualified persons. This is not a determination on Mr. Mignone's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							
11.	Terpening, Ellery D	2.5	Oswego County- Village of Pulaski Police Chief Competitive	07/01/2010 06/30/2012	\$46,700	Yes	Limited
The State Commission approved the request for the limited period of 07/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Oswego County Department of Personnel conduct an examination to determine if there are any qualified non-retirees for appointment.							
12.	Carey, Thomas M	2	Putnam County - Carmel, Town of Financial Consultant	01/01/2010 12/31/2011	\$48,000	Yes	Approved

	The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.						
13.	Harkin, John M.	3	Rensselaer County - North Greenbush, Town of Assessor A NonComp nonPolicy	01/01/2010 12/31/2011	\$46,218	Yes	Limited
	The State Commission approved the retroactive request for the limited period of 01/01/10-09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that the appointing authority conduct a more wide-ranging recruitment effort that may include posting's on the Town's web site, with online job sites and with the Rensselaer County Civil Service Commission.						
14.	Leahy, Emil R.	1	Rensselaer County - Sheriff's Department Alternatives to Incarceration Program Supervisor Competitive	01/01/2007 12/31/2011	\$31,666	Yes	Limited
	The State Commission approved the retroactive request for the period of 01/01/07-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the Rensselaer County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.						
15.	Maloney, Richard J.	2.5	Rockland County Commissioner of Hospitals Unclass	04/02/2010 04/01/2012	\$143,000	Yes	Approved
	The State Commission approved the request for the period of 04/02/10-04/01/12.						
16.	Drake, Albert J.	8	Rockland County - District Attorney's Office Undercover Unit Supervisor NonComp Policy	01/01/2010 12/31/2011	\$117,650	Yes	Approved
	The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.						
17.	Landers, Josiah K.	1.25	Rockland County - District Attorney's Office Assistant Director, Narcotics Task Force Exempt	01/01/2010 12/31/2011	\$117,650	Yes	Approved
	The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.						
18.	Gimbl, Richard J.	2	Suffolk County - Islip, Town of Town Emergency Preparedness Coordinator Competitive	01/01/2010 12/31/2011	\$40,000	Yes	Limited
	The State Commission approved the retroactive request for the limited period of 01/01/10-06/30/11. The limited period approval through 06/30/11 was granted with the stipulation that the Suffolk County Department of Civil Service conduct an examination to determine if there are any qualified non-retirees available for appointment.						
19.	Rowan,	0	Sullivan County -	02/08/2010	\$51,463	Yes	Limited

	Robert C.		District Attorney's Office District Attorney's Investigator Exempt	02/07/2012			
The State Commission approved the request for the limited period of 02/08/10-12/31/11. It was noted that the retiree will attain the age of 65 in 2012.							
20.	Donalty, Michael R.	7	Wayne County - Lyons, Village of Police Chief Competitive	08/01/2010 07/31/2012	\$75,550	Yes	Limited
The State Commission approved the request for the limited period of 08/01/10-12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the eligible list be re-canvassed prior to the submission of a new section 211 waiver application. If after canvassing, it is determined that there are "not readily available for recruitment" other qualified non-retirees, an examination must be requested to ensure participation in the March 2011 Police Chief/Assistant Police Chief Series.							
21.	Chong, David E.	6 mo.	White Plains, City of Commissioner of Public Safety Unclass	07/06/2010 07/05/2012	\$176,492	Yes	Approved
The State Commission approved the request for the period of 07/06/10-07/05/12.							
22.	Smith, William	6.5	Wyoming County- Attica Village of Police Chief Competitive	07/01/2010 06/30/2012	\$54,330	Yes	Approved
The State Commission approved the request for the period of 07/01/10-06/30/12. To justify approval beyond 06/30/12, the Wyoming County Civil Service Commission must participate in the March 2012 Police Chief/Assistant Chief Examination Series.							

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:							
STATUTORY CRITERIA POST-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Grogan, III, John J	6 mo.	Albany, City of - City School District Asst Dir. of School Campus & Neighborhood Security Competitive	07/01/2010 06/30/2012	\$42,000	Yes	Limited
The State Commission approved the request for the limited period of 07/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the City of Albany Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment. Approval through 06/30/11 will also avoid a disruption in the School District's security force throughout the 2010-2011 school year.							
2.	Small, Steven C	11 mo	Monroe County North East Joint Fire District Secretary Exempt	01/01/2010 12/31/2011	\$54,800	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
3.	Ghisone, Randolph P.	0	Nassau County Executive Office Asst.to the Deputy County Executive for Finance Unclass	04/26/2010 04/25/2012	\$125,000	No	Limited
The State Commission approved the request for the limited period of 04/26/10-12/31/10. The limited period of approval through 12/31/10 was granted based on the fact that the appointing authority has indicated that there is an urgent need for Mr. Ghisone's services in the position and that such hiring shall be deemed as non-permanent rather than a final filling of the position. If approval is sought beyond 12/31/10, the appointing authority must conduct a formalized recruitment effort, similar to the one described by the appointing authority in their detailed recruitment plan, to demonstrate that there are "no available, qualified non-retirees."							
4.	Cardinali, Jeffrey M.	1.25	Onondaga County - Dewitt Fire District Chief of Fire District (DeWitt) Competitive	05/01/2010 04/30/2011	\$77,625	Yes	Limited
The State Commission approved the request for the limited period of 05/01/10-06/30/10. Approval through 06/30/10 will provide time for the appointing authority to make a permanent appointment from the eligible list.							
5.	Martin, Michael J.	2.5	Oswego County Mexico Central School District	07/01/2010 06/30/2012	\$45,000	Yes	Limited

			School Resource Officer Competitive				
The State Commission approved the request for the limited period of 07/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Oswego County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment. Approval through 06/30/11 will also avoid disruption in the School District's security force throughout the 2010-2011 school year.							
6.	Karell, Jr., John E.	0	Putnam County - Carmel, Town of Engineering Consultant	01/01/2010 12/31/2011	\$67,600	No	Disapproved
The State Commission disapproved the request. The retiree returned to work within one year of retirement to a position that is "same or similar" to the position he retired from with the Town of Carmel.							
7.	Whalen, Robert G.	0	Rensselaer County Village of Hoosick Police Chief Competitive	03/31/2003 05/31/2010	\$46,839	Yes	Limited
The State Commission approved the retroactive request for the limited period of 03/31/03-12/31/09.							
8.	Mullan, Daniel	0	Saratoga Springs, City of - CSD Head School Grounds Monitor Competitive	01/01/2009 12/31/2010	\$38,000	No	Approved
The State Commission approved the retroactive request for the period of 01/01/09-12/31/10. The period of approval through 12/31/10 was granted with the stipulation that if a section 211 waiver is sought beyond 12/31/10, an examination must be requested by the City of Saratoga Springs Civil Service Commission to ensure participation in the February 2011 Safety and Security Series.							
9.	DeLuca, Charles S.	0	Schenectady County - District Attorneys Office Confidential Investigator Exempt	01/01/2010 12/31/2011	\$51,778	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
10.	McGovern, Mary Ann	0	Schenectady County - District Attorneys Office Confidential Investigator Exempt	01/01/2010 12/31/2011	\$51,778	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
11.	Sims, John G.	0	Schenectady County - District Attorneys Office Confidential Investigator Exempt	01/01/2010 12/31/2011	\$51,778	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							

12.	Strange, Christopher L.	0	Schenectady County - District Attorneys Office Confidential Investigator Exempt	01/01/2010 12/31/2011	\$51,778	Yes	Approved
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
13.	Benjamin, Edward D.	0	Seneca County District Attorney Assistant District Attorney PT Exempt	01/01/2009 12/31/2010	\$35,000	Yes	Limited
The State Commission approved the retroactive request for the limited period of 01/01/09-09/30/10. Approval through 09/30/10 was granted with the stipulation that the appointing authority conduct a formalized recruitment effort, which may include postings in newspapers (both print and online versions), with the Seneca County Personnel Office and with online job sites.							
14.	Critchfield, William F.	0	Wayne County Village of Sodus Police Officer PT Competitive	01/01/2009 10/15/2009	\$34,993	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there are no available, qualified non-retirees.							
15.	Critchfield, William F.	0	Wayne County Village of Sodus Police Sergeant Competitive	10/16/2009 12/31/2010	\$52,000	Yes	Limited
The State Commission approved the retroactive request for the limited period of 10/16/09-09/30/10. The limited period of approval through 09/30/10 was granted with the stipulation that the Wayne County Personnel Department conduct an examination to determine if there are any qualified non-retirees available for appointment.							
16.	Heslop, James L.	0	White Plains, City of Financial Advisor P/T Competitive	01/05/2010 07/05/2010	\$50,000	No	Approved
The State Commission approved the retroactive request for the period of 01/05/10-07/05/10. The period of approval through 07/05/10 was granted based on the fact that the appointing authority has indicated that there is an urgent need for Mr. Heslop's services in the position and that such hiring shall be deemed as non-permanent rather than a final filling of the position.							

2. PENSION WAIVERS FOR RETIREES / STATE		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Beshara, Michael	7	Attorney General's Office Investigator Exempt	01/01/2010 12/31/2011	\$67,783	Yes	Approved
The State Commission approved the retroactive request for the period of 1/1/10 - 12/31/11.							
2.	Crawford, Denise A	2	Attorney General's Office Investigator Exempt	01/24/2010 01/23/2012	\$55,445	Yes	Approved
The State Commission approved the retroactive request for the period of 1/24/10 - 1/23/12.							
3.	D'Alessandro, Leonard V	4	Attorney General's Office Investigator Exempt	01/01/2010 12/31/2011	\$65,738	Yes	Approved
The State Commission approved the retroactive request for the period of 1/1/10 - 12/31/11.							
4.	Flynn, Robert H	4	Attorney General's Office Investigator Exempt	01/01/2010 12/31/2010	\$73,445	Yes	Approved
The State Commission approved the retroactive request for the period of 1/1/10 - 12/31/10. It was noted that the retiree will attain the age of 65 in 2011.							
5.	Guerra, Denitor	0	Attorney General's Office Investigator Exempt	02/07/2010 02/06/2012	\$55,445	Yes	Approved
The State Commission approved the retroactive request for the period of 2/7/10 - 2/6/12.							
6.	Matheson, Gerard	2	Attorney General's Office Investigator Exempt	02/07/2010 02/06/2012	\$55,445	Yes	Approved
The State Commission approved the retroactive request for the period of 2/7/10 - 2/6/12.							
7.	McNally, Michael	6	Attorney General's Office Investigator Exempt	01/04/2010 01/03/2012	\$66,365	Yes	Approved
The State Commission approved the retroactive request for the period of 1/4/10 - 1/3/12.							
8.	Spano, Vito	0	Attorney General's Office Investigator Exempt	01/22/2010 01/21/2012	\$132,019	Yes	Approved

	The State Commission approved the retroactive request for the period of 1/22/10 - 1/21/12.						
9.	Zayas, Ismael E	6	Welfare Inspector General, Office of the Special Investigator Competitive	03/14/2010 03/13/2012	\$62,597	Yes	Limited
	The State Commission approved the request for the limited period of 3/14/10 - 6/1/11. The limited period of approval through 6/1/11 was granted as Mr. Zayas' temporary appointment is approved through June 1, 2011.						
10.	Jones, Gary R	8	Workers' Compensation Workers' Compensation Fraud Investigator 2 NonComp Policy	04/07/2010 04/06/2012	\$68,637	Yes	Approved
	The State Commission approved the request for the period of 4/7/10 - 4/6/12.						

ADDED ITEMS

2. PENSION WAIVERS FOR RETIREES / STATE		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA PRE-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Epting, David A	4	Health, Department of Investigator Exempt	04/06/2010 04/05/2012	\$88,267	Yes	Approved
The State Commission approved the request for the period of 4/6/10 - 4/5/12.							
2.	Martin, Dennis E	2	Inspector General's Office Special Deputy Inspector General Exempt	06/24/2010 12/31/2010	\$142,327	Yes	Approved
The State Commission approved the request for the period of 6/24/10 - 12/31/10. It was noted that the retiree will attain the age of 65 in 2011.							
3.	Werner, Robert R	2	Inspector General's Office Chief Investigator Exempt	07/01/2010 06/30/2012	\$145,771	Yes	Limited
The State Commission approved the request for the limited period of 7/1/10 - 12/31/11. It was noted that the retiree will attain the age of 65 in 2012.							

2. PENSION WAIVERS FOR RETIREES / STATE		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
STATUTORY CRITERIA POST-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Riegert, John E	0	Criminal Justice Services, Division of (DCJS) Crime Analysis Center Director Exempt	06/01/2010 05/31/2012	\$100,000	Yes	Approved
The State Commission approved the request for the period of 6/1/10 - 5/31/12.							

2.	Rockwood, Ronald R	0	Criminal Justice Services, Division of (DCJS) Crime Analysis Center Director Exempt	06/01/2010 05/31/2012	\$100,000	Yes	Approved
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The State Commission approved the request for the period of 6/1/10 - 5/31/12.

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

3.27 (A) OFFICE OF HOMELAND SECURITY. Request for Commission approval of exempt classification of an additional position of Special Assistant which they are asking to have established. (Control No. 10-007)

APPROVED - INCREASED FROM 6 to 7 IN APPENDICES

3.28 (B) STATE INSURANCE FUND. Request for Commission approval of non-competitive classification of the position of Director NYSIF Disability Benefits Fund which they are asking to have established. (Control No. 08-104)

CALENDARED

3.29 (C) OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES. Request for Commission approval of non-competitive classification of the position of Information Security Officer which they are asking to have established. (Control No. 10-011)

APPROVED (phi – policy/confidential)

3.30 (D) OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION. Request for Commission approval of exempt classification of the position of Legislative Coordinator which they are asking to have established.

APPROVED

3.31 (E) DEPARTMENT OF TAXATION AND FINANCE. Request for Commission approval of non-competitive classification of five additional positions of Associate Attorney (Tax Enforcement). (Control No. 10-009)

APPROVED (phi – policy) - INCREASED FROM 9 to 14 IN APPENDICES

3.32 (F) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 19, 2010.

APPROVED

LEAVES OF ABSENCE – June 2010 - 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)	7/10/10	7/1/12	Gorka,Christopher M	Assnt Dir St Pyrl Svs Competitive Comptroller	Assnt Dpty Comptrlr Exempt Comptroller
(2)	8/1/10	8/1/12	Hall,Jane E	Keyboard Spec 2 Competitive Comptroller	Admnv Assnt Exempt Comptroller
(3)	6/1/10	6/1/12	Brown,Dawson J	Plant Supt B Competitive Cor Auburn	Supt Corr Fac Non-Competitive Cor Groveland
(4)	6/1/10	6/1/12	Gonyea,Paul M	Corr Captain Competitive Cor Bare Hill	Supt Corr Fac Non-Competitive Cor Monterey
(5)	6/1/10	6/1/12	Laclair,Darwin E	Corr Captain Competitive Cor Clinton	Supt Corr Fac Non-Competitive Cor Franklin
(6)	6/1/10	6/1/12	Patnode,Max D	Educ Supvr Vocational Competitive Cor Clinton	Deputy Supt Progm S 3 Non-Competitive Cor Clinton
(7)	6/1/10	6/1/12	Woeller,Michelle A	Inst Steward Competitive Cor Clinton	Deputy Supt Admnv S 3 Non-Competitive Cor Attica
(8)	6/1/10	6/1/12	Griffin,Patrick J	Corr Captain Competitive Cor Eastern NY	Supt Corr Fac Non-Competitive Cor Southport
(9)	6/1/10	6/1/12	Wall,Thomas P	Corr Officer Competitive Cor Livingston	Senr Corrl Sv Emp Inv Non-Competitive Cor Main Office
(10)	6/1/10	6/1/12	Foglia,Linda	Clerk 1 Competitive Cor Main Office	Assnt Public Info Ofc Exempt Cor Main Office

LEAVES OF ABSENCE – June 2010

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>
(11)	6/1/10	6/1/12	Knott,Kay M	Supvgr Budgtg Anlst Competitive Cor Main Office	Deputy Supt Admrv S 3 Non-Competitive Cor Shawangunk
(12)	6/1/10	6/1/12	Sears,Lawrence F	Plant Supt C Competitive Cor Ogdensburg	Supt Corr Fac Non-Competitive Cor Ogdensburg
(13)	6/1/10	6/1/12	Khahaifa,Sibatu A	Corr Captain Competitive Cor Wende	Supt Corr Fac Non-Competitive Cor Orleans
(14)	6/2/10	12/1/10	Barnet,David G	Economic Dev Pg Sp 2 Competitive Economic Devel	Cord Eco Sys Bsd Mgmt
(15)	7/1/10	7/1/12	Coburn,Randal D	Economic Dev Pg Sp 3 Competitive Economic Devel	Deputy Commr Exempt Economic Devel
(16)	6/1/10	6/1/11	Crowder,Robert C	Prg Rsch Spec 3 EF Competitive Economic Devel	Commerce Polcy An 2 Non-Competitive Economic Devel
(17)	7/1/10	7/1/12	Scardamalia,Robert	Chf Demogrphr Competitive Economic Devel	Deputy Dir Exempt Economic Devel
(18)	7/25/10	7/1/12	Macmillen,Connie S	Secy 1 Competitive Ed Main Ofce	Secy 2 Non-Competitive Ed Main Ofce
(19)	7/1/10	7/1/12	Rivers,Margaret	Secy 1 Competitive Ed Main Ofce	Spec Assnt Exempt Ed Main Ofce

LEAVES OF ABSENCE – June 2010

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>
(20)	7/22/10	7/1/12	Hall,Thomas W	EnvirnI Analyst 3 Competitive En Con	Spec Assnt Exempt En Con
(21)	7/15/10	7/1/12	Sterling,Jodi A	Secy 1 Competitive En Con	Secy 2 Non-Competitive En Con
(22)	7/1/10	7/1/12	Bucci-Ryan,Patricia A	Secy 2 Competitive Hlth Main Off	Resch Assoc Exempt Hlth Main Off
(23)	6/1/10	6/1/12	Ozga,Valerie	Keyboard Spec 2 Competitive Hlth Main Off	Health Program Aide
(24)	6/1/10	6/1/12	Reed,Robert J	Public H Rep 3 Competitive Hlth Main Off	Health Program Admin 3
(25)	6/11/10	6/1/11	Carbone,Joseph	Info Tech Spec 2 Competitive Homeland Security	Critical Infstr An 1 Non-Competitive Homeland Security
(26)	7/10/10	7/1/12	Brown,J R	Info Tech Spec 4 Competitive Housng & Comm Ren	Dir Internl Aud Exempt Housng & Comm Ren
(27)	7/1/10	7/1/12	Rosenblatt,Michael B	Senr Attorney Competitive Housng & Comm Ren	Deputy Consl Exempt Housng & Comm Ren
(28)	7/1/10	7/1/12	Killeen,Edward	Assnt Dir Capital Op Competitive MH Main Office	Dir Admnv Sup Svs Grp Non-Competitive MH Main Office

LEAVES OF ABSENCE – June 2010

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>
(29)	7/1/10	7/1/12	Schaefer Hayes,Martha	Mental Hlth Finc Pg M Competitive MH Main Office	Deputy Commr Exempt MH Main Office
(30)	9/17/10	9/1/12	Kiyonaga,James R	Dir Fiscal&Cntrct Mgt Competitive MR Main Office	Assoc Commr Rv Mgmt Non-Competitive MR Main Office
(31)	8/1/10	8/1/12	Moran,James F	Dir Admn Revenue Dev Competitive MR Main Office	Deputy Commr Exempt MR Main Office
(32)	8/1/10	8/1/12	Parry,Vittoria	Supvg Budgtg Anlst Competitive OMIG	Health Prog Dir 3 Exempt OMIG
(33)	7/15/10	7/1/12	Watson,Candace	Bus Doc Spec Tr Competitive State	Secy 2 Non-Competitive State
(34)	5/5/10	5/1/12	Mihalko,Greg	Radio Technician Non-Competitive Stwd Wrls Ntwrk	Prj Assnt Competitive Stwd Wrls Ntwrk
(35)	8/1/10	8/1/12	Behuniak,Jeanine S	Senr Attorney Competitive Tmp&Disabl Asst	Assoc Counsel Non-Competitive Tmp&Disabl Asst
(36)	7/24/10	7/1/12	Coleman,Tedi D	Intl Trans Spec 2 Competitive Tr Main Office	Spec Assnt Exempt Tr Main Office

**4. STAFFING SERVICES/REINSTATEMENTS – June 2010 – APPROVED
EFFECTIVE 6/17/10**

4.12 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)	12/01/08	12/02/08	Boyer, Ronald	Correction Officer Trainee DOCS
(2)	03/12/04	07/12/06	Ciotti, Melissa	Calculations Clerk 1 DOCS – Mid-State CF
(3)	06/01/93	10/31/97	French, Mark	Correction Officer Trainee DOCS
(4)	08/31/98	01/24/08	Lyons, Stacey	Calculations Clerk 1 DOCS – Fishkill CF
(5)	11/03/77	07/18/88	Richardson, Barbara	Keyboard Specialist 1 DOCS – Wende CF
(6)	03/31/97	10/05/07	Tisdale-Singh, Ukisha	Correction Officer Trainee DOCS
(7)	05/26/05	07/11/07	Luke, Kelly	Developmental Aide OMRDD – Metro NY DDSO
(8)	11/02/89	02/21/00	Schillaci, Arleen	Motor Vehicle Representative DMV
(9)	11/10/97	12/14/02	Nava, Kimberly	Keyboard Specialist 1 SUNY @ Albany

5. TESTING SERVICES / COMMITTEE ON APPEALS

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

	<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>EXAMINATION OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	405-C	31-45	Human Svcs Administrators	4/24/10	OC/PROM/NCP
2.	407-C	76-105	Aging Services Series	4/24/10	OC/PROM
3.	408-C	31-45	“ “ “	4/24/10	OC/PROM/NCP
4.	411-C	101-105	Mechanical/Electrical Maintenance Series	4/24/10	OC/PROM Pre-rating
5.	414-C	16-45	Higher Level Clerical	4/24/10	OC/PROM

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

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	496-B	1-30	Driver Improvement Examiners	3/20/10	Prom
2.	497-B	16-75	Driver Improvement Examiners	3/20/10	Prom
3.	405-C	16-30	Human Services Administrators	4/24/10	OC/Prom/NCP
4.	407-C	1-15	Aging Services Series	4/24/10	OC/Prom

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.29	TRN 2S	Staff Development & Training

6. MERIT AWARDS

Report on Merit Awards

MEMORANDUM

TO: Civil Service Commission
FROM: Mary Ann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: May 21, 2010

Attached is a summary of an employee suggestion for which a merit award has been recommended by the Suggestion Committee of the operating agency involved. Employee Suggestion Program staff has reviewed the agency recommendation for the Commission's consideration.

If the award is approved as recommended, the cash award granted will amount to \$1,997.00, of which \$100.00 will be paid by the Department of Civil Service.

Attachments

SUGGESTION # AND AUTHOR	TITLE AND DEPARTMENT	SUMMARY OF SUGGESTION	RECOMMENDED AWARD
<p>6.12 156417 Alene Mack</p> <p>APPROVED</p>	<p>Assistant Workers' Compensation Examiner, Grade 9</p> <p>NYS Workers' Compensation Board (WCB)</p>	<p>Ms. Mack proposed that the Workers' Compensation Board Regulation, Section 300 .8 (c) be modified. This regulation requires that two hearing notices be sent to alleged uninsured employers, each time such a notice is required, throughout the life of the claim: one via certified mail return receipt requested and one via regular mail. The suggestion recommends that only one notice be sent, certified mail; the initial notice to employers who are alleged to be uninsured at the time of accident. Once the Board determines that the employer has failed to secure compensation insurance in accordance with section 50 of the WCL, the suggestion recommends that notices be sent regular mail <i>only</i>, for the life of the claim. This suggestion addressed the issue of duplicate pieces of mail being sent to the same employer, one via certified and one via regular mail, throughout the entire process. The current process results in duplicate mailing costs and duplicate work researching addresses for returned mail. The result of implementation would be a reduction in mailing costs and staff time spent processing returned mail. The Board's General Counsel ruled that the change could be made, in a slightly modified form, without a change in regulation. It was decided to send the initial notices by certified and regular mail as required by regulation. All further mail, once the case was established as a No-Insurance Claim, would be sent regular mail <i>only</i> as outlined in the suggestion. The modified suggestion was implemented on 4/23/10. The recommended tangible award of \$1,997 is based upon the estimated first year's savings using the current cost of sending a first class letter certified mail, return receipt requested and the number of such mailings that were sent from 4/15/09 to 4/15/10. The suggestion was not related to the suggester's job duties.</p>	<p>Certificate of Merit and a \$1,997.00 cash award. \$100 will be paid by the Department of Civil Service and \$1,897 will be paid the by the Workers' Compensation Board.</p>

7. VACANT EXEMPT CLASS POSITIONS – June 2010 - 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>
Budget	01010	04195	Press Officer
Comptroller	02000	06861	Special Investment Officer
Correctional Services	10160	40911	Investigator
Executive Chamber	01000	00606	Confidential Assistant
		00611	Confidential Stenographer
		00727	Press Assistant
		01002	Program Assistant
		01005	Press Assistant
		01006	Press Assistant
		01304	Press Officer
Housing & Community Renewal	01080	40001	Executive Deputy Commissioner
Law	03000	00106	Investigator
		00413	Confidential Clerk
		09333	Investigator
Mental Health	50000	00096	Assistant Public Information Officer
Racing & Wagering Board	01510	04502	Starter
		04602	Associate Judge
		04605	Assistant to Presiding Judge
		04607	Recording Judge
		10101	Manager Gaming Operator
Temporary & Disability Assistance	27000	19001	Counsel
Transportation	17000	10022	Special Assistant

7. VACANT EXEMPT CLASS POSITIONS – June 2010 (cont.)

Calendared from May 2010 meeting

<u>Agency</u>	<u>Code</u>	<u>Item No.</u>	<u>Title</u>
Correctional Services	10160	00123	Secretary

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

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

<u>Agency</u>	<u>Position</u>	<u>Item No.</u>
Human Rights	Human Rights Specialist 1	95308
Parole	Keyboard Specialist 1	33181
Public Service	PSC Operations Clerk 1 Trainee	00046

Section 55-b – 3 positions
Section 55-c – 0 positions

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

JUNE 2010

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7	Vacant Exempt Class Positions	7 (I)
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10	New Business	



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Shirley LaPlante
SUBJECT: June 2010 Commission Meeting
DATE: June 4, 2010

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

Thursday, June 17

10:00 a.m. - At New York Network

Calendar Pages 1, 2, 3, 4, 5, 6, 7, and 8

cc: Comr. Ahl
Comr. Hanrahan
Judith Ratner

Nancy Kiyonaga
Al Jordan

David Ernst