

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

March 23, 2011

1. MUNICIPAL SERVICE

- 1.8 (A) TROY CITY CIVIL SERVICE COMMISSION. Request for Commission approval of two resolutions amending the Appendices of the Troy City Civil Service Rules.

Disapproved based on information received by the City Commission indicating that the requested documentation for two of the requests was not available and the third position was actually being filled by an independent contractor and therefore does not require a determination on jurisdictional classification.

- 1.19 (B) ALBANY COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Text of the Albany County Civil Service Rules.

Local Resolution #13 approved.

- 1.20 (C) CITY OF ONEONTA CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Oneonta Civil Service Rules.

Approved.

- 1.21 (D) ONTARIO COUNTY DIRECTOR OF HUMAN RESOURCES. Request for Commission approval of two resolutions amending the Appendices of the Ontario County Civil Service Rules.

Approved.

- 1.22 (E) ST. LAWRENCE COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the St. Lawrence County Civil Service Rules.

Approved with the following exception:

***Office of the Aging* - The State Commission disapproved the request to place Deputy Director of Office for the Aging in the non-competitive class (designated policy influencing/confidential) based on the lack of compelling justification and the lack of**

the demonstration that the Director is a bona fide department head, and that the Deputy Director has the authority pursuant to local law to act for and in place of the Director.

1.23 (F) WARREN COUNTY PERSONNEL OFFICER. Request for Commission approval for the resolution amending the Appendices of the Warren County Civil Service Rules.

Approved.

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.	Benedict, Jr., Gary W.	2	Livingston County Mount Morris, Village of Chief of Police Competitive	01/01/2011 12/31/2012	\$67,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Livingston County Personnel Office conduct an examination to determine if there are any qualified non-retirees available for appointment.							
2.	Siersma, Robert P.	4	Monroe County District Attorney's Office Senior District Attorney Investigator Exempt	02/25/2011 02/24/2013	\$65,025	Yes	Approved
The State Commission approved the request for the period of 02/25/11-02/24/13.							
3.	Murphy, Robert D.	6	Monroe County Sheriff's Office Statewide Automated Fingerprint Identification System Manager NonComp nonPolicy	03/15/2011 03/14/2013	\$66,910	Yes	Approved
The State Commission approved the request for the period of 03/15/11-03/14/13.							
4.	McHugh, Robert A.	0	Nassau County District Attorney's Office Special Investigator III Competitive	07/22/2010 07/21/2012	\$95,900	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 07/22/10-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
5.	Candido, Jr., Alfred J.	4	Oneida County Executive Chief of Staff Exempt	02/07/2011 02/06/2013	\$86,000	Yes	Approved
The State Commission approved the request for the period of 02/07/11-02/06/13.							

6.	Maresca, Jackie A.	4	Orange County Wallkill, Town of Assistant Building Inspector III Competitive	02/01/2010 01/31/2012	\$48,508	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 02/01/10-12/31/10. If approval is sought beyond 12/31/10, the Town of Wallkill must re-canvass the eligible list to determine the availability of other qualified non-retired persons to perform the duties and responsibilities of the position. If three or more candidates indicate interest in the position, each must be given the opportunity to be interviewed and any declination must be provided in writing.							
7.	Levine, Ronald	0	Rockland County County Executive Director of Communications Exempt	01/13/2011 01/12/2013	\$86,000	Yes	Approved
The State Commission approved the request for the period of 01/13/11-01/12/13.							
8.	Sullivan, Gary S.	2	Seneca County Sheriff's Office Undersheriff Exempt	12/01/2010 11/30/2012	\$59,481	Yes	Approved
The State Commission approved the request for the period of 12/01/10-11/30/12.							
9.	Ludwig, George	4	Suffolk County District Attorney's Office Assistant Special Investigator Exempt	01/01/2011 12/31/2012	\$101,320	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
10.	Primiano, John J.	.50	Suffolk County District Attorney's Office Special Investigator Exempt	01/01/2011 12/31/2012	\$94,623	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
11.	Farrell, John	12	Suffolk County Town of Babylon Deputy Commissioner of Planning and Development Exempt	01/04/2011 01/03/2012	\$89,128	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/04/11-12/31/11. Approval beyond 12/31/11 is not necessary as the retiree will attain the age of 65 in 2012.							
12.	Murphy, Edward J.	6	Westchester County District Attorney's Office Senior Criminal Investigator Exempt	04/02/2011 04/01/2013	\$110,005	Yes	Approved
The State Commission approved the request for the period of 04/02/11-04/01/13.							

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.	Monroe, Kevin D.	0	Allegany County Sheriff's Department Undersheriff Exempt	01/01/2011 12/31/2012	\$44,879	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
2.	Naik, Nalini D.	0	Broome County Dept. of Mental Health Staff Psychiatrist NonComp nonPolicy	01/01/2011 12/31/2012	\$56,259	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-12/31/11. Approval beyond 12/31/11 is not necessary as the retiree will attain the age of 65 in 2012.							
3.	Minor, Alex J.	0	Broome County Sheriff's Office Undersheriff Exempt	03/01/2011 02/28/2013	\$74,099	Yes	Limited Approval
The State Commission approved the request for the limited period of 03/01/11-12/31/12. Approval beyond 2012 is not necessary as the retiree will attain the age of 65 in 2013.							
4.	Rye, Elizabeth A.	0	Nassau County District Attorney's Office Special Financial Investigator Exempt	10/25/2010 10/24/2012	\$66,800	Yes	Approved
The State Commission approved the request for the period of 10/25/10-10/24/12.							
5.	Butler, Darlene J.	0	Rensselaer City School District Senior Account Clerk (School District) Competitive	01/01/2010 12/31/2011	\$41,000	No	Limited Approval
The State Commission approved the retroactive request for the limited period of 01/01/10-12/31/10. The limited period of approval through 12/31/10 was granted as there was an urgent need for Ms. Butler's services as a result of an unplanned, unpredictable and unexpected vacancy and sufficient time was not available to recruit a qualified individual. If approval is sought beyond 12/31/10, the City of Rensselaer Civil Service Commission must conduct an examination to determine if there are any qualified non-retirees available for appointment.							

6.	Jackson, Jeffry A.	0	City of Rensselaer Commissioner of Assessment and Taxation Exempt	01/01/2010 12/31/2011	\$21,588	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
7.	Stevens, Ronald R.	1	Schoharie County Sheriff's Department Undersheriff Exempt	01/01/2011 06/30/2012	\$60,600	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-12/31/11. Approval beyond 2011 is not necessary as the retiree will attain the age of 65 in 2012.							
8.	Carey, Kevin J.	0	Suffolk County Department of Health Services Contractual Nursing Home Director Services	01/01/2011 12/31/2011	\$192,000	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/11.							
9.	Jackson, Jeffry A.	0	Washington County Town of Cambridge Assessor NonComp nonPolicy	01/01/2010 12/31/2011	\$17,590	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
10.	Wasser, M.D., Thomas D.	0	Wayne County Jail Physician (Part- Time) NonComp nonPolicy	01/01/2011 12/31/2011	\$78,000	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/11.							

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.	Belfiore, Thomas E.	0	Criminal Justice Services, Division of (DCJS) Deputy Commissioner-Director of Intelligence and Strategies for Public Safety Exempt	03/23/2011 03/22/2013	\$149,000	Yes	Approved
The State Commission approved the request for the period of 03/23/11-03/22/13.							
2.	Near, Jan A.	4	Criminal Justice Services, Division of (DCJS) Senior Training Technician (Police) Competitive	02/08/2011 02/07/2013	\$56,550	Yes	Disapproved
The State Commission disapproved the request. The New York State Division of Criminal Justice Services (DCJS) failed to demonstrate that "there are not readily available for recruitment of other qualified persons". If the agency believes that the minimum qualifications for the position are not appropriate, DCJS must discuss any proposed revisions with this Department's Division of Classification and Compensation.							
3.	Coughlin, Edward J.	6	Insurance, Department of Insurance Frauds Investigator I NonComp nonPolicy	04/11/2011 04/10/2013	\$61,604	Yes	Approved
The State Commission approved the request for the period of 04/11/11-04/10/13.							

2.	PENSION WAIVERS FOR RETIREES / OTHER						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.	Zagajeski, Stephen E.	8	Assembly Deputy Sergeant at Arms Unclass	01/01/2011 12/31/2012	\$77,250	Yes	Limited Approval
	The State Commission approved the request for the limited period of 01/01/11-06/30/11. If approval is sought beyond June 30, 2011, a formal recruitment effort must be conducted.						

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

- 3.14 (A) FOR COMMISSION RECONSIDERATION. Request from the Department of Environmental Conservation to suspend the Attendance Rules for three employees in Erie County who were unable to report to work on December 2, 2010 due to road closures by local officials.

Disapproved.

- 3.15 (B) FOR COMMISSION RECONSIDERATION. Request from the Office of Temporary and Disability Assistance to suspend the Attendance Rules for one employee in Cattaraugus County who was unable to report to work on December 1, 2010 due to road closures by county officials.

Disapproved.

- 3.17 (C) CONFERENCE regarding the Office of Mental Health's request for exempt classification of the following positions which they are asking to have established:

Chief Investigations
Assistant Chief Investigations
Investigator

(Control No. 10-038)

Approved (Commission approval is for one position only in each title)

- 3.18 (D) DIVISION OF CRIMINAL JUSTICE SERVICES. Request for Commission approval of exempt classification of the position of Special Counsel. (Control No. 11-002)

Approved (Reclassified from Associate Counsel - exempt).

- 3.19 (E) OFFICE OF MENTAL HEALTH. Request for Commission approval of non-competitive classification of an additional position of Advocacy Specialist 2 which they are asking to have established. (Control No. 10-043)

Approved (not phi) - INCREASED FROM 4 to 5 IN APPENDICES.

- 3.20 (F) DEPARTMENT OF TAXATION AND FINANCE. Request for Commission approval of exempt classification of the position of Legislative Liaison which was originally requested as Deputy Director of Legislative Affairs. (Control No. 11-004)

Approved (Reclassified from Assistant Counsel - exempt).

- 3.21 (G) FOR COMMISSION CONSIDERATION. Matter of adding the subheading Office of Indigent Legal Services to the exempt class listing and request for Commission approval of exempt classification of the position of Counsel. (Control No. 11-003)

Approved.

- 3.22 (H) FOR COMMISSION CONSIDERATION. Request from the Office of the State Comptroller to suspend Attendance Rules for six employees in Erie County who were unable to report to work on December 2, 2010 due to severe snowstorm and road closures by local officials.

Disapproved.

- 3.23 (I) DEPARTMENT OF STATE. Request for Commission approval of exempt classification of the position of Deputy Secretary of State for Communications and Community Affairs. (Control No. 11-006)

Approved(Reclassified from Director of Public Information - exempt).

- 3.24 (J) OFFICE FOR TECHNOLOGY. Matter of deleting the position of Manager Information Services from the exempt class listing.

Approved.

- 3.25 (K) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held February 9, 2011.

Approved.

4. LEAVES OF ABSENCE – March 2011 – APPROVED AS INDICATED

PLEASE NOTE: LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS THROUGH 9/1/11 WITH THE EXCEPTION OF NUMBER 7, WHICH WAS APPROVED FROM 3/3/07 THROUGH 9/1/11 IN ORDER TO COVER THE RETROACTIVITY.

IN ORDER TO EXTEND LEAVES BEYOND THAT 6 MONTH PERIOD, A NEW REQUEST MUST BE SUBMITTED TO THE CIVIL SERVICE COMMISSION.

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)	5/1/11	9/1/11	Light,Mary C	Admnmv Assnt Tr 1 Competitive Civil Service	Spec Assnt Exempt Civil Service
(2)	5/1/11	9/1/11	Light,Mary C	Secy 2 Competitive Civil Service	Spec Assnt Exempt Civil Service
(3)	5/1/11	9/1/11	Taylor,Deirdre A	Testing Svs Prgm Mgr Competitive Civil Service	Deputy Commr Exempt Civil Service
(4)	12/29/10	9/1/11	Blackman,Christine J	Secy 2 Competitive Comptroller	Exec Secy Exempt Comptroller
(5)	3/1/11	9/1/11	Lombardo,Ivy S	Corrl Fclty Food Ad 2 Competitive Cor Auburn	Deputy Supt Admnmv S 3 Non-Competitive Cor Orleans
(6)	3/12/11	9/1/11	Daly,Joan M	Inst Steward Competitive Cor Cayuga	Deputy Supt Admnmv S 2 Non-Competitive Cor Butler
(7)	3/3/07	9/1/11	Fitzgerald,Patrick	Indus Qulty Contl Ana Non-Competitive Cor Main Office	Indus Supt Competitive Cor Coxsackie
(8)	3/1/11	9/1/11	Melecio,Phil	Supvg Corr Cnslr Competitive Cor Main Office	Deputy Supt Progm S 2 Non-Competitive Cor Hale Creek
(9)	3/1/11	9/1/11	Adler,Edward M	Supvg Corr Cnslr Competitive Cor Otisville	Deputy Supt Progm S 3 Non-Competitive Cor Arthur Kill

(10)	3/26/11	9/1/11	Pariso,Anthony	Supvg Corr Cnslr ASAT Competitive Cor Willard DTC	Deputy Supt Progm S 3 Non-Competitive Cor Willard DTC
(11)	3/1/11	9/1/11	Allen,Gregory S	Info Sys Auditor 3 Competitive Hlth Main Off	Health Prog Dir 3 Exempt Hlth Main Off
(12)	3/1/11	9/1/11	Horan,Sue M	Admnv Assnt Competitive Hlth Main Off	Exec Secy Exempt Hlth Main Off
(13)	2/1/11	9/1/11	Jung,Thomas M	Health Faccts Plnrr 3 Competitive Hlth Main Off	Deputy Dir Exempt Hlth Main Off
(14)	3/1/11	9/1/11	Maloney,Debra L	Admnv Assnt Competitive Hlth Main Off	Spec Assnt Exempt Hlth Main Off
(15)	2/1/11	9/1/11	Nazarko,Michael	Aids Prgm Mngr 2 Competitive Hlth Main Off	Executive Dir Unclassified Health Research, Inc.
(16)	2/1/11	9/1/11	Servis,Keith	Health Prog Admr 4 Competitive Hlth Main Off	Health Prog Dir 2 Non-Competitive Hlth Main Off
(17)	5/1/11	9/1/11	Esche III,Henry W	Info Tech Spec 2 Competitive Homeland Scrty and Emerg Srvcs	Spec Assnt Exempt Homeland Scrty and Emerg Srvcs
(18)	5/1/11	9/1/11	Smith,Thomas D	Program Tech Anlst 5 Competitive Homeland Scrty and Emerg Srvcs	Counsel Exempt Homeland Scrty and Emerg Srvcs
(19)	4/1/11	9/1/11	Fitzgerald,Sean	Hsg & Cmty Ren Mgr 1 Competitive Housng & Comm Ren	Assnt Commissioner Exempt Housng & Comm Ren
(20)	4/1/11	9/1/11	Skrill,Leonard	Hsg & Cmty Ren Spec 2 Competitive Housng & Comm Ren	Spec Assnt Exempt Housng & Comm Ren
(21)	4/16/11	9/1/11	Dejohn,Sandra M	Secy 1 Competitive Labor Mgmnt Cm	Conf Stenographer Exempt Labor Mgmnt Cm
(22)	5/1/11	9/1/11	Appel,Anita	Chf Mntl Hlth Chld Ts Competitive MH Brooklyn Chl	Deputy Dir Psy Cntr 2 Non-Competitive MH Main Office

(23)

5/1/11

9/1/11

Krajewski, Robin A

Chf Mntl Hlth Trm Srv
Competitive
MH Pilgrim

Deputy Dir Psy Cntr 2
Non-Competitive
MH Main Office

4. STAFFING SERVICES/REINSTATEMENTS - CALENDARED

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)	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.	419E	121-135	Parks and Grounds Series	1/8/11	OC/PROM
2.	421E	106-120	Meter Reader and Repair	1/8/11	OC
3.	428E	46-60	Natural Science Educators	1/8/11	OC/PROM
4.	431E	16-45	Employment and Fiscal Training Auditors	1/8/11	PROM
5.	431E	46-60	Employment and Training Fiscal Auditor 2 & 3	1/8/11	OC/PROM
6.	431E	91-105	Accounting and Auditing	1/8/11	OC/PROM/ NCP
7.	432E	1-15	Accounting and Auditing	1/8/11	OC/PROM/ NCP
8.	423E	46-60	DOL Tax Compliance Series	2/3/11	PROM

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

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	411-E	31-75 91-105	Dairy Products Specialists	12/11/10	Prom
2.	486-D	1-15	Utility Consumer Specialists	12/11/10	OC/Prom
	487-D	46-75 31-40	Series " " " "	"	" "
3.	401-E	1-15	Local Info Tec Managers	12/11/10	OC/Prom/NCP
		61-75	" " " "	"	" " "
	402-E	16-30	" " " "	"	" " "
		31-45	" " " "	"	" " "
	402-E	61-75	" " " "	"	" " "
	403-E	16-30	" " " "	"	" " "

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.	412-E	1-15 16-30	Local Higher Level Social Welfare Examiner Series	12/11/10	OC/Prom/NCP
5.	489-D	1-45	Senior Bank Examiner	12/11/10	Prom
6.	430-E	121-135	Accounting and Auditing	1/8/11	Prom
7.	413-E	31-45 61-75	Local Higher Level Social Welfare Examiner Series	12/11/10	OC/Prom/NCP
8.	427-E	31-75 91-105	Natural Science Educators “ “ “	1/8/11	OC/Prom
9.	430-E	121-135	Accounting and Auditing	1/8/11	Prom
10.	485-D	1-45 76-120	Policyholder Services Rep 2 /Underwriter 2	12/11/10	Prom
11.	488-D	1-45	State Program Examiner 2	12/11/10	Prom
12.	423-E	1-30 76-90	DOL Tax Compliance Series	1/8/11	Prom
13.	437-E	1-15	Receptionist Series	1/22/11	OC

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>		<u>Subject</u>
5.11	417-F	16-30 31-60 61-75 76-90	Written expression: preparing written material Written expression: creating & reviewing written Material Analyzing information in text, data, images or Symbols Logical reasoning
5.12	418-F	1-105	Director Supervision of staff
5.13	419-F	1-104	Administrative Supervision of staff
5.14	420-F	1-73	Administrative management of work & resources

6. MERIT AWARDS

Report on Merit Awards.

MEMORANDUM

TO: Civil Service Commission

FROM: Mary Ann Valikonis

SUBJECT: Merit Awards for Employee Suggestions

DATE: February 15, 2011

Attached is a summary of two employee suggestions for which merit award 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 award granted will amount to \$25.00, of which \$25.00 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>6.4 388791 Veronica Kolkhorst</p> <p>APPROVED</p>	<p>Sr. Workers' Compensation Examiner Salary Grade 18</p> <p>Workers' Compensation Board (WCB)</p>	<p>Ms. Kolkhorst proposed that the Workers' Compensation Board (WCB) stop sending decisions to offices within the WCB through the U.S. Postal Service. The Advocate for Injured Workers' Office, an internal business unit within the Workers' Compensation Board, was put on notice as a Party of Interest for all World Trade Center compensation cases. Anytime a Notice of Decision or Notice of Hearing is generated, it is mailed to all Parties of Interest by the U. S. Postal service, including such office. Her suggestion was either to remove such office completely, or to change such office to an indirect Party of Interest so that the notices are not mailed. Implementing this suggestion saves the cost of mailing these notices through the U.S. Postal Service. This suggestion was implemented on 12/30/10 when the agency changed codes in the Claims information System to eliminate these mailings. The yearly cost savings was estimated to be \$126.72 (32 per month x .33 bulk mailing rate x 12). 10% of this savings is \$12.67, which falls short of the minimum award. Therefore, the committee recommends a \$25.00 award. The committee states that this suggestion was not job-related.</p>	<p>\$25.00 cash award and a Certificate of Merit.</p> <p>All of the \$25.00 of award will be paid by the Department of Civil Service.</p>
<p>6.5 390106 Robert Van Buren</p> <p>APPROVED</p>	<p>Associate Accountant Salary Grade 23</p> <p>New York State Department of Taxation and Finance (DTF)</p>	<p>Mr. Van Buren suggested that Department correct an oversight to include a charge (within the NYC administration charge for the Alcoholic Beverage tax) for the cost of the DTF processing unit. Because of implementing this suggestion, the DTF will receive approximately \$10,000 in chargebacks from NYC for administering part of their tax program. The agency implemented the suggestion on 7/01/10. The suggestion committee states that this suggestion was 100% job related, and thus recommends a Certificate of Merit.</p>	<p>Certificate of Merit</p>

7. VACANT EXEMPT CLASS POSITIONS - APPROVED EFFECTIVE 3/23/11

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>
Insurance Department	13000	04300	Deputy Superintendant

ADDED ITEM:

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Insurance Department	13000	00352	Special Assistant

8. SECTIONS 55-B and C - APPROVED EFFECTIVE 3/23/11

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>
Children & Family Services	Vocational Rehab Counselor	61864
Correctional Services	Clerk 1	31104

Section 55-b – 2 positions

Section 55-c – 0 positions

(As of February 11, 2011 there were 1050 55-b and 103 55-c positions filled)

10. NEW BUSINESS - APPROVED

FOR COMMISSION CONSIDERATION. Request for Commission approval of the cover-in to the competitive class those individuals named in the Stipulation (Index No. 2144-09) regarding the 2008 reclassification of 29 titles from the competitive to the non-competitive class and deletion of the titles from the non-competitive class listing.

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

MARCH 2011

<u>CODE</u>	<u>SUBJECT</u>	<u>PAGES</u>
1	Municipal Service	1 (A-F)
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	Local Government	2 (A)
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2-a	Extensions in Service Over Age Seventy	
3	Executive	3 (A-K)
4	Staffing Services	
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10	New Business	10 (K)



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

SUBJECT: March 2011 Commission Meeting

DATE: March 15, 2011

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

Wednesday, March 23

10:00 a.m. – At Meeting Room 7 of East Concourse

Calendar Pages 1, 2, 3, 4, 5, 6, 7, 8 and 10

cc: Comr. Ahl
Comr. Hanrahan
Judith Ratner

Nancy Kiyonaga
Al Jordan
Shirley LaPlante

Anthony Rotundo
Jennifer Paul