

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

**November 17, 2010**

**1. MUNICIPAL SERVICE**

- 1.81(A) CITY OF ROME CIVIL SERVICE COMMISSION. Conference regarding the Merit System Program Component report on Appointment Process Administration for the City of Rome Civil Service Commission.

The State Civil Service Commission met with a Commissioner of the Rome Civil Service Commission and the Chief of Staff to the Mayor of the City of Rome to discuss the progress made in implementing the required actions cited in the Report and resources available to the City Commission. The State Commission directed that a second follow-up report be submitted by the Rome Commission by March 15, 2011. The follow-up report must detail the Commission's plan, including an updated timeline, for implementing the remaining required actions. The report must also include a description of actions taken to address the outstanding issues with the appropriate supporting documentation

- 1.94 (B) FOR COMMISSION RECONSIDERATION. PUTNAM COUNTY PERSONNEL DIRECTOR. Request for Commission approval of the resolution amending the Appendices of the Putnam County Civil Service Rules.

The State Civil Service Commission approved the request to place Maintenance Electricians in the non-competitive class upon reconsideration.

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

Approved.

- 1.96 (D) CHEMUNG COUNTY/CITY OF ELMIRA CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Chemung County/City of Elmira Civil Service Rules.

Approved with the following exception:

*In the City of Elmira School District* – The State Commission disapproved the request to place the Deputy Director of Human Resources & Employee Relations in the non-competitive class (designated policy influencing/confidential) without prejudice. Reconsideration would require an explanation of the relationship between the Director and Deputy Director, the authority and function of each position and clear information regarding who is the chief negotiator for the school district.

- 1.97 (E) GENESEE COUNTY HUMAN RESOURCES DIRECTOR. Request for Commission approval of two resolutions amending the Text and Appendices of the Genesee County Civil Service Rules.

Approved with the following exception:

*In the Villages of Corfu and LeRoy* – The State Commission disapproved the request to place Police Officer (PT) in the non-competitive class based on the practicability of competitive examination and lack of compelling justification. Further, the State Commission noted that there are other alternatives to address the issues the Villages face.

- 1.98 (F) LEWIS COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Lewis County Civil Service Rules.

Approved.

- 1.99 (G) OSWEGO COUNTY DIRECTOR OF PERSONNEL. Request for Commission approval of the resolution amending the Text and Appendices of the Oswego County Civil Service Rules.

Approved with the following exception:

*In the Department of Solid Waste Programs* – The State Commission disapproved the request to place the Director of Solid Waste Programs in the non-competitive class (designated policy influencing/confidential) without prejudice. Reconsideration would require a local law creating the Department of Solid Waste Programs, designating the Director as its head, and authorizing the Director to appoint and remove employees of the Department.

- 1.100 (H) CITY OF YONKERS CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Yonkers Civil Service Rules.

Approved.

- 1.101 (I) CITY OF SHERRILL PERSONNEL OFFICER. Issuance of the Merit System Program Component report on Appointment Process Administration for the City of Sherrill Personnel Officer.

The State Civil Service Commission accepted and issued the Merit System Program Component Report on Appointment Process Administration. The City of Sherrill was rated as “Generally In Compliance” with a Total Factor Score of 62. The Report cited five actions necessary for the Personnel Officer to come into compliance with Civil Service Law and Rules. The Personnel Officer provided sufficient documentation to demonstrate that each of the required actions have been corrected. The State Commission commended the Personnel Officer for taking swift action to correct each of the required actions cited in the Report.

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:							
<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.	<a href="#">Branigan, John W.</a>	2.25	Albany County- Comptroller Accountant II (PT) NonComp nonPolicy	01/01/2011 12/31/2012	\$51,200	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
2.	<a href="#">Comerford, Kevin J.</a>	2.5	Erie County - Medical Center Corp. Director of Security and Safety Management Competitive	06/01/2010 05/31/2012	\$90,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 06/01/10-12/31/10 and disapproved the request thereafter. To be considered for approval beyond 12/31/10, the Erie County Department of Personnel needs to provide an explanation as to why they failed to comply with the Commission's stipulation that an examination be conducted. This is not a determination on Mr. Comerford's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							
3.	<a href="#">Barry, Peter J.</a>	3.75	Monroe County - District Attorney's Office Violent Felony Offense Investigator NonComp nonPolicy	01/01/2011 12/31/2012	\$52,250	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
4.	<a href="#">Faust, John H</a>	4.25	Nassau County - County Attorney's Office Special Investigator I, County Attorney Competitive	01/01/2011 12/31/2012	\$81,098	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/01/11-09/30/11. If approval is sought beyond 09/30/11, the eligible list must be re-canvassed and if there are fewer than three reachable non-retirees interested in appointment, the Nassau County Civil Service Commission must participate in the June 2011 examination series.							
5.	<a href="#">Gregory, Brian</a>	3.25	Nassau County - District Attorney's Office	10/01/2010 09/30/2012	\$74,250	Yes	Limited Approval

			Special Investigator I (Collision Investigation) Competitive				
The State Commission approved the request for the limited period of 10/01/10-09/30/11. 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.							
6.	<a href="#">Freese, M. D., Kenneth</a>	8	Nassau County - Health Care Corp. Physician NonComp nonPolicy	10/15/2010 10/14/2012	\$150,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 10/15/10-12/31/11. It was noted that the retiree will attain the age of 65 in 2012.							
7.	<a href="#">Coyne, Robert E.</a>	12	New Rochelle, City of - City School District Assistant Director of Security Competitive	07/01/2010 06/30/2012	\$53,977	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/10-12/31/10. It was noted that the retiree will attain the age of 65 in 2011.							
8.	<a href="#">Jaques, Eugene T.</a>	6	Orange County - Walkkill, Town of Building Inspector III Competitive	07/02/2009 07/01/2011	\$65,000	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 07/02/09-12/31/10. It was noted that the retiree will attain the age of 65 in 2011.							
9.	<a href="#">Sterio, Michael J.</a>	6	Oswego County - BOCES Director of School Security (BOCES) Competitive	01/21/2011 01/20/2013	\$65,335	Yes	Limited Approval
The State Commission approved the request for the limited period of 01/21/11-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Oswego County Department of Personnel conduct an examination to determine if there are any qualified non-retirees available for appointment. Approval through 06/30/11 will also avoid a disruption in the School District's security force throughout the 2010-2011 school year.							
10.	<a href="#">MacPherson, Kathleen M.</a>	2	Oswego County - District Attorney's Office District Attorney Investigator Exempt	01/02/2011 01/01/2013	\$48,280	Yes	Approved
The State Commission approved the request for the period of 01/02/11-01/01/13.							
11.	<a href="#">Stoner, Paul R.</a>	14	Oswego County - District Attorney's Office	01/24/2011 01/23/2013	\$43,744	Yes	Limited Approval

			Stop-DWI Coordinator NonComp nonPolicy				
	The State Commission approved the request for the limited period of 01/24/11-12/31/11. It was noted that the retiree will attain the age of 65 in 2012.						
12.	<a href="#">Payne, William H.</a>	3.75	Rensselaer County - District Attorney's Office Parole Re-entry Coordinator Competitive	11/01/2010 09/30/2012	\$54,848	Yes	Limited Approval
	Upon reconsideration, the State Commission approved the request for the limited period of 11/01/10-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the Rensselaer County Civil Service Commission conduct an examination to determine if there are any qualified non-retirees available for appointment.						
13.	<a href="#">Diamond, Richard A.</a>	2.75	Washington County - BOCES School Safety Officer (BOCES) Competitive	07/01/2010 06/30/2012	\$46,000	Yes	Limited Approval
	The State Commission approved the request for the limited period of 07/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Washington County Personnel Office conduct an examination to determine if there are any qualified non-retirees available for appointment. Approval through 06/30/11 will also avoid a disruption in the School District's security force throughout the 2010-2011 school year.						
14.	<a href="#">Ogden, Christopher</a>	3.5	Washington County - BOCES School Safety Officer (BOCES) Competitive	07/01/2010 06/30/2012	\$39,000	Yes	Limited Approval
	The State Commission approved the request for the limited period of 07/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Washington County Personnel Office conduct an examination to determine if there are any qualified non-retirees available for appointment. Approval through 06/30/11 will also avoid a disruption in the School District's security force throughout the 2010-2011 school year.						
15.	<a href="#">Colburn, William J.</a>	2.75	Wayne County ALS Services Advanced Life Support Technician Competitive	10/01/2010 09/30/2012	\$41,765	Yes	Approved
	The State Commission approved the request for the period of 10/01/10-09/30/12.						

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:							
<b>STATUTORY CRITERIA POST-OCTOBER 7, 2008</b>							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruitment?	Action
1.	<a href="#">Soprano, Jr., Samuel</a>	2	Monroe County - District Attorney's Office Violent Felony Offense Investigator NonComp nonPolicy	01/01/2011 12/31/2012	\$52,250	Yes	Approved
The State Commission approved the request for the period of 01/01/11-12/31/12.							
2.	<a href="#">Crawford, Russell S.</a>	0	Rockland County - District Attorney's Office Consultant	05/03/2010 05/02/2012	\$65,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 05/03/10-12/31/10. It was noted that Mr. Crawford's contract with Rockland County terminates on 12/31/10.							

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:							
<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.	Clementi, Debra	0	Attorney General's Office Investigator Exempt	01/01/2010 12/31/2011	\$56,553	Yes	Withdrawn
Withdrawn by agency.							
2.	<a href="#">D'Amico, Joseph A.</a>	0	Attorney General's Office Investigator Exempt	06/29/2010 06/28/2012	\$154,670	Yes	Approved
The State Commission approved the request for the period of 06/29/10-06/28/12.							
3.	<a href="#">Krasnov, Felix</a>	6	Attorney General's Office Investigator Exempt	07/26/2010 07/25/2012	\$61,113	Yes	Approved
The State Commission approved the request for the period of 07/26/10-07/25/12.							
4.	<a href="#">LaPorte, Angel</a>	8	Attorney General's Office Investigator Exempt	06/30/2010 06/29/2012	\$64,442	Yes	Approved
The State Commission approved the request for the period of 06/30/10-06/29/12.							
5.	<a href="#">Palastro, Richard</a>	4	Attorney General's Office Investigator Exempt	06/03/2010 06/02/2012	\$59,954	Yes	Approved
The State Commission approved the request for the period of 06/03/10-06/02/12.							
6.	<a href="#">Richardson, Karon</a>	6	Attorney General's Office Investigator Exempt	07/15/2010 07/14/2012	\$61,113	Yes	Approved
The State Commission approved the request for the period of 07/15/10-07/14/12.							
7.	<a href="#">Rodriguez, Michael</a>	4	Attorney General's Office Investigator Exempt	07/14/2010 07/13/2012	\$57,662	Yes	Approved
The State Commission approved the request for the period of 07/14/10-07/13/12.							
8.	<a href="#">Zarella, Dominick</a>	8	Attorney General's Office Investigator Exempt	06/30/2010 06/29/2012	\$107,581	Yes	Approved

The State Commission approved the request for the period of 06/30/10-06/29/12.
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<b>2. PENSION WAIVERS FOR RETIREES / STATE</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 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>Recruit-ment?</b>	<b>Action</b>
1.	<a href="#">Fournier, Thomas M.</a>	2	Attorney General's Office Investigator Exempt	09/06/2010 09/05/2012	\$55,445	Yes	Approved
The State Commission approved the request for the period of 09/06/10-09/05/12.							

**ADDED ITEM**

<b>2. PENSION WAIVERS FOR RETIREES / STATE</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>Recruit-ment?</b>	<b>Action</b>
1.	<a href="#">Miller, Edward</a>	3.5	Insurance, Department of Insurance Frauds Investigator 2 NonComp nonPolicy	12/07/2010 12/31/2011	\$73,587	Yes	Approved
The State Commission approved the request for the period of 12/07/10-12/31/11.							

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:							
<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.	<a href="#">Herman, Karen</a>	0	Health & Hospital Corp. - North Bronx Healthcare Network Director of Nursing Behavioral Health Services Exempt	04/18/2007 04/17/2011	\$144,917	Yes	Approved
The State Commission approved the retroactive request for the period 04/18/07-04/17/11. If approval is sought beyond 4/17/11, the agency must conduct a more substantive recruitment effort which may include a posting on its web site, with online job sites and the New York State Department of Labor.							

**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**

3.61 (A) AUTHORITIES BUDGET OFFICE. Request for Commission approval of exempt classification of the position of Counsel. (Control No. 10-030)

#### **APPROVED**

3.62 (B) DEPARTMENT OF AGRICULTURE AND MARKETS. Request for Commission approval of exempt classification of an additional position of Assistant Director, State Fair. (Control No. 10-033)

#### **APPROVED - INCREASED FROM 1 to 2 IN APPENDICES**

3.63 (C) NYS TEACHERS' RETIREMENT SYSTEM. Request for Commission approval of non-competitive classification of the following positions:

NYSTRS Investment Officer 1 (6)  
NYSTRS Investment Officer 2 (11) (various parentheses)  
NYSTRS Investment Officer 3 (11) (various parentheses)

(Control No. 10-029)

#### **APPROVED (not phi)**

3.64 (D) FOR COMMISSION CONSIDERATION. Matter of deleting the subheading State Emergency Management Office; changing the subheading Office of Homeland Security to the Division of Homeland Security and Emergency Services; and, continued exempt and non-competitive classification of several positions which were transferred to the Division of Homeland Security and Emergency Services from the State Emergency Management Office, Office for Technology and Department of State.

#### **APPROVED**

3.65 (E) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held October 14, 2010.

#### **APPROVED**

**LEAVES OF ABSENCE – November 2010 - APPROVED AS INDICATED**

4.19 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)	12/25/10	12/1/12	Camacho,Michelle L	Youth Div Aide 4 Non-Competitive Child&Fam Srvc	Assnt Trng Tech Ys Competitive Child&Fam Srvc
(2)	12/25/10	12/1/12	Whan,Laura L	Prin Offset Prt Mc Op Competitive Civil Service	Printing Shop Supvr 1 Non-Competitive Civil Service
(3)	12/1/10	12/1/11	Donegan,Michael F	Assoc Atty Competitive Comm of Correct	Counsel Exempt Comm of Correct
(4)	12/1/10	12/1/12	Benton,Constance P	Project Mgr 2 Competitive Comptroller	Admnv Assnt Exempt Comptroller
(5)	11/13/10	11/1/12	Tersago,Tanya G	Supvg Attorney Competitive Comptroller	Investigative Audtr Exempt Comptroller
(6)	11/1/10	11/1/12	Sticht,Thomas J	Corr Captain Competitive Cor Attica	Deputy Supt Secry S3 Non-Competitive Cor Wende
(7)	11/4/10	11/1/12	Ritter,Elizabeth A	Nurse Admr 1 Competitive Cor Bedfrd Hills	Assnt Commr Exempt Cor Main Office
(8)	11/1/10	11/1/12	Lindstrand,Jeffrey N	Inst Steward Competitive Cor Great Meadw	Deputy Supt Admnv S 3 Non-Competitive Cor Great Meadw
(9)	11/1/10	11/1/12	Fitzpatrick,Donald A	Corr Captain Competitive Cor Greene	Deputy Supt Secry S3 Non-Competitive Cor Washington
(10)	11/1/10	11/1/12	Herzog,Thomas J	Info Tech Spec 4 Competitive Cor Main Office	Assnt Commr Exempt Cor Main Office
(11)	11/23/10	11/1/12	Mckay,Osbourne A	Mgr Info Tech Svs 1 Competitive Cor Main Office	Deputy Commr Exempt Cor Main Office

**LEAVES OF ABSENCE – November 2010**

4.19 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>
(12)	11/1/10	11/1/12	Mizgala,John J	Educ Supvr General Competitive Cor Marcy	Assnt Dpty Supt Non-Competitive Cor Greene
(13)	11/19/10	11/1/12	Mcardle,Barry J	Corr Captain Competitive Cor Mid-State	Deputy Supt Secry S3 Non-Competitive Cor Marcy
(14)	11/28/10	11/1/12	Lowerre,Ernest J	Corrl Fclty Food Ad 2 Competitive Cor Orleans	Deputy Supt Admnv S 3 Non-Competitive Cor Lakeview
(15)	11/1/10	11/1/12	Russell,Eileen	Supvg Corr Cnslr Competitive Cor Sing Sing	Assnt Dpty Supt Non-Competitive Cor Great Meadw
(16)	11/1/10	11/1/12	Miles,Howard M	Corr Captain Competitive Cor Washington	Deputy Supt Secry S2 Non-Competitive Cor Hale Creek
(17)	1/1/11	1/1/13	Roest,Anne	Dir Info Tech Svs 3 Competitive Crim Just Srvc	Deputy Commr Exempt Crim Just Srvc
(18)	12/1/10	6/1/11	Barnet,David G	Economic Dev Pg Sp 2 Competitive Economic Devel	Coord of Eco Sys Mgmt Unclassified Natural Heritage Trust
(19)	12/1/10	12/1/12	Costopoulos,Christine	Envirn'l Prgm Spec 3 Competitive En Con	Deputy Dir Exempt Economic Devel
(20)	12/1/10	6/1/11	Mccleave,Mary	Keyboard Spec 1 Competitive En Con	Conf Stenographer Exempt Executive Chamb
(21)	11/1/10	11/1/12	Leslie,Ruth W	Senr Med Cndct Invst Competitive Hlth Main Off	Health Prog Dir 1 Non-Competitive Hlth Main Off
(22)	11/1/10	11/1/12	Quarrier,Jean O	Senr Attorney Competitive Hlth Main Off	Assoc Counsel Exempt Hlth Main Off

**LEAVES OF ABSENCE – November 2010**

4.19 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>
(23)	11/1/10	11/1/12	Alund,Christopher R	Wrkf Prgs Mgr 1 Competitive Labor	Dir Pub Work Wage Inv Non-Competitive Labor
(24)	11/1/10	11/1/12	Sheehan- Nolan,Margaret C	Senr Persnl Admr  Competitive Labor	Affirm Actn Admr 3  Non-Competitive Labor
(25)	12/1/10	12/1/12	Denucci,April	Law Dept Document Spc Competitive Law	Secy Exempt Law
(26)	12/1/10	12/1/12	Trong,Ann M	Clerk 2 Competitive Law	Admnv Offr Competitive Med Fraud Cntrl
(27)	12/1/10	12/1/12	Campbell,Lewis I	Mental Hlth Pgm Spc 3 Competitive MH Main Office	Exec Dir Psych Cntr Non-Competitive MH Cap District
(28)	12/17/10	12/1/12	Daniels,M J	Assoc Public Info Sp Competitive MH Main Office	Dir Pub Info Exempt MH Main Office
(29)	12/1/10	12/1/12	Lawrence,Kenneth P	Prin Auditor Competitive MH Main Office	Assnt Dir Mangt Audit Non-Competitive MH Main Office
(30)	12/9/10	12/1/12	Murphy,Emmiline L	Mental Hlth Pgm Spc 2 Competitive MH Main Office	Dir Affirm Actn Pgms Exempt MH Main Office
(31)	12/1/10	12/1/12	Rodak,Julie A	Assoc Atty Competitive MH Main Office	Assoc Counsel Exempt MH Main Office
(32)	10/29/10	10/1/12	Maxwell,Louise C	Agency Prgm Aide Competitive Off For Techlgy	Secy Exempt Off For Techlgy
(33)	12/10/10	12/1/12	Swanigan,Pamela Y	Senr Admnv Anlst Competitive OPWDD Main Office	Minority Bus Spec 2 Non-Competitive OPWDD Main Office

**LEAVES OF ABSENCE – November 2010**

4.19 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>
(34)	12/16/10	12/1/12	Weinstein,Nicole	Senr Public Inf Sp Competitive OPWDD Main Office	Assnt Public Info Ofc Exempt OPWDD Main Office
(35)	12/11/10	12/1/12	Lankes,Mark J	Dev Disblts Pgm Spec 4 Competitive OPWDD Western NY	Deputy Dir Ddso 2 Non-Competitive OPWDD Western NY
(36)	7/2/10	7/1/12	Adams,Mary K	Senr Parole Offcr  Competitive Parole	Assnt Parole Svs Prgm Spec Non-Competitive Parole
(37)	6/4/10	6/1/12	Osborne,Mary Rotchford	Supvg Parole Offcr Competitive Parole	Assnt Dpty Dir Par Op Non-Competitive Parole
(38)	12/1/10	12/1/12	Ricci,Marco	Supvg Parole Offcr Competitive Parole	Assnt Regnl Dir Prl O Non-Competitive Parole
(39)	12/1/10	12/1/12	Smith,Mary	Senr Parole Offcr Competitive Parole	Assnt Regnl Dir Prl O Non-Competitive Parole
(40)	12/1/10	12/1/12	Walthall,Gayle	Supvg Parole Offcr Competitive Parole	Assnt Regnl Dir Prl O Non-Competitive Parole
(41)	9/1/10	9/1/12	Zumbolo,Anthony	Supvg Public Emp Med Competitive PERB	Exec Dir Exempt PERB
(42)	11/13/10	11/1/12	Barbagelata,David W	Mgr Info Tech Svs 1 S P Competitive Tax& Finance	Spec Assnt Exempt Tax& Finance
(43)	1/1/11	1/1/13	Mcardle,Thomas J	Hearing Officer Competitive Tmp&Disabl Asst	Assoc Counsel Non-Competitive Tmp&Disabl Asst
(44)	12/31/10	12/1/12	Corrado,Marie A	Assoc Atty Competitive Tr Main Office	Spec Assnt Exempt Tr Main Office

**LEAVES OF ABSENCE – November 2010**

4.19 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>
(45)	12/1/10	12/1/12	Devane, Sharon T	Secy 1 Competitive Tr Main Office	Secy 2 Non-Competitive Tr Main Office

#### 4. STAFFING SERVICES/REINSTATEMENTS - APPROVED EFFECTIVE 11/17/10

4.20 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)	12/27/2007	05/28/2009	Armstrong, Natasha	Taxpayer Services Rep 1 Tax and Finance
(2)	07/25/1974	07/28/2005	Ferguson, Mary Ellen	Sr Employment Security Clerk Labor
(3)	12/23/1999	07/24/2003	Merluzzi, Heather	Hospital Patient Services Clerk 1 SUNY Upstate Medical
(4)	07/03/2008	09/25/2009	Nohle, Jessica	Recreation Therapist OASAS
(5)	11/29/2007	01/24/2008	Olabisi, Grace A.	Developmental Aide Trainee Brooklyn DDSO
(6)	05/17/2007	07/02/2009	Ryan, Danielle	Taxpayer Services Rep Tax and Finance
(7)	07/10/1986	08/09/1993	Stowe, Elaine	Sr Employment Security Clerk Labor

**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.	417-D	46-60	Regional Certification Officer (BOCES)	9/25/10	OC
2.	418-D	31-45 76-90	Marketing/Tourism/Special Events	9/25/10	OC/PROM

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

	<u>BOOKLET</u>	<u>ITEM NOS.</u>	<u>EXAM. OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
1.	499-C	61-90	Associate Health Care Fiscal Analyst Series	6/12/10	Prom
2.	411-D	1-20	Second- and Third-line Police Supervisors Series	9/25/10	OC/Prom

**5. TESTING SERVICES / PRIOR APPROVALS - APPROVED**

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.61	Subtest 1	Case Supervision

## 6. MERIT AWARDS

Report on Merit Awards.

### MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Mary Ann Valikonis  
**SUBJECT:** Merit Awards for Employee Suggestions  
**DATE:** October 25, 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 \$55.00, of which all \$55.00 will be paid by the Department of Civil Service.

Attachments

<b><u>SUGGESTION # AND AUTHOR</u></b>	<b><u>TITLE AND DEPARTMENT</u></b>	<b><u>SUMMARY OF SUGGESTION</u></b>	<b><u>RECOMMENDED AWARD</u></b>
<p><b>6.21 165138</b></p> <p><b>Deborah Pellerin</b></p> <p><b>APPROVED</b></p>	<p><b>Institution Steward SG 23</b></p> <p>NYS Department of Correctional Services (DOCS)</p>	<p>Ms. Pellerin proposed that the DOCS visitor receipt book - form 2703 - be reduced from a 4 part National Cash Register (NCR) form to a 3 part NCR form. This suggestion addressed the fact that the 4<sup>th</sup> copy is no longer provided to the visitor and is therefore unnecessary. The suggestion will be awarded a certificate of merit with no cash award because it was determined to be 100% job related. It was implemented on 9/27/10 via a memo directing all shop stewards that the revised form will be issues when the current inventory is depleted.</p>	<p>Certificate of Merit.</p>
<p><b>6.22 185817</b></p> <p><b>Mary Foley</b></p> <p><b>APPROVED</b></p>	<p><b>Taxpayer Services Specialist II SG-18</b></p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Ms. Foley proposed that the inventory monthly aged report (Protest COGNOS) be updated on a weekly rather than a monthly basis. This suggestion will allow staff to keep better track of the aged unassigned and assigned protests on personal income tax assessments and will help to control the aged inventory in the unit. The agency committee reports that as a result, the unit will be better able to meet established performance measures.</p> <p>This suggestion was implemented on 9/17/10. The recommended intangible award of \$25.00 reflects the suggestion's limited extent of application (one DTF bureau only) and moderate value. The suggestion is unrelated to Ms. Foley's job duties or responsibilities.</p>	<p>\$25.00 Cash Award and a Certificate of Merit.</p> <p>The \$25.00 cash award will be paid in total by the Department of Civil Service.</p>

<p><b>6.23</b> <b>186438</b></p> <p><b>John Houle</b></p> <p><b>APPROVED</b></p>	<p><b>Taxpayer Services Representative 2 SG- 14</b></p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Mr. Houle proposed a new form and a streamlined processing procedure to be used when establishing a new Highway Use Tax (HUT) account. This account is created as part of the One Stop Credentialing and Registration (OSCAR) program. This program is operated jointly between DMV, DOT and DTF to provide motor carriers with a single point of contact to apply via the internet for required operating credentials. This suggestion addresses the fact that current procedures caused lengthy delays and wasted staff time. This suggestion was implemented on 9/15/10.</p> <p>The suggestion committee reports that the suggestion was a viable improvement. The public has been notified of the change and are now able to apply for certificates and receive them the same day, saving the taxpayer, processing unit and data entry staff members both time and effort. The benefit is intangible, as the department has no way to track which taxpayers use the pre-account setup based upon this form change. The suggestion has moderate value and is of limited extent because it only affects one area of the HUT bureau. The committee recommends a Certificate of Merit and a \$100 award. This suggestion was 70% related to the suggester's job duties or responsibilities, thus reducing the award to \$30.00.</p>	<p>\$30.00 cash award and a Certificate of Merit.</p> <p>The \$30.00 cash award will be paid in total by the Department of Civil Service</p>
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## 7. VACANT EXEMPT CLASS POSITIONS - APPROVED EFFECTIVE 11/17/10

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
Banking Department	07000	03534	Investigator
Civil Service	08000	10005	Director of Affirmative Careers Programs
Comptroller	02000	06870 07001	Special Investment Officer Assistant Deputy Comptroller
Employee Relations	01150	00202 00208 00402 00410	Associate Director Assistant Director Associate Director Employee Relations Assistant
Executive Chamber	01000	00107 00110 00725 00802 01104 01308 01413	Special Office Assistant Confidential Stenographer Confidential Assistant Assistant Counsel to the Governor Legislative Assistant Program Associate Confidential Stenographer
General Services	01050	00149 00150	Promotion & Public Affairs Agent Promotion & Public Affairs Agent
Health	12000	51027	Division Director, Health Systems Management
Housing & Community Renewal	01080	40601	Director Affirmative Action Programs
Labor Management	21220	01700	Employee Program Manager
Law	03000	00209 04250 06508 06555 06565 06610	Assistant Public Information Officer Investigator Investigator Investigator Investigator Investigator

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Law (cont.)	03000	06621	Investigator
		06931	Investigator
		06972	Confidential File Clerk
		28918	Confidential Clerk
Parks & Recreation	49070	00248	Deputy Commissioner
Public Service	16000	00252	Assistant Counsel
Quality of Care and Advocacy for PWD	01590	00402	Assistant Counsel
Racing & Wagering	01510	04402	Starter
		04404	Associate Judge
		04601	Presiding Judge
		04602	Associate Judge
		04603	Associate Judge
		04604	Starter
		04605	Assistant to Presiding Judge
		04606	Investigator
		04607	Recording Judge
		04609	Supervising Racing Veterinarian
		04901	Presiding Judge
		04902	Starter
		04903	Associate Judge
		04904	Associate Judge
		04905	Assistant to Presiding Judge
		04906	Investigator
		04907	Recording Judge
		04908	Paddock Judge
		04909	Supervising Racing Veterinarian
		05101	Presiding Judge
		05102	Starter
		05103	Associate Judge
		05104	Associate Judge
		05105	Assistant to Presiding Judge
		05107	Recording Judge
		05109	Paddock Judge
		05110	Supervising Racing Veterinarian
		05159	Paddock Judge
05301	Presiding Judge		
05305	Assistant to Presiding Judge		
Regulatory Reform	21110	00111	Counsel
Tax & Finance	20010	04501	Deputy Commissioner
Veterans' Affairs	01190	00601	Deputy Director

**8. SECTIONS 55-B and C - APPROVED EFFECTIVE 11/17/10**

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>
Insurance Fund	Clerk 1	17703
Motor Vehicles	Mail & Supply Clerk 1	01616
People w/ Development Disabilities	Food Service Worker 1	04046
Public Service	Keyboard Specialist 1	00140
Tax & Finance	Information Technology Spec. 1 (Prog)	47385
	Taxpayer Services Spec. Trainee 1	46549
Veterans Affairs	State Veterans Counselor	00311

Section 55-b – 6 positions  
Section 55-c – 1 position

**NYS CIVIL SERVICE COMMISSION**  
**CALENDAR INDEX**

NOVEMBER 2010

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	Local Government	2 (A)
	State Government	2 (B)
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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)
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6	Merit Awards	
	Employee Suggestions	6 (H)
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9	Investigations	
10	New Business	



**NEW YORK STATE CIVIL SERVICE COMMISSION**

**INTEROFFICE  
MEMORANDUM**

TO: Commissioner Groenwegen  
FROM: Jennifer Paul  
SUBJECT: November 2010 Commission Meeting  
DATE: November 9, 2010

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

**Wednesday, November 17**

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

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

cc: Comr. Ahl  
Comr. Hanrahan  
Judith Ratner

Nancy Kiyonaga  
Al Jordan  
Shirley LaPlante

David Ernst  
Anthony Rotundo