

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK

May 18, 2011

1. MUNICIPAL SERVICE

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

Local Resolution numbers 9-2010, 4-2011, 5-2011, 6-2011, 7-2011, and 12-2011 were approved.

1.33 (B) CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Text and Appendices of the Cattaraugus County Civil Service Rules.

Approved.

1.34 (C) CITY OF MIDDLETOWN CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Middletown Civil Service Rules.

Approved.

1.35 (D) CITY OF OSWEGO PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Text of the Oswego City Civil Service Rules.

Approved.

1.36 (E) SCHOHARIE COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Schoharie County Civil Service Rules.

Approved.

1.37 (F) TOMPKINS COUNTY COMMISSIONER OF PERSONNEL. Request for Commission approval of the resolution amending the Appendices of the Tompkins County Civil Service Rules.

Approved with the following exceptions:

In the Town of Danby (population under 5000) – The State Commission disapproved without prejudice the request to place Water Treatment Plant Operators (Type B Plant) (Part-Time) in the non-competitive class based on the practicability of competitive examination via the decentralized examination program, and to provide Tompkins County time to submit evidence of recruitment difficulty. Specifically, a decentralized examination should be held and the eligible list canvassed.

In the Town of Ulysses - The State Commission disapproved without prejudice the request to place Water Distribution and Maintenance Operators in the non-competitive class based on the practicability of competitive examination via the decentralized examination program, and to provide Tompkins County time to submit evidence of an aggravated recruitment difficulty. Specifically, a decentralized examination should be held and the eligible list canvassed.

In the Town of Newfield – The State Commission disapproved without prejudice the request to place Code/Fire Enforcement Officers (Part-Time) in the non-competitive class based on the practicability of examination, and to provide Tompkins County time to submit evidence of a documented aggravated recruitment difficulty.

In the Village of Cayuga Heights (population under 5000) – The State Commission disapproved without prejudice the request to place Code/Fire Enforcement Officers (Part-Time) in the non-competitive class based on the practicability of examination, and to provide Tompkins County time to submit evidence of a documented recruitment difficulty. In this case, the agency must at least provide documentation showing that the eligible list was canvassed and describe the results of the canvass.

The State Commission noted that salary information was lacking, and should be provided with any subsequent requests for reconsideration. Additionally, the State Commission expects to receive any updated recruitment information for these requests by its September meeting, as decentralized examinations can be held for two of the titles, and there is potentially a current eligible list in existence for the remaining two titles.

1.38 (G) WESTCHESTER COUNTY COMMISSIONER OF HUMAN RESOURCES. Request for Commission approval of the resolution amending the Appendices of the Westchester County Civil Service Rules.

Approved.

1.39 (H) FOR COMMISSION REVIEW. Summary of Annual Reports for 2010.

The State Commission reviewed and approved the Summary of Annual Reports for 2010. The summary will be available on the Department of Civil Service's public website.

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

The State Commission commended DCAS on the progress made in reducing provisional appointments to date and recognized the challenges faced by the Department of Citywide Administrative Services in accomplishing its five-year Plan.

- 1.41 (J) 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 as it relates to positions in the New York City Police Department.

The State Commission approved the placement of the Chief of Staff – PD, Deputy Commissioner (Counterterrorism) – PD, and Deputy Commissioner (Intelligence) – PD in the exempt class.

- 1.42 (K) 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 calendered the request to place twelve information technology titles in the non-competitive class and directed Commission staff and DCAS staff to discuss the progress made by DCAS to develop a position-specific competitive testing program for these positions, and the need for additional information to justify DCAS' requests.

- 1.43 (L) NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES.
Request for Commission approval of the resolution amending the Classified Service of the Personnel Rules and Regulations of the City of New York.

The State Commission took the following action:

Agency Security Director (unlimited positions in all agencies) – The State Commission disapproved this request without prejudice to provide DCAS an opportunity to submit position specific information to support the positions requested. The State Commission acknowledges that select positions in specific agencies may be appropriate for removal from the competitive class, but it has not been demonstrated that all positions in this title warrant such classification. It was noted that it may be appropriate for DCAS to modify its approach to classifying these positions to address the different needs of agencies where the positions exist.

Director (Employee Assistance Program) (one per agency in all agencies) and Employee Assistance Program Specialist (unlimited positions in all agencies) – The State Commission calendered this request to provide the agency time to review the duties of the positions in the agencies where they exist and classify the positions in a manner which accurately reflects the duties performed and qualifications needed to meet the agencies' specific needs.

High School Student Aide – The State Commission approved the placement of this title in the non-competitive class based on the impracticability of competitive examination and previous State Commission determinations.

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.	Van Amburgh, Robert J.	4.5	Albany, City of Executive Assistant to the Mayor Exempt	01/01/2011 12/31/2011	\$58,917	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/11.							
2.	Devore, Paul	0	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$82,773	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 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.							
3.	Genn, Joshua	2	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$74,250	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 was granted with the stipulation that the Nassau County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.							
4.	Giardina, Philip	4	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$74,250	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 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.	Maley, Edward	2	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$74,250	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 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.							
6.	McDonald, Thomas S.	2	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$74,250	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 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.							
7.	Napolitano, William	2	Nassau County - District Attorney's Office Special Investigator I (Index Crime) Competitive	01/01/2011 12/31/2012	\$74,250	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/12. The limited period of approval through 09/30/12 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.							
8.	Brackin, Francis H.	0	Onondaga County Health Department Computer Evidence Specialist III NonComp nonPolicy	07/01/2010 06/30/2012	\$71,411	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 07/01/10-06/30/12.							
9.	Morris, Donald L.	3.5	Onondaga County East Syracuse, Village of Police Chief (Type A) Competitive	07/01/2011 06/30/2013	\$77,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/11-06/30/12. If approval is sought beyond 06/30/12, the eligible list must be re-canvassed and if there are fewer than three							

	reachable non-retirees interested in appointment, the Onondaga County Department of Personnel must request an examination to ensure participation in the March 2012 Police Chief/Assistant Police Chief Examination Series.						
10.	Berger, Darryl	10.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$124,836	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
11.	Fennessey, Edward J.	6.25	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$139,818	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
12.	Flood, Robert C.	3.25	Suffolk County-District Attorney's Office Senior Detective Investigator Competitive	05/01/2011 04/30/2013	\$141,854	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
13.	Harrington, Dennis D.	5.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$139,818	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
14.	Iacopelli, Thomas A.	4.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$124,836	Yes	Approved

	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
15.	Lane, Richard F.	0.25	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$104,896	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
16.	Marcel, Dennis J.	4.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$124,836	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
17.	McNicholas, Daniel	9.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$124,836	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
18.	Morse, Steven	9.50	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$124,836	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
19.	Neefus, Vincent	3.25	Suffolk County-District Attorney's Office Detective Investigator	05/01/2011 04/30/2013	\$119,773	Yes	Approved

			Competitive				
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
20.	O'Connor, William J.	6	Suffolk County-District Attorney's Office Senior Detective Investigator Competitive	05/06/2011 05/05/2013	\$127,918	Yes	Approved
	The State Commission approved the request for the period of 05/06/11-05/05/13. If approval is sought beyond 05/05/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
21.	Tartaglia, Peter J.	5.5	Suffolk County-District Attorney's Office Senior Detective Investigator Competitive	05/01/2011 04/30/2013	\$158,871	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
22.	Vitucci, Paul	3.25	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$119,773	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
23.	Weber, Thomas	10.25	Suffolk County-District Attorney's Office Detective Investigator Competitive	05/01/2011 04/30/2013	\$134,206	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
24.	Huskie, Michael C.	2	Warren County-District Attorney's Office Investigator	01/01/2008 12/31/2009	\$36,123	Yes	Retroactive Approval

			(District Attorney) Exempt				
The State Commission approved the retroactive request for the period of 01/01/08-12/31/09.							
25.	Huskie, Michael C.	2	Warren County-District Attorney's Office Investigator (District Attorney) Exempt	01/01/2010 12/31/2011	\$36,123	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							

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.	Pierce, Patricia A.	3.25	Erie County - District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	05/30/2011 05/29/2013	\$49,929	Yes	Approved
The State Commission approved the request for the period of 05/30/11-05/29/13.							
2.	Stambach, Mark R.	3.5	Erie County - District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	03/02/2011 03/01/2013	\$49,929	Yes	Approved
The State Commission approved the request for the period of 03/02/11-03/01/13.							
3.	Vaughn, Mark J.	0	Erie County - District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	07/06/2011 07/05/2013	\$53,507	Yes	Approved

	The State Commission approved the request for the period of 07/06/11-07/05/13.						
4.	Fobare, Teresa S.	0	Herkimer County - Frankfort Schuyler Central School Contractual Business Manager Services	02/25/2008 02/28/2008	\$825	No	Retroactive Approval
	The State Commission approved the retroactive request for the period of 02/25/08-02/28/08.						
5.	Fobare, Teresa S.	0	Oneida-Herkimer-Madison BOCES Business Manager I Competitive	01/16/2008 02/08/2008	\$27,706	No	Retroactive Approval
	The State Commission approved the retroactive request for the period of 01/16/08-02/08/08.						
6.	Fobare, Teresa S.	0	Oneida-Herkimer-Madison BOCES Business Manager I Competitive	10/01/2008 12/31/2008	\$27,706	No	Retroactive Approval
	The State Commission approved the retroactive request for the period of 10/01/08-12/31/08.						
7.	Cowin, John T.	0	Onondaga County City of Syracuse Deputy Mayor <i>Pending Jurisdictional Classification</i>	01/01/2010 12/31/2011	\$94,400	No	Retroactive Approval
	The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.						
8.	Martin, Michael J.	3.5	Oswego County Mexico Central School District School Resource Officer Competitive	07/01/2011 06/30/2013	\$45,000	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.						
9.	Fobare, Teresa S.	0	Rome City School District Director of Business and Finance Competitive	10/01/2008 12/31/2008	\$8,225	Yes	Retroactive Approval
	The State Commission approved the retroactive request for the period of 10/01/08-12/31/08.						
10.	Benjamin, Edward D.	1.75	Seneca County District Attorney Assistant District Attorney Exempt	10/01/2010 09/30/2012	\$35,000	Yes	Retroactive Approval

	The State Commission approved the retroactive request for the limited period of 10/01/10-12/31/10. If approval is sought beyond 12/31/10, a formal recruitment effort must be made for the position of Assistant District Attorney, which may include postings in newspapers (both print and online versions), with the Seneca County Personnel Office and with online job sites.						
11.	Graziano, Lucy	.75	Suffolk County - District Attorney's Office District Attorney Investigator Competitive	05/01/2011 04/30/2013	\$63,345	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
12.	Kearns, Kenneth J.	0.75	Suffolk County - District Attorney's Office District Attorney Investigator Competitive	05/01/2011 04/30/2013	\$63,345	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
13.	Shewark Jr., Lawrence A.	.25	Suffolk County - District Attorney's Office District Attorney Investigator Competitive	05/01/2011 04/30/2013	\$63,345	Yes	Approved
	The State Commission approved the request for the period of 05/01/11-04/30/13. If approval is sought beyond 04/30/13, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Suffolk County Department of Civil Service must request an examination to ensure participation in the June 2013 Investigators Series.						
14.	Stone, Jr., William T.	0	Westchester County Village of Pelham Fire Chief (Part-time) (Village of Pelham) NonComp nonPolicy	01/01/2011 12/31/2012	\$55,000	Yes	Approved
	The State Commission approved the request for the period of 01/01/11-12/31/12.						

2. PENSION WAIVERS FOR RETIREES / OTHER ENTITIES		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.	Delgado, Evelyn	4	Liquidation Bureau, New York Director of Investigations Exempt	05/30/2011 05/29/2013	\$115,000	Yes	Approved
The State Commission approved the request for the period of 05/30/11-05/29/13.							
2.	Tuffey, Kevin M.	0.75	Thruway Authority Special Assistant Exempt	01/01/2011 12/31/2012	\$115,022	Yes	Approved
The State Commission approved the request for the period 01/01/11-12/31/12.							

3. EXECUTIVE

- 3.32 (A) 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. 11-005)

APPROVED (not phi) – Increased from 5 to 6 in Appendices

- 3.33 (B) FOR COMMISSION CONSIDERATION. Matter of deletion of the following obsolete position from the exempt class listing:

Office of Children and Family Services
Investigative Auditor (decrease from 2 to 1)

APPROVED

- 3.34 (C) FOR COMMISSION CONSIDERATION. Matter of deletion of the following obsolete position from the exempt class listing:

Labor Management Committees
Employee Relations Assistant (decrease from 6 to 5)

APPROVED

- 3.35 (D) FOR COMMISSION CONSIDERATION. Matter of deleting the subheading Governor's Office of Regulatory Reform and the positions listed thereunder from the exempt and non-competitive class listings and for continued exempt and non-competitive classification of several positions which were transferred to the Division of the Budget.

APPROVED

- 3.36 (E) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held April 14, 2011.

APPROVED

ADDED ITEM

OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES. Request for Commission approval of exempt classification of an additional position of Deputy Commissioner which they are asking to have established. (Control No. 11-010)

APPROVED – Increased from 4 to 5 in Appendices

4. LEAVES OF ABSENCE – May 2011 - APPROVED AS INDICATED

LEAVES WERE APPROVED FOR A LIMITED PERIOD OF 6 MONTHS THROUGH 11/1/11 WITH THE EXCEPTION OF NUMBER 2, WHICH WAS APPROVED FROM 7/22/06 THROUGH 11/1/11 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.

4.9 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)	5/12/11	11/1/11	Otis,Gerald J	Inst Steward Competitive Cor Chateaugay	Deputy Supt Admnv S 3 Non-Competitive Cor Upstate
(2)	7/22/06	11/1/11	Heath,Philip D	Supvg Corr Cnslr Competitive Cor Greene	Supt Corr Fac Non-Competitive Cor Sing Sing
(3)	5/1/11	11/1/11	Bellamy,Karen R	Assnt Dir Inmate Gr Prg Competitive Cor Main Office	Dir Inmate Grv Prg Non-Competitive Cor Main Office
(4)	5/1/11	11/1/11	Vann,Mary Jane	Corr Class Analyst Competitive Cor Main Office	Assnt Dpty Supt Non-Competitive Cor Clinton
(5)	5/21/11	11/1/11	Ball,Robert A	Corr Lieut Competitive Cor Mt Mcgregor	Corrl Fclty Oprtns Sp Non-Competitive Cor Main Office
(6)	7/1/11	11/1/11	Ulberg,John E	Info Sys Auditor 3 Competitive Hlth Main Off	Div Dir Hlth Sys Mgmt Exempt Hlth Main Off
(7)	6/1/11	11/1/11	Allen,William F	Hsg & Cmty Ren Spec 2 Competitive Housng & Comm Ren	Intergov Agy Hsg Cor Non-Competitive Housng & Comm Ren
(8)	7/1/11	11/1/11	Rothblatt,Jon G	Prin Atty Insur Competitive Insurance	Dir Insur Policy An Non-Competitive Insurance
(9)	6/1/11	11/1/11	Collazocrespo,Evelyn C	Clerk 1 Competitive Insurance Fund	Customer Svs Rep 1 Non-Competitive Insurance Fund
(10)	4/1/11	11/1/11	Leiter,Beth I	Clerk 2 Competitive	Customer Svs Rep 1 Non-Competitive

(11)	7/1/11	11/1/11	Sammons,Robert J	Insurance Fund Mgr Info Tech Svcs 2 Tcl Competitive Insurance Fund	Insurance Fund Assnt Dpty Dir Exempt Insurance Fund
(12)	6/1/11	11/1/11	Sammons,Susan E	Secy 1 Competitive Insurance Fund	Custmr Svcs Prgm Spec 1 Non-Competitive Insurance Fund
(13)	6/1/11	11/1/11	Ruberto,Carmine	Assnt Dir Labor Stds Competitive Labor	Dir Labor Standards Non-Competitive Labor
(14)	6/1/11	11/1/11	Starkriemer,Steven	Assoc Atty Competitive MH Main Office	Assnt Counsl Exempt MH Main Office
(15)	3/1/11	11/1/11	Harazin,Marcus	Assnt Dir Off Ag Prgms Competitive Off for Aging	Deputy Dir Exempt Off for Aging
(16)	7/1/11	11/1/11	Finn,Peter C	Dir Financial Admn 5 Competitive P&R Main Off	Deputy Commr Exempt P&R Main Off
(17)	7/1/11	11/1/11	Kane,Daniel S	Parks Prgm Mgr 5 Competitive P&R Main Off	Deputy Commr Exempt P&R Main Off
(18)	6/1/11	11/1/11	Fraley,Edward J	Assnt Parole Svcs Prgm Spec Non-Competitive Parole	Parole Svcs Prgm Spec Non-Competitive Parole
(19)	6/3/11	11/1/11	Miller,Seiveright W	Parole Revocn Spec 1 Competitive Parole	Assnt Parole Svcs Prgm Spec Non-Competitive Parole
(20)	6/12/11	11/1/11	Stout,Doris D	Chf Utility Actng&Fin Competitive Public Service	Dir Pub Svcs Prgs Exempt Public Service
(21)	7/1/11	11/1/11	Brewer,Aida M	Investment Officer Competitive Tax& Finance	Deputy Commr&Treasr Exempt Tax& Finance
(22)	6/1/11	11/1/11	Welsh,Kelly	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(23)	6/9/11	11/1/11	Cummings,James E	Compliance Spec 1 Non-Competitive Tr Syrac Reg 3	Compliance Spec 3 Non-Competitive Tr Main Office

4. STAFFING SERVICES/REINSTATEMENTS – APPROVED EFFECTIVE 5/18/11

4.10 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)	08/05/1991	10/05/2009	Gordon, Jeffrey R.	Associate Budget Examiner Budget
(2)	09/17/1984	10/30/1996	Vargas, Debra	Licensed Practical Nurse OMH (Hudson Riv. Psych. Center)
(3)	04/25/1988	08/26/2004	Danielski, Tina	Developmental Assistant 1 OPWDD (Central NY DDSO)
(4)	06/19/2003	11/10/2006	Forde, Randolph R.	Business Systems Analyst 1 Statewide Financial System
(5)	06/06/2001	05/05/2007	Wright, Lisa C.	Business Systems Analyst 1 Statewide Financial System

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.	409-F	16-45	Mental Hygiene Social Work	3/19/11	OC/PROM
2.	409-F	46-60	Mental Hygiene Social Work	3/19/11	OC/PROM
3.	412-F	16-30	Public Safety Dispatcher	3/19/11	OC/PROM

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

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	465-E	1-45	State Inmate Records Coord	2/19/11	Prom
2.	480-E	61-75	Criminal Justice Program Rep (Admin) Trainee	2/19/11	OC
3.	469-E	1-45	Unemployment Insurance Tax Auditor 2	2/19/11	Prom
4.	471-E	46-60	Natural Resources Planner Series	2/19/11	OC/Prom
5.	483-E	76-85	State Building Construction Program Manager Series	2/19/11	Prom/Prior-Approved
	485-E	26-35	" " " " "	"	Prom/Pre-Rating
	485-E	21-25	" " " " "	"	Prom/Prior-Approved
		36-45	" " " " "	"	Prom/Prior-Approved
6.	494-E	46-60	Public Information	3/5/11	OC/Prom
7.	443-E	16-30	Stormwater Management Local	1/22/11	OC/Prom
		31-45	Stormwater Management	1/22/11	OC/Prom
		76-90	Stormwater Management	1/22/11	OC/Prom
8.	466-E	1-45	Children & Family Services Specialist 2 and 3	2/19/11	Prom
9.	495-E	76-90	Second-Level Clerical Series	3/5/11	OC/Prom

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.18	483-F	NYS Laws Understanding and interpreting written material Preparing written material in a police setting Supervision – Police
5.19	484-F	Law Enforcement Methods and Practices
5.20	485-F	Investigative techniques and criminalistics Evaluating information and evidence
5.21	686-F	Knowledge of NYS Laws Preparing written material in a police setting Knowledge of law enforcement methods, practices and procedures Understanding and interpreting written material Supervision – police Administration – police

6. MERIT AWARDS

Report on Merit Awards.

MEMORANDUM

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

Attached is a summary of five 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 awards granted will amount to \$1,491.90, of which \$350.00 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>6.9 128422</p> <p>Thomas Bard</p> <p>APPROVED</p>	<p>Crane and Shovel Operator Salary Grade 12</p> <p>Department of Transportation (DOT)</p>	<p>Mr. Bard proposed that a bracket be created and attached to certain Department of Transportation vehicles such that signage could be attached more securely and safely. His suggestion included detailed written instructions and diagrams describing how to create such a bracket. This suggestion addressed haphazard placement of signage on vehicles, which was leading to damaging the sign and vehicle and/or the sign falling off. This suggestion was implemented on 10/21/08. The agency's evaluation was not submitted to the program until 3/23/11. The agency's suggestion committee states that the suggestion enhances the safety of the operators when appropriately used. There is no financial benefit, and the suggestion was 100% job related. Therefore, the committee recommends a Certificate of Merit only.</p>	<p>Certificate of Merit.</p>
<p>6.10 138555/85580</p> <p>Ralph Welikson</p> <p>APPROVED</p>	<p>Associate Workers' Compensation Examiner Salary Grade 23 Retired</p> <p>Workers' Compensation Board (WCB)</p>	<p>Mr. Welikson proposed that the IRMAA (Income-Related Monthly Adjustment Amount) Letter 10/08, reverse side, be revised to be the actual form for "Claims for Reimbursement of an IRMAA". The suggestion was designed to make it easier for those claiming reimbursement of an IRMAA to submit their claims. The evaluator states that although the form sent in by the suggester was not implemented verbatim, his suggestion inspired the Department to develop an IRMAA form, which was implemented in January 2010. This idea had an intangible benefit of moderate value for a limited number of personnel in one office. The agency's suggestion committee recommends an award of \$50. The suggestion was not job-related, as the suggester is retired. (Note: Suggestion 85580 was very similar to 138555 and was disapproved in error by the evaluator, ultimately leading to an award recommendation that includes both suggestion numbers and to a delay in processing the suggestion for an award.)</p>	<p>A cash award of \$50.00 and a Certificate of Merit.</p> <p>All \$50.00 will be paid by the Department of Civil Service</p>

<p>6.11 187008</p> <p>Kevin Couture</p> <p>APPROVED</p>	<p>Clerk 1 Salary Grade 06</p> <p>New York State Department of Motor Vehicles (DMV)</p>	<p>Mr. Couture suggested that the Case Processing unit of the Department of Motor Vehicles (DMV) discontinue making copies of the cases that are being sent to the hearing department. This addressed the fact that copious amounts of time and resources were used to make copies just in case someone needed to view the case while it was in the hearing process. The suggester stated that implementing this change would save hours of employee time and possibly thousands of dollars in paper. The suggestion committee agreed that the copies were a time consuming convenience that the agency could no longer afford, and that there are methods to retrieve the information in those rare instances when the documents are needed. The agency implemented the suggestion on 8/26/10. The agency estimates the first year's net savings to be \$10,419.60. The suggestion committee states that this suggestion was not job related, and thus recommends an award of 10% of the net savings, or \$1,041.90.</p>	<p>\$1,041.90 Cash Award and a Certificate of Merit</p> <p>The first \$100.00 will be paid by the Department of Civil Service (DCS)</p> <p>The balance of \$941.90.00 will be paid by the Department of Motor Vehicles (DMV)</p>
<p>6.12 189785</p> <p>Gregory Holmes</p> <p>APPROVED</p>	<p>Compensation Investigator 1 Salary Grade 16</p> <p>New York State Workers' Compensation Board (WCB)</p>	<p>Mr. Holmes suggested that the Workers' Compensation Board (WCB) create a prompt in the Claims Information System (CIS) that will alert viewers that the claimant has been unresponsive and that new contact information is needed. Currently, a non-responsive claimant might call in and the employee receiving the call does not realize that new contact information is needed and thus does not obtain it. The suggester states that implementing this change will reduce the amount of "locate claimant" investigations done by WCB investigators, saving time and money. The agency's suggestion committee reports that evaluators agreed with the suggester, and added a prompt that urges the call center employee to obtain new contact information. This change was implemented on 3/25/11. The committee reports that the change has an intangible benefit of broad application and moderate value, and thus suggests a \$300.00 cash award and a Certificate of Merit. The suggestion was not job-related.</p>	<p>Cash award of \$300 and a Certificate of Merit.</p> <p>The first \$100 will be paid by the Department of Civil Service (DCS)</p> <p>The balance of \$200.00 will be paid by the Workers' Compensation Board (WCB)</p>

7. VACANT EXEMPT CLASS POSITIONS – APPROVED EFFECTIVE 5/18/11 with the exception Item Nos. 00114, 00116, 00151, 00301 and 00303 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	00006	Deputy Commissioner
Budget	01010	02665 05435	Director Correspondence Coordination Confidential Assistant
Canal Corporation	55095	03421	Director of Operations
Children & Family Services	25000	04101	Secretary
Comptroller	02000	03701	Assistant Deputy Comptroller
Consumer Protection Bd	01120	00301	Director Public Information
Criminal Justice	01490	00008	Deputy Commissioner
Education	11000	13500	Associate Commissioner
Employee Relations	01150	00401	Deputy Director
Environmental	09000	00024	Deputy Commissioner and Counsel
Executive Chamber	01000	00307 00401 01002 01407 01414 75011 75013	Special Office Assistant Program Associate Program Assistant Special Office Assistant Confidential Stenographer Confidential Assistant Confidential Assistant
Health Department	12000	00552	Deputy Director
Housing & Community Renewal	01080	44001	Deputy Commissioner
Insurance Department	13000	00025	Deputy Superintendent

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Law Department	03000	00053	Confidential Assistant
		00569	Confidential Clerk
		00603	Confidential Clerk
		06564	Investigator
		06805	Investigator
		06852	Confidential Assistant
		06938	Investigator
		07205 28933	Investigator Confidential Clerk
Parks & Recreation	49070	00242	Deputy Commissioner
People w/ Developmental Disabilities	51000	10900	Director of Public Information
Public Integrity	19005	00121	Investigator
Racing & Wagering	01510	04902	Starter
Regulatory Reform	21110	00114	Assistant Counsel
		00116	Assistant Counsel
		00151	Confidential Secretary
		00301	Program Associate
		00303	Program Associate
Tax & Finance	20010	80101	Executive Deputy Director
Technology	01110	00006	NYS Chief Information Officer
Thruway Authority	55090	00039	Assistant Public Information Officer

8. SECTIONS 55-B and C – APPROVED EFFECTIVE 5/18/11

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>
Correctional Services	Alcohol & Substance Abuse Treatment Program Assistant (G-14)	22326
Health Department	Stores Clerk 1	03387

Section 55-b – 2 positions

Section 55-c – 0 positions

(As of April 28, 2011 there were 1046 55-b and 103 55-c positions filled)

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

MAY 2011

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



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

SUBJECT: May 2011 Commission Meeting

DATE: May 11, 2011

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

Wednesday, May 18

10:00 a.m. – At New York Network

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

cc: Comr. Ahl
Comr. Hanrahan
Judith Ratner

Nancy Kiyonaga
Al Jordan
Shirley LaPlante

Anthony Rotundo
Jennifer Paul