

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

**MARCH 17, 2010**

**1. MUNICIPAL SERVICE**

- 1.11 (A) SUFFOLK COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Suffolk County Civil Service Rules.

The State Civil Service Commission calendared the resolution from the Suffolk County Personnel Director to amend the Appendices of the Suffolk County Civil Service Rules by placing nine positions located in Housing Authorities in the non-competitive class until first vacated.

- 1.12 (B) SUFFOLK COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Suffolk County Civil Service Rules.

The State Civil Service Commission calendared the resolution from the Suffolk County Personnel Director to amend the Appendices of the Suffolk County Civil Service Rules by placing eighteen Airport Fire Safety Officer positions in the Town of Islip in the non-competitive class until first vacated.

- 1.13 (C) SUFFOLK COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Suffolk County Civil Service Rules.

The State Civil Service Commission approved the resolution from the Suffolk County Personnel Director amending the Appendices of the Suffolk County Civil Service Rules regarding positions in the Town of Islip Department of Public Safety Enforcement.

- 1.14 (D) CITY OF UTICA. Action to rescind the appointment of Daniel LaBella to the position of Police Chief in the City of Utica.

The State Civil Service Commission took final action to rescind the appointment of Daniel LaBella to the position of Police Chief in the City of Utica.

- 1.15 (E) 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 with the following exception:

In the Sheriff's Office – The State Commission disapproved the request to place the position of Cook Manager I in the non-competitive class based on the practicability of competitive examination.

- 1.16 (F) GREENE COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Greene County Civil Service Rules.

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

- 1.17 (G) TOWN OF HEMPSTEAD CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Town of Hempstead Civil Service Rules.

The State Civil Service Commission approved the resolution from the Town of Hempstead Civil Service Commission amending the Appendices of the Town of Hempstead Civil Service Rules.

- 1.18 (H) CITY OF NEWBURGH CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Newburgh Civil Service Rules.

The State Civil Service Commission approved the resolution from the City of Newburgh Civil Service Commission amending the Appendices of the City of Newburgh Civil Service Rules.

- 1.19 (I) 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 acknowledged the progress made by the Rensselaer County Civil Service Commission in resolving 12 of the 19 recommendations and its continued work to resolve the remaining 7 recommendations listed in the 2004 Merit System Administration Report and directed that the County Commission develop a detailed plan to resolve all 7 remaining recommendations by December 31, 2010; such plan should be received by May 1, 2010. Further, the State Commission directed that the Rensselaer County Civil Service Commission attend the May 2010 State Commission meeting to discuss this detailed plan and progress made.

- 1.20 (J) CITY OF OSWEGO PERSONNEL DIRECTOR. Follow-up on the Merit System Program Component report for the City of Oswego Personnel Director.

The State Civil Service Commission commended the City of Oswego Personnel Director for the corrective actions that have been taken and no longer requires any follow-up with the State Commission. The State Commission also noted that the City of Oswego was now in compliance with Civil Service Law and Rules.

- 1.21 (K) TOMPKINS COUNTY PERSONNEL OFFICE. Follow-up on the Merit System Program Component report for the Tompkins County Personnel Office.

The State Civil Service Commission commended the Tompkins County Personnel Office for the corrective actions that have been taken and no longer requires any follow-up with the State Commission. The State Commission also noted that Tompkins County was now in compliance with Civil Service Law and Rules.

1.22 (L) CITY OF YONKERS CIVIL SERVICE COMMISSION. Follow-up on the Merit System Program Component report for the City of Yonkers Civil Service Commission.

The State Civil Service Commission acknowledged the progress of the City of Yonkers Civil Service Commission in implementing 4 of the 5 actions required to come into compliance with Law and Rules. The State Commission directed the City of Yonkers Commission to review the qualifications of one provisional appointee who does not appear to meet the established minimum qualifications for the position occupied; if the provisional does not meet the minimum qualifications, the City Commission is directed to remove the appointee.

1.23 (M) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES. Report on the New York City Department of Citywide Administrative Service's five-year Provisional Reduction Plan.

The State Civil Service Commission was informed that the January 15, 2010 progress report New York City Department of Citywide Administrative Services (DCAS) concerning actions taken to implement its Provisional Reduction Plan was received, reviewed, and a discrepancy was noted with regard statistical information included in the report. The State Commission directed that future progress reports be modified to include a complete listing of competitive class titles and the number of provisionals serving in each title, as well as agency specific provisional totals to provide for effective monitoring of Plan progress and to identify potential instances of non-compliance on the part of DCAS employers.

1.24 (N) CITY OF LONG BEACH CIVIL SERVICE COMMISSION. Follow-up on the Merit System Program Component reports for the City of Long Beach Civil Service Commission.

The State Civil Service Commission accepted the Merit System Program Component Reports on the Appointment Process and the Payroll Certification for the City of Long Beach Civil Service Commission. The State Commission directed that the City of Long Beach Civil Service Commission develop a detailed and comprehensive plan to resolve all actions required to come into compliance with Civil Service Law and Rules listed in the two reports by December 31, 2010; such plan should be received by May 1, 2010. Further, the City of Long Beach Commission is directed to attend the May 2010 State Commission meeting to discuss the plan and the progress made. The State Commission also directed staff to contact the City of Long Beach Civil Service Commission to ensure that the City Commission understands the payroll certification process.

2. PENSION WAIVERS FOR RETIREES / LOCAL – March 2010		ACTION AS INDICATED					
The following requests to employ retirees in accordance with section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Castillo, Ernesto A	3	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	04/03/2010 04/02/2012	\$61,772.00	Yes	Limited
The State Commission approved the request for the limited period of 4/3/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that an examination be conducted by the Nassau County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
2.	Chajkewicz, Stephen	3	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	04/03/2010 04/02/2012	\$61,772.00	Yes	Limited
The State Commission approved the request for the limited period of 4/3/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that an examination be conducted by the Nassau County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
3.	Marshall, Bernard	2.5	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	01/01/2010 12/31/2011	\$61,772.00	Yes	Limited
The State Commission approved the request for the limited period of 1/1/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that an examination be conducted by the Nassau County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							
4.	O'Brien, Patrick J.	1.5	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	01/01/2010 12/31/2011	\$61,772.00	Yes	Limited
The State Commission approved the request for the limited period of 1/1/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that an examination be conducted by the Nassau County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.							

5.	Pappas, Billy	3	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	04/03/2010 04/02/2012	\$61,772.00	Yes	Limited
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The State Commission approved the request for the limited period of 4/3/10 – 9/30/10. The limited period of approval through 9/30/10 was granted with the stipulation that an examination be conducted by the Nassau County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.

6.	Dunninger, Lee N	2	Nassau County - Mineola Union Free S.D. Bus Driver NonComp nonPolicy	01/01/2010 12/31/2011	\$40,530.00	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

7.	Brown, Henry E.	10	Onondaga County - District Attorney's Office Confidential District Attorney Investigator II Exempt	01/01/2010 12/31/2011	\$54,481.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/1/10 – 12/31/10. It was noted that the retiree will attain the age of 65 in 2011.

8.	McCarthy, Timothy M.	8	Onondaga County - District Attorney's Office Confidential District Attorney Investigator III Exempt	01/01/2010 12/31/2011	\$59,704.00	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

9.	Sherlock, Michael J.	8	Onondaga County - District Attorney's Office Confidential District Attorney Investigator II Exempt	01/04/2010 01/03/2012	\$54,481.00	Yes	Approved
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The State Commission approved the request for the period of 1/4/10 - 1/3/12.

10.	Koury, Walter C.	6	Orange County Government Commissioner of Emergency Services Unclass	03/02/2010 03/01/2012	\$115,456.00	Yes	Approved
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The State Commission approved the request for the period of 3/2/10 - 3/1/12.

11.	O'Donnell, James D.	4	Orange County Government Administrative Officer Exempt	03/16/2010 03/15/2012	\$138,941.00	Yes	Approved
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The State Commission approved the request for the period of 3/16/10 - 3/15/12.

12.	Murphy, William F.	2	Orleans County - Holley, Village of Police Chief Competitive	01/11/2010 01/10/2012	\$37,000.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/11/10 - 6/30/11. The limited period of approval through 6/30/11 was granted with the stipulation that an examination be conducted by the Orleans County Department of Personnel to determine if there are any qualified non-retirees available for appointment.

13.	Allison, Cameron S.	2	Otsego County - Sheriff's Office Undersheriff Exempt	01/01/2010 12/31/2011	\$45,462.00	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 - 12/31/11.

14.	Smith, Steven A	8	Rensselaer County - District Attorney's Office Special Investigator (Confidential) Competitive	02/02/2010 02/01/2012	\$50,065.00	Yes	Approved
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The State Commission approved the request for the period of 2/2/10 - 2/1/12.

15.	Fiorentino, Vincent	7	Rockland County - Nyack, Village of Fire Safety Inspector Competitive	01/01/2010 12/31/2011	\$46,000.00	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 - 12/31/11.

16.	Bradt, Timothy S.	4	Schenectady County - Sheriff's Office Chief Deputy Sheriff Competitive	02/24/2010 02/23/2012	\$62,547.00	Yes	Limited
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The State Commission approved the request for the limited period of 2/24/10 - 6/30/11. The limited period of approval through 6/30/11 was granted with the stipulation that an examination be conducted by the Schenectady County Civil Service Commission to determine if there are any qualified non-retirees available for appointment.

17.	Manor, Daniel W	0	St. Lawrence County - District	06/01/2009 05/31/2011	\$57,000.00	Yes	Retroactive
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			Attorney's Office Chief Confidential Investigator NonComp Policy				
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The State Commission approved the retroactive request for the period of 6/1/09 - 5/31/11.

18.	Lessler, George	4	Suffolk County - Brookhaven, Town of Legislative Aide Unclass	01/01/2010 12/31/2011	\$58,650.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/1/10 - 6/30/10. The limited period of approval through 6/30/10 was granted with the stipulation that the appointing authority conduct a more substantive and wide-ranging recruitment effort that may include postings on the Town's web site, with online job sites and with the Suffolk County Department of Civil Service.

19.	Cervelli, Robert	10	Suffolk County - District Attorney's Office Detective Investigator Competitive	01/25/2010 01/24/2012	\$126,115.00	Yes	Approved
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The State Commission approved the request for the period of 1/25/10 – 1/24/12, with the stipulation that if a section 211 waiver is sought for Mr. Cervelli beyond 1/24/12, the eligible list must be re-canvassed prior to the submission of a new section 211 waiver application. Further, if 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 June 2012 Investigator series.

20.	Reilly, Donald J.	14	Suffolk County - District Attorney's Office Detective Investigator Competitive	01/29/2010 01/28/2012	\$131,179.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/29/10 - 12/31/11. It was noted that the retiree will attain age 65 in 2012.

21.	Solomon, Edward	14	Suffolk County - District Attorney's Office Detective Investigator Competitive	01/29/2010 01/28/2012	\$121,052.00	Yes	Approved
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The State Commission approved the request for the period of 1/29/10 - 1/28/12 with the stipulation that if a section 211 waiver is sought for Mr. Solomon beyond 1/28/12, the eligible list must be re-canvassed prior to the submission of a new section 211 waiver application. Further, if 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 June 2012 Investigator series.

22.	Talmage, Thomas A	10	Suffolk County - District Attorney's Office Detective Investigator Competitive	03/01/2010 02/28/2012	\$112,586.00	Yes	Approved
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The State Commission approved the request for the period of 3/1/10 - 2/28/12 with the stipulation that if a section 211 waiver is sought for Mr. Talmage beyond 2/28/12, the eligible list must be re-canvassed prior to the submission of a new section 211 waiver application. Further, if 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 June 2012 Investigator series.

23.	Verkey, Jon C.	7	Wayne County - Arcadia, Town of Code Enforcement Officer Competitive	12/02/2007 12/01/2011	\$36,000.00	Yes	Retroactive
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The State Commission approved the retroactive request for the period of 12/2/07 – 8/31/10 with the stipulation that the Wayne County Personnel Department conduct an examination to determine if there are any qualified non-retirees available for appointment.

24.	Ricketts, Jr., Ernest E.	10	Westchester County - Rye Neck UFSD Safety and Security Officer Competitive	01/01/2010 12/31/2011	\$48,069.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/1/10 - 6/30/10, with the stipulation that the results of the February 2010 open-competitive examination be reviewed to determine if there are any qualified non-retirees available for appointment. Approval through 6/30/10 will also avoid a disruption in the School District's security force throughout the 2009-2010 school year.

25.	Chong, David E.	0	White Plains, City of Commissioner of Public Safety Unclass	01/05/2010 07/05/2010	\$170,193.00	No	Approved
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The State Commission approved the request for the period of 1/5/10 - 7/5/10, with the stipulation that the appointing authority conduct a formalized recruitment effort to determine if there are any qualified non-retirees available for appointment.

**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.	McCoy, Kimberly M	1	Albany County - District Attorney's Office Criminal Investigator (Domestic Violence) NonComp Policy	01/01/2010 12/31/2011	\$57,983.00	Yes	Approved

The State Commission approved the request for the period of 1/1/10 – 12/31/11.

2.	Nichols, William M.	0	Cattaraugus County - Sheriff's Department Undersheriff Exempt	01/01/2010 12/31/2011	\$68,000.00	Yes	Approved
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The State Commission approved the request for the period of 1/1/10 – 12/31/11.

3.	Wood, Michael R	1	Monroe County - Sheriff's Office Court Security Bureau Chief NonComp Policy	03/02/2010 03/01/2012	\$82,932.00	Yes	Calendared
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The State Commission calendared this request to the April 21, 2010 meeting, to provide an opportunity for staff to determine when the three Lieutenants will meet the experience requirements for the position.

4.	Marousek, Denis J.	0	Putnam County - Carmel, Town of Property Compliance Officer Competitive	11/06/2005 11/05/2010	\$52,510.00	Yes	Retroactive
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The State Commission approved the retroactive request for the period of 11/6/05 – 12/31/09, and disapproved the request thereafter. Approval through 12/31/09 will provide time for the appointing authority to make a permanent appointment from the eligible list.

5.	Moran, John P	0	Suffolk Co. Hampton Bays UFSD Director of School Safety (Part-time) Competitive	01/01/2010 12/31/2011	\$37,700.00	Yes	Limited
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The State Commission approved the request for the limited period of 1/1/10 – 6/30/10, with the stipulation that the results of the February 2010 open-competitive examination be reviewed to determine if there are any qualified non-retirees available for appointment. Approval through 6/30/10 will also avoid a disruption in the School District's security force throughout the 2009-2010 school year.

6.	O'Leary, III, Lawrence F.	1	Suffolk County - Islip, Town of Commissioner of Public Safety Enforcement Unclass	05/01/2010 04/30/2012	\$103,100.00	Yes	Approved
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The State Commission approved the request for the period of 5/1/10 – 4/30/12.

2. PENSION WAIVERS FOR RETIREES / STATE – March 2010		ACTION AS INDICATED					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	Severance, Joseph R	6	Alcoholism & Substance Abuse Services, Office of (OASAS) Investigator Exempt	04/21/2010 04/20/2012	\$104,080.00	Yes	Limited
The State Commission approved the request for the limited period of 4/21/10 - 12/31/10. It was noted that the retiree will attain the age of 65 in 2011.							
2.	Bluszcz, Frank	0	Attorney General's Office Investigator Exempt	11/07/2009 11/06/2011	\$79,420.00	Yes	Approved
The State Commission approved the retroactive request for the period of 11/7/09 - 11/6/11.							
3.	Ferguson, Garry	8	Attorney General's Office Investigator Exempt	11/01/2009 10/31/2011	\$76,900.00	Yes	Approved
The State Commission approved the retroactive request for the period of 11/1/09 - 10/31/11.							
4.	Foruria, Pedro	2	Attorney General's Office Investigator Exempt	11/06/2009 11/05/2011	\$63,578.00	Yes	Approved
The State Commission approved the retroactive request for the period of 11/6/09 - 11/5/11.							
5.	McCutchan, Michael E	8	Attorney General's Office Investigator Exempt	10/22/2009 10/21/2011	\$82,282.00	Yes	Approved
The State Commission approved the retroactive request for the period of 10/22/09 - 10/21/11.							
6.	Quinn, Gerard J	10	Attorney General's Office Investigator Exempt	11/11/2009 11/10/2011	\$79,570.00	Yes	Approved
The State Commission approved the retroactive request for the period of 11/11/09 - 11/10/11.							
7.	Reidy, John F	10	Attorney General's Office Investigator Exempt	10/27/2009 10/26/2011	\$100,498.00	Yes	Approved
The State Commission approved the retroactive request for the period of 10/27/09 - 10/26/11.							

8.	Scalogna, Joseph	4	Attorney General's Office Investigator Exempt	10/25/2009 10/24/2011	\$70,494.00	Yes	Approved
The State Commission approved the retroactive request for the period of 10/25/09 - 10/24/11.							
9.	Smith, Richard C	6	Attorney General's Office Investigator Exempt	10/22/2009 10/21/2011	\$70,494.00	Yes	Approved
The State Commission approved the retroactive request for the period of 10/22/09 - 10/21/11.							
10.	Smith, Ann F	0	Broome DDSO Community Mental Health Nurse Competitive	07/17/2008 11/18/2009	\$58,521.00	Yes	Approved
The State Commission approved the retroactive request for the period of 7/17/08 - 11/18/09.							

<b>STATUTORY CRITERIA POST-OCTOBER 7, 2008</b>							
	<b>Name</b>	<b>Years in Position Under §211</b>	<b>Department, Title, Juris Class</b>	<b>Requested Period of Employment</b>	<b>Annual Salary</b>	<b>Recruitment?</b>	<b>Action</b>
1.	McCarthy, Thomas O	0	Correctional Services Nurse 2 Competitive	06/22/2009 06/22/2010	\$40,000.00	Yes	Approved
The State Commission approved the retroactive request for the period of 6/22/09 - 6/22/10.							
2.	McCarthy, Thomas O	0	Mental Health Nurse 2 Psychiatric Competitive	08/05/2009 08/04/2011	\$6,300.00	Yes	Limited
The State Commission approved the retroactive request for the limited period of 8/5/09 - 3/31/10. If approval is sought beyond March 31, 2010, the New York State Department of Correctional Services must again authorize Mr. McCarthy's employment with the New York State Office of Mental Health.							

<b>2. PENSION WAIVERS FOR RETIREES / OTHER – March 2010</b>		<b>ACTION AS INDICATED</b>					
The following requests to employ retirees in accordance with Section 211 of the New York State Retirement and Social Security Law are presented for Commission consideration:							
<b>STATUTORY CRITERIA PRE-OCTOBER 7, 2008</b>							
	<b>Name</b>	<b>Years in Position Under §211</b>	<b>Department, Title, Juris Class</b>	<b>Requested Period of Employment</b>	<b>Annual Salary</b>	<b>Recruitment?</b>	<b>Action</b>
1.	Vasile, Thomas H	4	Dormitory Authority Investigative Auditor Other	01/22/2010 01/21/2012	\$80,948.00	Yes	Approved
The State Commission approved the request for the period of 1/22/10 - 1/21/12.							

<b>STATUTORY CRITERIA POST-OCTOBER 7, 2008</b>							
	<b>Name</b>	<b>Years in Position Under §211</b>	<b>Department, Title, Juris Class</b>	<b>Requested Period of Employment</b>	<b>Annual Salary</b>	<b>Recruitment?</b>	<b>Action</b>
1.	Brown, Eric G	0	Jacob K. Javits Convention Center Director of Public Safety Non-Competitive	03/01/2010 02/28/2012	\$105,000.00	No	Approved
The State Commission approved the request for the period of 3/1/10 - 2/28/12.							

**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**

3.11 (A) OFFICE OF HOMELAND SECURITY. Request for Commission approval of non-competitive classification of the following positions which they are asking to have established:

Homeland Security Program Analyst 1 (7)  
Homeland Security Program Analyst 2 (3)

(Control No. 09-021)

**APPROVED (Not phi) – COMMISSION WILL REVIEW IN THREE YEARS**

3.15 (B) DEPARTMENT OF AGRICULTURE AND MARKETS. Request for Commission approval of exempt classification of the position of Assistant Director State Fair which was originally requested as Assistant Director State Fair (Administration)—non-competitive. (Control No. 09-052a)

**APPROVED**

3.16 (C) CHIEF INFORMATION OFFICER/OFFICE FOR TECHNOLOGY. Request for Commission approval of exempt classification of the position of Manager Information Services. (Control No. 10-004)

**APPROVED**

3.17 (D) OFFICE OF HOMELAND SECURITY. Request for Commission approval of exempt classification of the position of Legislative Liaison which they are asking to have established. (Control No. 10-001)

**APPROVED**

3.18 (E) DEPARTMENT OF LABOR. Request for Commission approval of non-competitive classification of an additional position of Principal Unemployment Insurance Referee, M-3. (Control No 10-005)

**APPROVED (phi - policy) – INCREASED FROM 3 to 4 IN APPENDICES**

3.19 (F) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held February 8, 2010.

**APPROVED**

FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held February 8, 2010.

**LEAVES OF ABSENCE – March 2010 – APPROVED AS INDICATED**

4.5 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)	4/22/10	4/1/12	Spizowski,Lynn	Keyboard Spec 1 Competitive Budget	Budgt Fellow Non-Competitive Budget
(2)	4/1/10	4/1/12	Bania,Robin J	Secy 1 Competitive Comptroller	Artist Designer 3 Non-Competitive Comptroller
(3)	3/1/10	3/1/12	Barber,Walter G	Audit Prgm Dir Competitive Comptroller	Assnt Dpty Comptrlr Exempt Comptroller
(4)	3/1/10	3/1/12	Burton,Nancy	Assnt Dir Unclmd P Sv Competitive Comptroller	Assnt Dpty Comptrlr Exempt Comptroller
(5)	3/1/10	3/1/12	Canetto,Jude J	Assnt Dir St Pysl Svs Competitive Comptroller	Exec Assnt Exempt Comptroller
(6)	3/1/10	3/1/12	Hancox,Steven J	State Prg Ex 4 Competitive Comptroller	Deputy Comptroller Exempt Comptroller
(7)	3/1/10	3/1/12	Hillerman,Stephen R	Prin Internal Auditor Competitive Comptroller	Assnt Dpty Comptrlr Exempt Comptroller
(8)	3/1/10	3/1/12	Kipper,Maureen G	Assnt Investment Offr Competitive Comptroller	Spec Investmnt Offcr Exempt Comptroller
(9)	3/1/10	3/1/12	Mcmahon,Pamela A	Senr Attorney Competitive Comptroller	Assoc Counsel Exempt Comptroller

**LEAVES OF ABSENCE – March 2010**

4.5 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>
(10)	2/1/10	2/1/12	Reed, Donna M	Secy 1 Competitive Comptroller	Exec Secy Exempt Comptroller
(11)	3/20/10	3/1/12	Riell, Dana S	Supvg Attorney Competitive Comptroller	Assnt Counsl Exempt Comptroller
(12)	3/1/10	3/1/12	Artus, Dale A	Corr Captain Competitive Cor Bare Hill	Supt Corr Fac Non-Competitive Cor Clinton
(13)	3/1/10	3/1/12	Buther, Lucy	Corr Counselor Span L Competitive Cor Downstate	Affirm Actn Admr 2 Non-Competitive Cor Main Office
(14)	3/1/10	3/1/12	Keysor, Debbie	Inst Steward Competitive Cor Franklin	Deputy Supt Admnv S 3 Non-Competitive Cor Clinton
(15)	3/1/10	3/1/12	Spellman, William	Supvg Corr Cnslr Competitive Cor Franklin	Assnt Dpty Supt Non-Competitive Cor Chateaugay
(16)	3/1/10	3/1/12	Yelich, Bruce S	Supvg Corr Cnslr Competitive Cor Franklin	Supt Corr Fac Non-Competitive Cor Bare Hill
(17)	3/1/10	3/1/12	Graham, Harold D	Corr Captain Competitive Cor Great Meadw	Supt Corr Fac Non-Competitive Cor Auburn
(18)	3/1/10	3/1/12	Desimone, Richard	Senr Attorney Competitive Cor Main Office	Assoc Counsel Exempt Cor Main Office

**LEAVES OF ABSENCE – March 2010**

4.5 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>
(19)	4/1/10	4/1/12	Fischer,Brian S	Dir Admnv Analysis 3 Competitive Cor Main Office	Commr Correction Unclassified Cor Main Office
(20)	3/1/10	3/1/12	Post,Susan M	Nurse Admr 1 Competitive Cor Main Office	Deputy Supt Corrl HCF Non-Competitive Cor Wende
(21)	3/1/10	3/1/12	Shepard,Mary J	Secy 1 Competitive Cor Main Office	Alcohol Recovy Pg Aide Exempt Cor Main Office
(22)	3/1/10	3/1/12	Smith,Joan M	Corr Class Analyst Hs Competitive Cor Main Office	Deputy Supt Corrl HCF Non-Competitive Cor Coxsackie
(23)	3/1/10	3/1/12	Nelson,James F	Recreation Prgm Ldr 2 Competitive Cor Watertown	Deputy Supt Progm S 3 Non-Competitive Cor Watertown
(24)	4/24/10	4/1/12	Greco,Patrizia	Legal Assnt 1 Competitive Crim Just Svcs	Secy Exempt Crim Just Svcs
(25)	4/1/10	4/1/12	Schloth,Arthur H	Info Tech Spec 2 Prog Competitive Crim Just Svcs	Spec Assnt Exempt Crim Just Svcs
(26)	4/2/10	4/1/12	Magee,Elsa M	Assnt V P Fncl Aid Sv Competitive Higher Educ Svc	Exec Vice Pres Exempt Higher Educ Svc
(27)	3/1/10	3/1/12	Hess,Patricia A	Health Prog Admr 5 Competitive Hlth Main Off	Health Prog Dir 2 Non-Competitive Hlth Main Off

**LEAVES OF ABSENCE – March 2010**

4.5 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>
(28)	3/1/10	3/1/12	Jacobson, Maryellen	Secy 1 Competitive Hlth Main Off	Secy Exempt Hlth Main Off
(29)	3/1/10	3/1/12	Kosinski, Susan J	Public H Rep 2 Competitive Hlth Main Off	Health Research Inc.
(30)	3/1/10	3/1/12	Mair, Aaron	Prg Rsch Spec 2 M A Competitive Hlth Main Off	Spec Asnt Exempt Hlth Main Off
(31)	3/1/10	3/1/12	Mctague, Barbara L	Prg Rsch Spec 3 PH Competitive Hlth Main Off	Health Research Inc.
(32)	3/1/10	3/1/12	Sturman, Lawrence S	Resch Physn 3 Non-Competitive Hlth Main Off	Dir Labs&Research Non-Competitive Hlth Main Off
(33)	4/1/10	4/1/12	Hammond, Gail L	Hsg & Cmty Ren Mgr 1 Competitive Housng & Comm Ren	Housing Trust Fund Corp.
(34)	4/1/10	4/1/12	Sajja, Prameela R	Secy 1 Competitive Law	Secy Exempt Law
(35)	4/1/10	4/1/12	White, Terri E	Secy 1 Competitive Law	Secy Exempt Law
(36)	4/1/10	4/1/12	Miraglia, Richard	Dir Bur Forensics Competitive MH Main Office	Assoc Commr Mntl Hlth Non-Competitive MH Main Office

**LEAVES OF ABSENCE – March 2010**

4.5 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>
(37)	4/1/10	4/1/12	Vanbramer, Jayne M	Mental Hyg Pgm Ev S2 Competitive MH Main Office	Dir Qulty Assurnc Non-Competitive MH Main Office
(38)	2/21/10	2/1/12	Fleury, Robert	Prin Atty Competitive OGS	Assnt Attorney Gen Exempt Law
(39)	3/6/10	3/1/12	Brown, Marcia P	Medicaid Rvw An 3 Mc Competitive OMIG	Assnt Med Insp Gen Exempt OMIG
(40)	3/18/10	3/1/12	Nero, Anita R	Agency Prgm Aide Competitive P&R Main Off	Secy 2 Non-Competitive P&R Main Off
(41)	4/1/10	4/1/12	Seibert, Dawn M	Secy 1 Competitive Regulat Reform	Student Assnt Non-Competitive Regulat Reform
(42)	5/1/10	5/1/12	Francis, Agnes	Agency Prgm Aide Competitive Tax& Finance	Secy 2 Non-Competitive Tax& Finance
(43)	4/3/10	4/1/12	Barry, John J	Sr Comp Clms Refree Competitive Workers Comp	Deputy Consl Pend Exempt Workers Comp
(44)	12/13/09	12/1/11	Mccarroll, Kim	Admnv Assnt Tr 1 Competitive Workers Comp	Secy Exempt Workers Comp

**4. STAFFING SERVICES/REINSTATEMENTS – March 2010 - APPROVED**  
**EFFECTIVE 3/17/10**

4.6 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)	12/12/85	01/01/96	Brennan, James DOCS	IT Spec 3 (Data Communications)
(2)	08/05/85	02/08/07	Patterson, Loletha	Administrative Asst Trainee 2 SED
(3)	03/15/79	10/17/94	Gause, Mary D.	Clerk 1 HESC
(4)	02/15/01	11/06/07	Scorzafava, Adele	Labor Services Representative DOL
(5)	06/14/01	02/05/07	King, Steve	Developmental Aide OMRDD – Brooklyn DDSO
(6)	07/07/03	01/03/09	Midgley, Laurel	Keyboard Specialist 1 SUNY – Empire State College
(7)	03/30/78	11/26/86	Amiccuci, Linda	Clerk 1 Taxation & Finance
(8)	10/24/88	08/10/06	Chambers, Regina	Calculations Clerk 1 Taxation & Finance
(9)	05/05/05	07/28/07	Leisenfelder, Melissa	Keyboard Specialist 2 Taxation & Finance
(10)	12/30/04	02/05/08	Pylinski, Barbara	Tax Compliance Rep 1 Taxation & Finance
(11)	07/29/93	09/04/08	McKenna, Janet	Verbatim Reporter WCB

**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.	479-A	16-30	Investigative Auditor, Suffolk County	1/9/10	OC/PROM
2.	481-A	61-75	Administration Series	1/9/10	OC/PROM/NCP
3.	482-A	16-30	Administration Series	1/9/10	OC
4.	402-B	1-30	Audio-Visual/Electronic/ Micro-Computer Series	1/23/10	OC/PROM/NCP Pre-rating
5.	403-B	91-105	Environmental Analyst, Planner, Technician	1/23/10	OC/ PROM/TRAN
6.	482-A	1-15	Administration	1/23/10	OC/PROM
7.	491-A	1-30	Parole/Substance Abuse	1/23/10	OC/PROM
8.	492-A	1-15	Thruway Communications Supervisor	1/23/10	PROM
9.	493-A	61-75	Sr Transportation Information Assistant	1/23/10	OC/PROM
10.	496-A	61-75	Parks & Grounds Series (State & local)	1/23/10	OC Pre-rating

**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.	400-A	1-15	Treatment Team Leader	10/31/09	Prom
		31-45	“ “ “	“	“
	401-A	1-109	“ “ “	“	“
	402-A	1-124	“ “ “	“	“
2.	490-H	1-45	Tax Operations	10/31/09	Prom
3.	451-A	1-100	Local Information Technology Managers Series	12/5/09	OC/Prom/NCP

**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>
4.	491-H	31-60	Tax Operations	10/31/09	Prom
5.	452-A	1-94	Local Information Technology Managers	12/5/09	OC/Prom
6.	494-A	1-15 76-90	Museum Educators/Historians " " "	1/23/10 "	OC "
7.	400-B	16-30 76-90 106-120	Audio-Visual/Electronic/Micro-Computer Series	1/23/10	OC/Prom/NCP Pre-Rating
8.	495-A	46-60	Parks and Grounds Series	1/23/10	OC/Prom/NCP
9.	490-A	1-30	Business Services Specialists Series	1/23/10	OC
10.	491-A	31-45 76-90	Parole Substance Abuse Counselors	1/23/10	OC/Prom
11.	491-H	1-30	Tax Operations	10/31/09	Prom
12.	492-H	1-30	Tax Operations	10/31/09	Prom
13.	490-H	46-90	Tax Operations	10/31/09	Prom
14.	489-A	1-45 76-90	Insurance Premium Auditor 2 & 3	1/23/10	Prom

## 6. MERIT AWARDS

Report on Merit Awards

### MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Mary Ann Valikonis  
**SUBJECT:** Merit Awards for Employee Suggestions  
**DATE:** February 22, 2010

Attached is a summary of employee suggestions for which merit awards have been recommended by the Suggestion Committees of the operating agencies involved. The agency recommendations have been reviewed by the Employee Suggestion Program for the Commission's consideration.

If the awards are approved as recommended, the cash award granted will amount to \$700.00, of which \$300.00 will be paid by the Department of Civil Service.

Attachments

<b>SUGGESTION # AND AUTHOR</b>	<b>TITLE AND DEPARTMENT</b>	<b>SUMMARY OF SUGGESTION</b>	<b>RECOMMENDED AWARD</b>
<p><b>6.5</b> <b>137256</b> <b>Kathleen Matulis</b> <b>and Sandra Bishop</b></p> <p><b>APPROVED</b></p>	<p>Secretary I, Grade 11 and Secretary II, Grade 15 respectively</p> <p>NYS Workers' Compensation Board (WCB)</p>	<p>Ms. Bishop and Ms. Matulis proposed the removal of the use of a Confidential shredding service and a return to the use of employee operated manual shredders. The suggesters also stated that there are many documents placed in the confidential shredding bins that are not necessarily confidential in nature. This unnecessarily adds to the cost incurred when using the shredding service. This suggestion was implemented in part on 12/21/09. The Board will not return to manual shredders, but did issue a memo based upon this suggestion regarding the appropriate use of the confidential shredding bins to reduce the added costs generated when inappropriate documents are placed in the bins. The recommended intangible award of \$100.00 identifies the suggestion's moderate value and extended application as well as the lack of relatedness to the suggesters' job duties.</p>	<p>Certificates of Merit and a \$100.00 cash award; \$50.00 per suggester. \$100 will be paid in total by the Department of Civil Service.</p>
<p><b>6.6</b> <b>155163</b> <b>Christine Houck</b></p> <p><b>APPROVED</b></p>	<p><b>Keyboard Specialist 1, Grade 06</b></p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Ms. Houck proposed that rather than type out an entire return certification on a separate form, a rubber stamp and the State seal be used on the return itself. The suggester stated that this change will save on the amount of paper used, and that the time it takes to complete certifications will be cut in half or more.</p> <p>This suggestion was implemented on August 1, 2009.</p> <p>The recommended initial award of \$300.00 is based upon an initial net savings estimate of \$5,100, with 10% of net savings (\$510.00) reduced to \$459.00 based upon a job relatedness factor of 10%. The committee proposes to pay \$300 now, with the balance calculated and paid after one full year of implementation.</p>	<p>\$300.00 Initial Cash Award and a Certificate of Merit with balance of award paid upon calculation of total first year savings. If this award is approved, \$100.00 will be paid by the Department of Civil Service and \$200 will be paid by the Department of Taxation and Finance.</p>

<b>SUGGESTION # AND AUTHOR</b>	<b>TITLE AND DEPARTMENT</b>	<b>SUMMARY OF SUGGESTION</b>	<b>RECOMMENDED AWARD</b>
<p>6.7 160407 William Moran</p> <p><b>APPROVED</b></p>	<p><b>Information Technology Specialist 3, Grade 23</b></p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Mr. Moran proposed that the Department of Taxation and Finance do a separate, special National Change of Address (NCOA) extract for active business DBA (Doing Business As) records. Extracts are currently being ordered solely based upon the legal name filed with the Department of State. The suggestion addresses the fact that the Department is not receiving the change of address records for businesses that have filed a change of address with the US Postal Service using their DBA rather than their legal name. The receipt of additional correct addresses will result in a cost savings due to less returned mail (nixie mailings).</p>	<p>Certificate of Merit</p>
<p>6.8 165521 Kathy Rupert</p> <p><b>APPROVED</b></p>	<p><b>Assistant Workers' Compensation Examiner , Grade 09</b></p> <p>NYS Workers' Compensation Board)</p>	<p>Ms. Rupert proposed that any forms that need to be identified as containing an original signature be modified to require completion using a pen with blue ink. The result would be an easier, faster way to identify whether or not a signature is original, resulting in reduced costs and less errors when processing the forms. Fewer forms would be returned to sender in error, and claims would be processed more quickly. This suggestion was implemented on January 11, 2010. The suggestion is not related to Ms. Rupert's job duties or responsibilities. The suggestion committee at the NYS Workers' Compensation Board recommended a Certificate of Merit and an intangible cash award of \$300.00 based upon the suggestion having substantial value ( a high number of forms were revised) but with limited extent (only the Board's Claims Bureau is affected).</p>	<p>\$300.00 cash award and a Certificate of Merit</p> <p>If this award is approved as recommended, the Department of Civil Service will pay the first \$100 of the award and issue a Certificate of Merit. The Workers' Compensation Board will pay the balance of \$200.00</p>

## 7. VACANT EXEMPT CLASS POSITIONS – March 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>
Comptroller	02000	00030	Director Fiscal Research and Policy Analysis
		02945	Deputy Comptroller
		07050	Assistant Deputy Comptroller
Correctional Services	10160	40916	Investigator
Executive Chamber	01000	00505	Program Associate
		00711	Legislative Assistant
		00719	Confidential Stenographer
		00722	Confidential Stenographer
		00900	Executive Assistant to the Governor
		00901	Confidential Stenographer
		01102	Legislative Assistant
		01106	Legislative Assistant
01507	Confidential Stenographer		
General Services	01050	00115	Director of Public Information
Health	12000	88512	Deputy Commissioner
Homeland Security	01077	10083	Special Assistant
Inspector General	21700	01042	Investigative Assistant
Law	03000	06560	Investigator
		06797	Investigator
Mental Retardation	51000	10060	Chief Investigations
Public Integrity	19005	00118	Associate Counsel
Public Service 16000	00050	Deputy Director	

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
State	19000	06709	Special Assistant
Tax & Finance20010	00041	Director of Public Information 03002 04102	Deputy Counsel Assistant Deputy Commissioner
Transportation 17110	10009	Special Assistant 10121 10601	Assistant Public Information Officer Deputy Inspector General

## 8. SECTIONS 55-B and C – March 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>
Children & Family Services	Clerk 1	10398
	Vocational Rehabilitation Counselor 1	61319
Health	Information Technology Specialist 1	01830
	Mail and Supply Clerk 1	52045
Medicaid Inspector General	Management Specialist 1	41542
Mental Retardation & Developmental Disabilities	Clerk 1	04983
Motor Vehicles	Clerk 1	00409
	Clerk 1	01630
	Clerk 1	01640
	Data Entry Machine Operator	67013
State	Telecommunications Analyst 1	03940
Tax & Finance	Clerk 1	40415
	Taxpayer Services Rep 1	46737
Thruway Authority	Clerk 1	55090
Transportation	Motor Equipment Mechanic	70150
Upstate Medical University	Nursing Station Clerk 1	50376
Veterans Affairs	State Veterans Counselor	00215

Section 55-b – 14 positions

Section 55-c – 3 positions

**NYS CIVIL SERVICE COMMISSION**  
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MARCH 2010

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**NEW YORK STATE CIVIL SERVICE COMMISSION**

**INTEROFFICE  
MEMORANDUM**

TO: Commissioner Groenwegen  
FROM: Shirley LaPlante  
SUBJECT: March 2010 Commission Meeting  
DATE: March 15, 2010

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

**Wednesday, March 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

Richard Ciprioni  
Al Jordan

David Ernst