

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK

June 16, 2011

1. MUNICIPAL SERVICE

1.44 (A) ALBANY COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Albany County Civil Service Rules.

Local Resolution #3-2011 was approved.

1.45 (B) JEFFERSON COUNTY DIRECTOR OF HUMAN RESOURCES. Request for Commission approval of the resolution amending the Text and Appendices of the Jefferson County Civil Service Rules.

Approved with the following exceptions:

In the Village of Philadelphia – The State Commission disapproved without prejudice the request to place Deputy Clerk and Treasurer in the exempt class for a local action authorizing the Deputy Clerk and Treasurer to act for and in place of its principal.

In the Town of Cape Vincent (population under 5000) – The State Commission disapproved without prejudice the request to place Water Treatment Plant Operator in the non-competitive class for a demonstration of a recruitment difficulty or other information demonstrating the impracticability of competitive examination. Since the examination can be held on a decentralized basis, the examination should be held and the eligible list canvassed.

In the Town of Hounsfield (population under 5000) – The State Commission disapproved without prejudice the request to place Water Superintendent in the non-competitive class for a demonstration of a recruitment difficulty or other information demonstrating the impracticability of competitive examination. An examination should be held and the eligible list canvassed.

In the Village of Adams (population under 5000) – The State Commission disapproved without prejudice the request to place Water and Wastewater Treatment Plant Operators in the non-competitive class for a demonstration of a recruitment difficulty or other information demonstrating the impracticability of competitive examination. Since the examination can be held on a decentralized basis, the examination should be held and the eligible list canvassed.

In the Village of Clayton (population under 5000) – The State Commission disapproved without prejudice the request to place Water and Wastewater Treatment Plant Operators in the non-competitive class (with a designation of policy influencing/confidential) for a demonstration of a recruitment difficulty or other information demonstrating the impracticability of competitive

examination. Since the examination can be held on a decentralized basis, the examination should be held and the eligible list canvassed. Additionally, information as to why the positions should be designated policy influencing/confidential must be provided.

In the Village of Dexter (population under 5000) – The State Commission disapproved without prejudice the request to place Water and Wastewater Treatment Plant Operator in the non-competitive class for a demonstration of recruitment difficulty or other information demonstrating the impracticability of competitive examination. Since the examination can be held on a decentralized basis, the examination should be held and the eligible list canvassed.

In the County Service – The State Commission disapproved the request to delete the Confidential Secretary to the Clerk of the Board from the unclassified service, and add Confidential Secretary to the County Administrator to the unclassified service without prejudice for a request to delete the former title and add the latter title to the exempt class with the appropriate supporting documentation.

1.46 (C) NASSAU COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Nassau County Civil Service Rules.

Local Resolution #644 was approved with the following exception:

In the Town of North Hempstead – The State Commission disapproved the request to place the Deputy Commissioner of Services for Aging, Administration and Support in the non-competitive class with a designation of policy influencing/confidential based on the fact that the position is not a bona fide deputy and compelling evidence was not provided demonstrating that competitive examination is not practicable.

1.47 (D) OSWEGO COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Oswego County Civil Service Rules.

Approved.

1.48 (E) CITY OF ROCHESTER CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Rochester City Civil Service Rules.

Approved.

1.49 (F) 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 Commission reviewed the City Commission's sixth follow-up report and noted that there has been a lack of recent progress made, as none of the remaining nine recommendations have been resolved. While these are only nine of 23 original recommendations, they are crucial to determining the status of employees and the appropriateness of appointments received. Further, the State Commission expressed concern that there appears to be a disconnect in the understanding of the actions required to implement the recommendations and the appropriate adoption of a Rules resolution.

Therefore, the State Commission directed the City Commission to attend its July 21, 2011 meeting to discuss the lack of progress.

- 1.50 (G) CITY OF RENSSELAER CIVIL SERVICE COMMISSION. Review of the Progress Report on the Merit System Administration for the City of Rensselaer Civil Service Commission.

The State Commission reviewed the City Commission's ninth follow-up report and noted that nine of the remaining fourteen recommendations have been resolved either by Commission action or by the passage of time. The remaining five recommendations involve instances of non-compliance or procedural deficiencies which still exist and are correctable. The State Commission acknowledged the progress made by the City Commission and directed a tenth follow-up report be submitted by August 31, 2011, as the City Commission's previous timeline indicated that substantial progress should be made by the end of June.

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

The State Commission approved the requested placement of the title Executive Deputy Commissioner (3) in the exempt class. The State Commission approved deletion of the following titles from the exempt class: (TC# 95201) Deputy Administrator in the Environmental Protection Administration (one position only, one position will remain in the Department of Sanitation); (TC# 95270) Deputy Administrator/Commissioner (Air Resources) in the Environmental Protection Administration—Department of Air Resources; (TC# 95285) Deputy Administrator/Commissioner (Water Resources) in the Environmental Protection Administration—Department of Water Resources; and (TC# 12815) Confidential Secretary to the Commissioner in the Board of Water Supply. The State Commission also approved the deletion of the following titles from the non-competitive class: (TC# 95218) Deputy Counsel (Law and Code Enforcement) in the Environmental Protection Administration; (TC# 95223) Manager, Customer Relations (Jamaica WS), (TC# 95227) Manager, Engineering and Construction (Jamaica WS), (TC# 95224) Manager, Management Analysis (Jamaica WS), (TC# 95222) Manager, Public Relations (Jamaica WS), (TC# 95225) Manager, Water Quality (Jamaica WS), (TC# 81704) Gage Keeper, and (TC# 12838) Private Secretary to the Chief Engineer in the Department of Environmental Protection.

- 1.52 (I) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Request to increase the maximum age requirement for Firefighter from 29 to 36 years of age.

The State Commission approved the requested increase in the maximum age requirement for the next open-competitive examination for Firefighter in the City of New York. The State Commission noted that section 54 of the Civil Service Law does not grant the State Commission jurisdiction over age requirements for promotion examinations, and therefore did not take action regarding the request to increase the maximum age requirement for the next promotion examination for Firefighter.

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.	Silverman, Andrew J.	0	Nassau County - East Hills, Village of Security Aide Supervisor NonComp nonPolicy	07/15/2011 07/14/2013	\$71,000	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there were "not readily available for recruitment other qualified persons."							
2.	Daniele, Bruce	6	New Rochelle, City of – City School District Director of Security Competitive	07/01/2011 06/30/2012	\$111,800	Yes	Approved
The State Commission approved the request for the limited period of 07/01/11-06/30/12. Approval through 06/30/12 was granted with the stipulation that the City of New Rochelle Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
3.	Sacco, Joseph F.	4.5	Orleans County - District Attorney's Office Supervising Investigator of the Major Felony Crime Task Force Exempt	07/01/2011 06/30/2013	\$54,224	Yes	Approved
The State Commission approved the request for the period of 07/01/11-06/30/13.							
4.	Smith, Steven D.	8	Orleans County - Sheriff's Office Undersheriff Exempt	07/22/2011 07/21/2013	\$65,878	Yes	Approved
The State Commission approved the request for the period of 07/22/11-07/21/13.							
5.	Sterio, Michael J.	6.5	Oswego County - BOCES Director of School Security (BOCES) Competitive	07/01/2011 06/30/2013	\$67,622	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-06/30/12. The limited period of approval through 06/30/12 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 06/30/12 will also avoid a disruption in the School District's security force throughout the 2011-2012 school year.							

6.	Terpening, Ellery D.	3.5	Oswego County-Village of Pulaski Police Chief Competitive	07/01/2011 06/30/2013	\$49,502	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-06/30/12. The limited period of approval through 06/30/12 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.							
7.	Ranalli, Michael D.	5	Schenectady County - Glensville, Town of Police Chief Competitive	07/01/2011 06/30/2013	\$100,043	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-06/30/12. The limited period of approval through 06/30/12 was granted with the stipulation that the Schenectady County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
8.	Manor, Daniel W.	2	St. Lawrence County - District Attorney's Office Chief Confidential Investigator NonComp Policy	06/01/2011 05/31/2013	\$61,400	Yes	Approved
The State Commission approved the request for the period of 06/01/11-05/31/13.							
9.	Hartnett, Edmund P.	3.25	Yonkers, City of Police Commissioner Unclass	07/01/2011 06/30/2013	\$161,132	Yes	Approved
The State Commission approved the request for the period of 07/01/11-06/30/13.							

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.	Conboy, II, William J.	0	Albany County Legislature Special Counsel Unclass	01/24/2011 12/31/2011	\$55,000	No	Disapproved
The State Commission disapproved the request. The State Civil Service Commission determined that the retiree returned to work "in the same or similar position" within one year following retirement.							

2.	Politi, Victor E.	0	Nassau County - Police Department Police Surgeon NonComp nonPolicy	07/19/2011 07/18/2013	\$158,500	Yes	Disapproved
The State Commission disapproved the request. The appointing authority failed to demonstrate that there were "no available, qualified non-retirees." If the appointing authority does not believe that the minimum qualifications for the position are appropriate to meet their needs, they must meet with the Nassau County Civil Service Commission to discuss a revision. If the minimum qualifications are amended, a new section 211 waiver request may be submitted and a new recruitment effort undertaken.							
3.	Brainerd, Walter J.	0	Oswego County - District Attorney's Office District Attorney Investigator <i>Pending Jurisdictional Classification (NC) (C/PL)</i>	06/20/2011 06/19/2013	\$50,922	Yes	Limited Approval
The State Commission approved the request for the limited period of 06/20/11-12/31/11. The limited period of approval through 12/31/11 was recommended to provide time for the Oswego County Director of Personnel to submit a rules resolution and for staff of the Office of Commission Operations & Municipal Assistance to process the rules resolution. Once the jurisdictional classification of the position is finalized, the appointing authority must conduct a new recruitment effort using the official minimum qualifications for the position. If the appointing authority does not believe that the minimum qualifications for the position are appropriate to meet their needs, they must meet with the Oswego County Director of Personnel to discuss a revision.							
4.	Brancato, Jr., Joseph A.	0	Oswego County - District Attorney's Office District Attorney Investigator <i>Pending Jurisdictional Classification (NC) (C/PL)</i>	06/20/2011 06/19/2013	\$50,922	Yes	Limited Approval
The State Commission approved the request for the limited period of 06/20/11-12/31/11. The limited period of approval through 12/31/11 was recommended to provide time for the Oswego County Director of Personnel to submit a rules resolution and for staff of the Office of Commission Operations & Municipal Assistance to process the rules resolution. Once the jurisdictional classification of the position is finalized, the appointing authority must conduct a new recruitment effort using the official minimum qualifications for the position. If the appointing authority does not believe that the minimum qualifications for the position are appropriate to meet their needs, they must meet with the Oswego County Director of Personnel to discuss a revision.							
5.	Kinney, Jeffrey M.	0	Oswego County - District Attorney's Office District Attorney Investigator <i>Pending Jurisdictional Classification (NC) (C/PL)</i>	06/20/2011 06/19/2013	\$50,922	Yes	Limited Approval
The State Commission approved the request for the limited period of 06/20/11-12/31/11. The limited period of approval through 12/31/11 was recommended to provide time for the Oswego County Director of Personnel to submit a rules resolution and for staff of the Office of Commission Operations &							

	Municipal Assistance to process the rules resolution. Once the jurisdictional classification of the position is finalized, the appointing authority must conduct a new recruitment effort using the official minimum qualifications for the position. If the appointing authority does not believe that the minimum qualifications for the position are appropriate to meet their needs, they must meet with the Oswego County Director of Personnel to discuss a revision.						
6.	Presotto, George J.	0	Rockland County - Public Defender's Office Confidential Investigator (ADP)(Spanish Speaking) NonComp Policy	01/01/2011 12/31/2012	\$54,925	Yes	Approved
	The State Commission approved the request for the period of 01/01/11-12/31/12.						
7.	Wind, Gary J.	.50	Salamanca, City of Police Chief Competitive	07/01/2011 06/30/2013	\$62,500	Yes	Limited Approval
	The State Commission approved the request for the limited period of 07/01/11-06/30/12. The limited period of approval through 06/30/12 was granted with the stipulation that the Cattaraugus County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment. As of 06/27/11, the City of Salamanca Civil Service Commission will be abolished and administration of civil service will be transferred to the Cattaraugus County Civil Service Commission.						
8.	Moran, John P.	0.75	Suffolk Co. Hampton Bays UFSD Director of School Safety Competitive	12/01/2010 11/30/2012	\$55,000	Yes	Retroactive Approval
	The State Civil Service Commission approved the retroactive request for the limited period of 12/01/10-08/31/11. The limited period of approval through 08/31/11 was granted with the stipulation that the results of the February 2011 open-competitive examination be reviewed to determine if there are any qualified non-retirees available for appointment.						
9.	Cook, Gerard J.	0	Suffolk County Executive's Office Director of Probation NonComp Policy	03/01/2011 12/31/2011	\$120,000	Yes	Approved
	The State Commission approved the request for the period of 03/01/11-12/31/11.						
10.	Barbaria, Jr., Louis G.	2.5	Ulster County-Town of Saugerties Police Chief (Type A) Competitive	07/01/2011 06/30/2012	\$80,000	Yes	Approved
	The State Commission approved the request for the period of 07/01/11-06/30/12, with the stipulation that the Ulster County Personnel Department conduct an examination to determine if there are any qualified non-retired persons available to perform the duties and responsibilities of the position.						

ADDED ITEM:

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:							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	O'Neill, Gary F.	0	City of Oneonta Police Chief Competitive	05/02/2011 05/01/2013	\$110,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 05/02/11-06/30/12. The limited period of approval through 06/30/12 was granted with the stipulation that the City of Oneonta Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							

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.	Cauley-Scott, Tonya	2	Attorney General's Office Investigator Exempt	08/09/2011 08/08/2013	\$55,445	Yes	Approved
The State Commission approved the request for the period of 08/09/11-08/08/13.							
2.	McDonald, Lisa	2	Attorney General's Office Investigator Exempt	07/28/2011 07/27/2013	\$69,021	Yes	Approved
The State Commission approved the request for the period of 07/28/11-07/27/13.							
3.	Oquendo, Frida	2	Attorney General's Office Investigator Exempt	07/31/2011 07/30/2013	\$65,118	Yes	Approved
The State Commission approved the request for the period of 07/31/11-07/30/13.							
4.	Ryan, David J.	2	Attorney General's Office Investigator Exempt	07/28/2011 07/27/2013	\$57,947	Yes	Approved
The State Commission approved the request for the period of 07/28/11-07/27/13.							
5.	Santiago, Sixto	4	Attorney General's Office Investigator Exempt	07/12/2011 07/11/2013	\$55,445	Yes	Approved
The State Commission approved the request for the period of 07/12/11-07/11/13							
6.	Gibson, James W.	2.5	Inspector General's Office Investigator Exempt	07/01/2011 06/30/2013	\$90,540	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-12/31/12.							
7.	Zayas, Ismael E.	7.25	Welfare Inspector General, Office of the Special Investigator Competitive	06/02/2011 06/01/2013	\$64,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 06/02/11-06/01/12. The limited period of approval was granted as Mr. Zayas' temporary appointment is approved through 06/01/12.							

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	Recruit-ment?	Action
1.	Cosenza, Bernard S.	0	Inspector General's Office Investigator State Inspector General Exempt	04/01/2011 12/31/2011	\$130,000	Yes	Approved
	The State Commission approved the request for the period 04/01/11-12/31/11.						

2. EXTENSION IN SERVICE - APPROVED

2-a The application for extension in service of the employee over age 70 is being presented to the Commission pursuant to the finding of the Medical Board of the NYS Employees Retirement System that the individual is medically qualified for extension in service.

<u>Name</u>	<u>Title and Department</u>	Ret. Date If Not <u>Extended</u>	<u>Ext.</u> <u>Req.</u>	<u>Ext.</u> <u>Rec.</u>
Herman, George J.	Police Officer Village of Fishkill Police Department	3/31/07	3/30/13	Yes

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

3.37 (A) CONFERENCE regarding the Office for People with Developmental Disabilities request for non-competitive classification of the position of Agency Emergency Management Coordinator which they are asking to have established. (Control No. 11-001)

DISAPPROVED – The Commission determined that the practicability of examination and the nature of the duties and responsibilities of the position are such that competitive jurisdictional classification would be most appropriate.

3.38 (B) DIVISION OF CRIMINAL JUSTICE SERVICES. Request for Commission approval of exempt classification of the position of Program Manager. (Control No. 11-009)

APPROVED

3.39 (C) OFFICE OF INDIGENT LEGAL SERVICES. Request for Commission approval of exempt classification of the following positions which they are asking to have established:

Confidential Assistant
Manager of Information Services
Special Assistant

(Control No. 11-013)

APPROVED

3.40 (D) FOR COMMISSION CONSIDERATION. Continued exempt and non-competitive classification of the following positions which were transferred to the Department of Economic Development from the Foundation for Science, Technology and Innovation:

Exempt

Deputy Director (increase from 2 to 5)
Executive Deputy Director (add)
Secretary (increase from 2 to 3)
Special Assistant (increase from 2 to 4)

Non-competitive

∅ Associate Policy Analyst NYSTAR (add)
Supervising Program Representative NYSTAR (add)

APPROVED

- 3.41 (E) FOR COMMISSION CONSIDERATION. Matter of adding the heading Department of Corrections and Community Supervision to the exempt class listing and request for Commission approval of exempt classification of the following positions:

Assistant Commissioner - (Reclassified from Executive Director--exempt)(from the Division of Parole)

Assistant Commissioner - (Reclassified from Director Policy Analysis & Information--exempt) (from the Division of Parole)

Deputy Commissioner - (Reclassified from Deputy Director--exempt) (from the Division of Parole)

(Control No. 11-014)

APPROVED

- 3.42 (F) FOR COMMISSION CONSIDERATION. Request from the Department of Correctional Services to suspend the Attendance Rules for employees in Erie, Chautauqua, Orleans and Wyoming Counties due to heavy snow which created States of Emergency, driving bans, and road closures throughout the area on December 2 and 3, 2010.

DISAPPROVED

- 3.43 (G) OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES. Request for Commission approval of the following positions which they are asking to have established:

Exempt

Assistant Chief Investigations (OPWDD) (5)

Non-competitive

Internal Investigator 1 (OPWDD) (66)

Internal Investigator 2 (OPWDD) (13)

(Control No. 11-012)

APPROVED (not phi)

- 3.44 (H) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held May 18, 2011.

APPROVED

4. LEAVES OF ABSENCE– APPROVED AS INDICATED

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

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)	7/1/11	12/1/11	Colafati, Dominic P	Assnt Chf Bdgt Exr Pf Competitive Budget	Chf Budget Exmr Non-Competitive Budget
(2)	8/1/11	12/1/11	Holland, Lynn	Assoc Budget Exmr Pf Competitive Budget	Spec Assnt Exempt Budget
(3)	7/1/11	12/1/11	Xu, Qiang	Econometrician 2 Competitive Budget	Chf Budget Exmr Non-Competitive Budget
(4)	7/30/11	12/1/11	Dutcher, Michael R	Supvg Actuary Life Competitive Comptroller	Exec Assnt Exempt Comptroller
(5)	8/1/11	12/1/11	Madden, Maureen A	Supvg Attorney Competitive Comptroller	Assnt Counsl Exempt Comptroller
(6)	7/1/11	12/1/11	Morrison, Deirdre	Secy 1 Competitive Comptroller	Secy 2 Non-Competitive Comptroller
(7)	7/1/11	12/1/11	Roman, Raul	Agency Prgm Aide SL Competitive Comptroller	Secy Exempt Comptroller
(8)	8/1/11	12/1/11	Tenzyk, Kelly L	Unclmd Prpty Appl C 3 Competitive Comptroller	Secy 2 Non-Competitive Comptroller
(9)	6/1/11	12/1/11	Clark, Bryan A	Corr Captain Competitive Cor Collins	Deputy Supt Secrty S3 Non-Competitive Cor Lakeview
(10)	6/1/11	12/1/11	Nicolato, Jerome	Supvg Corr Cnslr Competitive Cor Downstate	Supt Corr Fac Non-Competitive Cor Ulster

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(11)	6/1/11	12/1/11	Colvin,John C	Corr Captain Competitive Cor Five Points	Deputy Supt Secry S3 Non-Competitive Cor Five Points
(12)	6/1/11	12/1/11	Kelly,Charles F	Corr Captain Competitive Cor Great Meadw	Deputy Supt Secry S3 Non-Competitive Cor Great Meadw
(13)	6/1/11	12/1/11	Griffin,Thomas R	Corr Captain Competitive Cor Green Haven	Deputy Supt Secry S3 Non-Competitive Cor Eastern NY
(14)	6/1/11	12/1/11	Martuscello,Chris M	Senr Corrl Sv Emp Inv Competitive Cor Main Office	Investigator Exempt Cor Main Office
(15)	6/1/11	12/1/11	Zwillinger,Lawrence	Corrl Regnl Hlth Sv A Competitive Cor Main Office	Deputy Supt Admnv S 3 Non-Competitive Cor Bedfrd Hills
(16)	6/1/11	12/1/11	Tracz,Timothy R	Supvg Corr Cnslr Competitive Cor Wende	Deputy Supt Progm S 3 Non-Competitive Cor Orleans
(17)	7/1/11	12/1/11	Wright,Robert	Prin Acctnt Competitive Crim Just Srvc	Dir Internl Aud Exempt Crim Just Srvc
(18)	6/1/11	12/1/11	Barnet,David G	Economic Dev Pg Sp 2 Competitive Economic Devel	Out of State Service
(19)	8/1/11	12/1/11	Ostrov,Richard	Senr Attorney Competitive En Con	Assoc Counsel Non-Competitive En Con
(20)	7/1/11	12/1/11	Young,Randall C	Senr Attorney Competitive En Con	Assoc Counsel Non-Competitive En Con
(21)	7/1/11	12/1/11	Morris,Deborah A	Keyboard Spec 1 Competitive Executive Chamb	Conf Stenographer Exempt Executive Chamb
(22)	6/3/11	12/1/11	Daratsos,Nina M	Assoc Atty Competitive Hlth Main Off	Health Prog Dir 1 Non-Competitive Hlth Main Off

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(23)	8/1/11	12/1/11	Mathis,Diane	Public Affrs Prgm Mgr Competitive Hlth Main Off	Assnt Dir Pub Info Exempt Hlth Main Off
(24)	8/1/11	12/1/11	Pierre-Louis,June N	Public H Rep 3 Competitive Hlth Main Off	Out of State Service
(25)	6/1/11	12/1/11	Carbone,Joseph	Info Tech Spec 2 Competitive Homeland Scrty and Emerg Svcs	Critical Infstr An 1 Non-Competitive Homeland Scrty and Emerg Svcs
(26)	7/1/11	12/1/11	Hunter,Karen M	Mgr Info Tech Svs 1 Tcl Competitive Housng & Comm Ren	Out of State Service
(27)	7/9/11	12/1/11	Lavigne,Ashley W	Keyboard Spec 1 Competitive Housng & Comm Ren	Out of State Service
(28)	7/1/11	12/1/11	Lawlor,Brian E	Prin Atty Competitive Housng & Comm Ren	Out of State Service
(29)	7/1/11	12/1/11	South,Jeanette	Compliance Spec 1 Non-Competitive Housng & Comm Ren	Minority Bus Spec 2 Non-Competitive Housng & Comm Ren
(30)	8/1/11	12/1/11	Hayes,Sandra J	Keyboard Spec 1 Competitive Insurance Fund	Customer Svs Rep 1 Non-Competitive Insurance Fund
(31)	7/1/11	12/1/11	Cox,Maureen A	Safety&Hlth Pgm Mgr 2 Competitive Labor	Dir Div Occup Saf&Hlt Non-Competitive Labor
(32)	6/1/11	12/1/11	Migaj,Sandra J	Law Dept Invest 2 Competitive Law	Investigator Exempt Law
(33)	6/1/11	12/1/11	Pablo Jr,Robert	Assnt Dir Pers B Competitive Law	Spec Assnt Exempt Law
(34)	7/9/11	12/1/11	Engel,Gerald M	Pharmacy Svs Dir Competitive MH Main Office	Dir Health Svcs Non-Competitive MH Main Office

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(35)	7/1/11	12/1/11	Hartnett,Tricia	Mental Hlth Pgm Spc 3 Competitive MH Main Office	Deputy Dir Psy Cntr 1 Non-Competitive MH Main Office
(36)	6/1/11	12/1/11	Davies,James M	Dir Div Design Competitive OGS	Deputy Commr Exempt OGS
(37)	5/1/11	12/1/11	Mahler,Lucia	Secy 2 Competitive OGS	Assnt Coord Rcylyg Pgs Non-Competitive OGS
(38)	2/1/11	12/1/11	Troiano,Theresa H	Prin Clerk Competitive OPWDD Inst for Res	Out of State Service
(39)	5/1/11	12/1/11	Troyano,Diana M	Keyboard Spec 1 Competitive OPWDD Inst for Res	Out of State Service
(40)	7/1/11	12/1/11	Hughes,Jane	Stands Complc Anlst 1 Competitive OPWDD Main Office	Investigator Exempt OPWDD Main Office
(41)	7/1/11	12/1/11	Claudio,Steven A	Supvg Parole Offcr Competitive Parole	Regnl Dir Parole Oper Non-Competitive Parole
(42)	8/1/11	12/1/11	Fraley,Edward J	Parole Offcr Competitive Parole	Parole Svcs Prgm Spec Non-Competitive Parole
(43)	6/1/11	12/1/11	Fraley,Edward J	Assnt Parole Svcs Prgm Spec Non-Competitive Parole	Parole Svcs Prgm Spec Non-Competitive Parole
(44)	7/1/11	12/1/11	Manthei,Mark P	Supvg Parole Offcr Competitive Parole	Exec Dir Exempt Parole
(45)	7/1/11	12/1/11	Dvorsky,Thomas G	Chf Utility En Op & C Competitive Public Service	Dir Pub Svcs Prgs Exempt Public Service
(46)	8/1/11	12/1/11	Brunt,James M	Dir Internl Aud&Qul C Competitive Tax& Finance	Dir Internl Aud Exempt Tax& Finance

	<u>Current Leave Ends</u>	<u>Extension Approved Through</u>	<u>Name</u>	<u>Title/Dept.</u>	<u>On Leave To</u>
(47)	7/1/11	12/1/11	Zwink,William K	Dir Trng 3 Competitive Tmp&Disabl Asst	Spec Assnt Exempt Tmp&Disabl Asst
(48)	7/1/11	12/1/11	Dunne- Dowdell,Juanita E	Secy 1 Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office
(49)	7/1/11	12/1/11	Wagner Jr,Richard	Highway Mtc Supvr 1 Competitive Tr Pghkps Reg 8	Emp Astnc Pgm Rep Exempt Labor Mgmnt Cm
(50)	7/1/11	12/1/11	Zhou,Xin Sam	Trans Maintc Engr 3 Competitive Tr Schenectady Reg 1	Assnt Commr Exempt Tr Main Office

4. STAFFING SERVICES/REINSTATEMENTS - APPROVED EFFECTIVE 6/16/11

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)	09/07/2006	09/18/2009	Poli, Patricia E.	Clerk 1 Alcoholism and Substance Abuse
(2)	06/15/1989	11/12/1995	Linehan, Cariann	Keyboard Specialist 2 SUNY Environmental Science and Forestry

Calendared from March 2011 meeting - APPROVED EFFECTIVE 6/16/11

	<u>Date Entered</u>	<u>Date Separated</u>	<u>Name</u>	<u>Title and Department</u>
(3)	01/18/1979	03/25/1986	Davis, Virginia	Secretary 2 Parks and Recreation

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.	404F	16-60	Child Protective Services	3/19/11	OC/PROM
2.	406F	16-45	Child Protective Services	3/19/11	PROM
3.	421F	1-30	Fish Culturist 6	4/2/11	PROM
4.	441E	76-90	Medical Public Health Social Work	1/22/11	OC/PROM
5.	480E	31-45	Criminal Justice Program Representative (Administration) Trainee 1	2/19/11	OC

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.	607-B	1-15	Police Chief	3/5/11	OC/Prom
2.	404-F 406-F	16-60 16-45	Child Protective Services " " "	3/19/11 "	OC/Prom Prom
3.	441-E	76-90	Medical Public Health Social Work	1/22/11	OC/Prom
4.	418-F 419-F	1-105 1-104	Job Simulation Exercise 1 Job Simulation Exercise 2	4/2/11 "	Various "

6. MERIT AWARDS

Report on Merit Awards.

MEMORANDUM

TO: Civil Service Commission
FROM: Mary Ann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: May 18, 2011

Attached is a summary of seven 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 and are hereby presented for the Commission's consideration.

If the awards are approved as recommended, the cash awards granted will amount to \$2,130.00, of which \$250.00 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>
<p>6.14 170375 Charlene Hornyak</p> <p>APPROVED</p>	<p>Taxpayer Services Specialist 1 Salary Grade14</p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Ms. Hornyak proposed that the agency examine the mailing lists used for sending Withholding Tax NYS-1 coupon books in order to stop mailing booklets to those who do not need them, and she proposed downsizing the content in order to mail less paperwork to those who do need the booklets. The suggester states that these efforts will save both materials and postage costs. The agency's suggestion committee agreed and implemented the change on April 1, 2010. Since then, they have mailed out fewer booklets and included fewer materials, thus qualifying for a lower postage rate. The cost benefit analysis shows no implementation costs because the same forms were used, just in smaller quantities. Material savings were negligible. The tangible net savings on postage was \$19,795.00. The suggestion was not job related. As such, the committee recommends a cash award of 10% of the net savings or \$1, 980.00 and a Certificate of Merit.</p>	<p>A cash award of \$1,980.00 and a Certificate of Merit.</p> <p>The first \$100.00 will be paid by the Department of Civil Service (DCS). The balance of \$1,880.00 will be paid by the Department of Taxation and Finance (DTF)</p>

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
<p>6.15 182615 Eric Lorensen</p> <p>APPROVED</p>	<p>Taxpayer Compliance Rep 1 Salary Grade 11</p> <p>New York State Department of Taxation and Finance (DTF)</p>	<p>Mr. Lorensen suggested that the Notice of Intent to Offset Refund contain a clarifying statement to advise taxpayers that if they have a payment plan in effect it will remain open if a balance remains after the offset. The suggester states that implementation will reduce the number of incoming phone calls from taxpayers. The agency's suggestion committee agreed and implemented his suggestion on 4/1/11. The DTF used the suggestion to clarify this issue on the Notice of Pending Offset letter and believes that it will result in less phone calls and correspondence from tax debtors. The suggestion has intangible benefits of moderate value and limited extent as it only applies to a letter mailed by the Collections and Civil Enforcement unit to tax debtors. The suggestion is not job-related. As such, the committee recommends an award of \$50.00 and a Certificate of Merit.</p>	<p>A cash award of \$50.00 and a Certificate of Merit.</p> <p>The entire award amount of \$50.00 will be paid by the Department of Civil Service (DCS)</p>
<p>6.16 182702/399406 Denise Larson/ B.Gayle Knight- Mielke</p> <p>APPROVED</p>	<p>Associate Workers' Compensation Board Examiner Salary Grade 23</p> <p>Workers' Compensation Board Examiner Salary Grade 14</p> <p>NYS Workers' Compensation Board (WCB)</p>	<p>Ms. Larson and Ms. Knight-Mielke proposed that the Claims Information System be modified such that a space can be inserted between standard abbreviations when drafting a Notice of Decision. Without this option, the standard abbreviations all run together, making it difficult to read the text. When implemented, the suggestion will make the Notice of Decision easier to read for all parties concerned. WCB management agreed with the suggestion and it was implemented on 3/25/11. The intangible benefit is of moderate value and the extent of application is limited to Examiners, Conciliators and Judges who prepare decisions. Because there is lack of clarity about the original genesis of this idea and some confusion on the part of Ms. Knight-Mielke regarding the proper channel for submitting the suggestion in 2007, the WCB is recommending a \$50.00 cash award and a Certificate of Merit for each suggester. The suggestion was not job-related for either suggester.</p>	<p>A \$50.00 cash award and Certificate of Merit for each suggester.</p> <p>The entire award amount of \$50.00 for each suggester, for a total of \$100.00, will be paid by the Department of Civil Service (DCS)</p>

<u>SUGGESTION # AND AUTHOR</u>	<u>TITLE AND DEPARTMENT</u>	<u>SUMMARY OF SUGGESTION</u>	<u>RECOMMENDED AWARD</u>
<p data-bbox="152 212 358 310">6.17 193032 Scott Maslanka</p> <p data-bbox="152 489 334 520">APPROVED</p>	<p data-bbox="422 212 654 310">Taxpayer Service Rep 2 Salary Grade 14</p> <p data-bbox="422 352 688 485">New York State Department of Taxation and Finance (DTF)</p>	<p data-bbox="722 212 1268 625">Mr. Maslanka suggested that when taxpayers update their address information online, the system automatically notify the department that handles checks that have been returned in the mail (nixied checks) so that a check can be reissued without the need for taxpayers to call the department requesting that this action be taken. This suggestion would allow for quicker notification that a check has been returned and a reduction in the number of incoming calls.</p> <p data-bbox="722 632 1263 1115">The agency's suggestion committee responded that although there is already a process in place to accomplish what the suggester has proposed, because of the suggestion the electronic records are now updated once per week rather than once per month. This means that checks can be reissued more quickly, <i>before</i> the taxpayer has a need to phone the department. This change was implemented in January of 2011. The suggestion was not job related and does not have a tangible or intangible financial benefit. As such, the committee recommends a Certificate of Merit.</p>	<p data-bbox="1333 212 1576 243">Certificate of Merit</p>
<p data-bbox="152 1163 321 1262">6.18 397178 Debra Finch</p> <p data-bbox="152 1402 334 1434">APPROVED</p>	<p data-bbox="422 1163 639 1220">Clerk 1 Salary Grade 06</p> <p data-bbox="422 1297 623 1430">New York State Workers' Compensation Board(WCB)</p>	<p data-bbox="722 1163 1273 1822">Ms. Finch proposed that the WCB discontinue sending self-addressed return envelopes with mailings, specifically with the fee letter WEC-333, and provide the return address information on the cover letter instead. If implemented, the suggester states that a substantial amount of money would be saved by not including the envelope in each mailing. The suggestion committee reported that the WCB is moving toward an electronic process that will eventually make this issue a moot point. However, the suggestion was implemented on an interim basis on 4/8/11 until the permanent change takes place. Due to the temporary nature of the implementation, the suggestion committee recommends a Certificate of Merit only. The suggestion was not job-related.</p>	<p data-bbox="1333 1163 1576 1194">Certificate of Merit</p>

7. VACANT EXEMPT CLASS POSITIONS– APPROVED EFFECTIVE 6/16/11 with the exception Item Nos. 00112 and 00302 in Regulatory Reform. This agency is no longer in existence so vacated positions would not require review.

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>
Agriculture & Markets	06000	00010	Special Assistant
Children & Family Services	25000	04206	Research Associate
Education Department	11000	14002 16654 19601	Assistant Commissioner Assistant Counsel Assistant Commissioner
Executive Chamber	01000	00701 00704	First Assistant Counsel to the Governor Assistant Counsel to the Governor
Labor Department	14020	42000	Deputy Commissioner
Public Service	16000	00203 00218 00235 00237 00254	Assistant Counsel Assistant Counsel Assistant Counsel Assistant Counsel Assistant Counsel
Regulatory Reform	21110	00112 00302	Associate Counsel Program Associate
Tax & Finance	20010	00043	Assistant Public Information Officer
Transportation	17000	10501	Counsel

8. SECTIONS 55-B and C - APPROVED EFFECTIVE 6/16/11

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>
People with Developmental Disabilities	Clerk 1	20435
Tax & Finance	Tax Compliance Representative 1	05071
Veterans' Home	Food Service Worker 1	90901

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

(As of May 13, 2011 there were 1046 55-b and 103 55-c positions filled)

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

JUNE 2011

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	Local Government	2 (A)
	State Government	2 (B)
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2-a	Extensions in Service Over Age Seventy	2 (C)
3	Executive	3 (A-H)
4	Staffing Services	
	Backdates	
	Leaves of Absence	4 (D)
	Reinstatements	4 (E)
5	Testing Services	
	Committee on Appeals	5 (F)
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6	Merit Awards	
	Employee Suggestions	6 (G)
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7	Vacant Exempt Class Positions	7 (H)
8	Section 55 b/c	8 (I)
9	Investigations	
10	New Business	



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

SUBJECT: June 2011 Commission Meeting

DATE: June 7, 2011

The following schedule has been arranged for the June Commission meeting:

Thursday, June 16

10:00 a.m. – At New York Network

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

cc: Comr. Ahl
Comr. Hanrahan
Mark Worden

Nancy Kiyonaga
Al Jordan
Shirley LaPlante

Anthony Rotundo
Jennifer Paul