

STATE OF NEW YORK
CIVIL SERVICE COMMISSION
ALBANY, NEW YORK

October 14, 2010

1. MUNICIPAL SERVICE

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

The State Civil Service Commission met with the Executive Administrator for the City of Middletown Civil Commission and the Mayor of the City of Middletown, and directed that the City submit a second follow-up report by December 15, 2010. The State Commission further directed that the City Commission attend a conference at its January 2011 meeting to discuss the second follow-up report; the State Commission noted that it was imperative for each member of the City Commission to attend the January conference. The State Commission also requested to be kept apprised of the review of merit system administration in the City, including the exploration of other options available for merit system administration.

- 1.81 (B) 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 granted the City of Rome Civil Service Commission's request to postpone its conference and directed the City Commission to attend its November 2010 meeting to discuss the progress made in completing the remaining required actions included in the MSPCR and a revised timeline as to when the required actions will be completed. The Mayor was also directed to attend to discuss the potential lack of resources available to the City Commission and the exploration of other options available for merit system administration.

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

The State Civil Service Commission approved the request with the following exceptions:

In the County Service – the State Commission disapproved the request to place Paralegals in the non-competitive class (designated policy influencing/confidential), but did approve a singular Paralegal in the County Attorney's Office for placement in the non-competitive class until sixty days following the establishment of an eligible list resulting from the anticipated September 2011 holding of this examination. This approval is based on the stipulation that the

County Attorney and County Commission will review the appropriateness of the class specification for this position, and a review of the topics of examination will be conducted prior to the holding of the examination to ensure the scopes of the examination are appropriate.

In All Civil Divisions – The State Commission disapproved the request to replace Typists (PT) with Keyboard Specialists (PT) in the non-competitive class. Pursuant to section 25 of Civil Service Law, the State Commission unanimously voted to amend the Appendices of the Lewis County Civil Service Rules to state “Typists (PT) (current incumbent only after October 20, 2010)” based on the clear practicability of examination and failure to demonstrate that competitive examination is not practicable. The County Commission will be notified via certified mail, and afforded thirty days to present facts in opposition. Upon review of presented facts, if any, the State Commission will take final action.

1.83 (D) MONROE COUNTY CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the Monroe County Civil Service Rules.

The State Civil Service Commission approved the request.

1.84 (E) MONTGOMERY COUNTY PERSONNEL OFFICER. Request for Commission approval of the Text of the Montgomery County Civil Service Rules.

The State Civil Service Commission approved the request.

1.85 (F) CITY OF PORT JERVIS CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Port Jervis Civil Service Rules.

The State Civil Service Commission disapproved the request based on the practicability of competitive examination, and the lack of compelling justification for removal from the competitive class. The State Commission also noted that staff of the Office of Commission Operations & Municipal Assistance is available to review the situation and assist the City Commission in determining the best course of action to fill this position.

1.86 (G) CITY OF SALAMANCA CIVIL SERVICE COMMISSION. Request for Commission approval of the resolution amending the Appendices of the City of Salamanca Civil Service Rules.

The State Civil Service Commission approved the request.

1.87 (H) TIOGA COUNTY PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the Tioga County Civil Service Rules.

The State Civil Service Commission approved the request.

1.88 (I) CITY OF WHITE PLAINS PERSONNEL OFFICER. Request for Commission approval of the resolution amending the Appendices of the City of White Plains Civil Service Rules.

The State Civil Service Commission calendared the request to place the position of Executive Secretary to the Mayor II in the exempt class upon request of the City of White Plains Personnel Officer; the State Commission approved the remaining requests.

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

The State Civil Service Commission acknowledged the progress made in resolving required action #15 and taking steps to resolve required action #16. The State Commission noted that while the issue regarding the provisional appointment to Payroll Supervisor has been resolved, there are still discrepancies regarding that individual's employment. The State Commission expects the City Commission's fourth follow-up report, due November 30, 2010, to demonstrate that the employment discrepancies with the previously listed employee be resolved and that performance examinations for the positions listed in required action #13 have been held.

- 1.90 (K) CITY OF RENSSELAER CIVIL SERVICE COMMISSION. Recommended due date for follow-up on the Merit System Administration report for the City of Rensselaer Civil Service Commission.

The State Civil Service Commission acknowledged the progress made in regards to recommendation #5 and directed that a ninth follow-up be submitted by November 30, 2010.

- 1.91 (L) RENSSELAER COUNTY CIVIL SERVICE COMMISSION. Update on the Merit System Program Component Reviews for the Rensselaer County Civil Service Commission.

Staff advised the State Civil Service Commission that Merit System Program Component Reviews of the Appointment Process and Payroll Certification Administration will be held at the end of November 2010.

- 1.92 (M) CITY OF ONEIDA CIVIL SERVICE COMMISSION. Issuance of the Merit System Program Component Report on Appointment Process Administration for the City of Oneida Civil Service Commission.

The State Civil Service Commission accepted and issued the Report and recognized the efforts taken by the City of Oneida Civil Service Commission to date. Further, the State Commission directed that the City Commission receive a certificate of merit in light of being rated "in compliance."

- 1.93 (N) NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY. Progress Report on Reducing Provisional Appointments.

The State Civil Service Commission acknowledged the progress made by the New York City School Construction Authority in reducing the number of provisional appointments and directed that a progress report be submitted no later than August 1, 2011.

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.	Dill, Daniel A.	12	Erie County District Attorney's Office Confidential Criminal Investigator NonComp nonPolicy	10/20/2010 10/19/2012	\$62,146	Yes	Approved
The State Commission approved the request for the period of 10/20/10-10/19/12.							
2.	Carbone, Richard	3	Nassau County County Attorney's Office Special Investigator II, County Attorney Competitive	10/01/2010 09/30/2012	\$76,960	No	Disapproved
The State Commission at its 09/15/10 meeting disapproved the request for the period of 10/01/10-09/30/12. Upon request for reconsideration, the State Commission upheld its disapproval.							
3.	Duffy, Gary R.	4	Nassau County County Attorney's Office Special Investigator II, County Attorney Competitive	12/02/2010 12/01/2012	\$80,489	Yes	Limited Approval
The State Commission approved the request for the limited period of 12/02/10-09/30/11. The limited period of approval through 09/30/11 was granted with the stipulation that the eligible lists resulting from the June 2011 examinations be canvassed to determine if there are any qualified non-retirees available for appointment.							
4.	Maher, Thomas	3	Nassau County District Attorney's Office Special Investigator I (Homicide) Competitive	10/01/2010 09/30/2012	\$74,250	Yes	Limited Approval
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.							

5.	Meehan, Thomas S.	2.75	Nassau County District Attorney's Office Special Investigator I (Civil Forfeiture) Competitive	10/01/2010 09/30/2012	\$72,549	Yes	Limited Approval
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.	Nicastro, Stephen J.	2.75	Nassau County District Attorney's Office Special Investigator I (Medicaid Fraud) Competitive	10/01/2010 09/30/2012	\$72,549	Yes	Limited Approval
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.							
7.	Graf, Stephen	2	Nassau County Mineola Union Free S.D. Bus Driver NonComp nonPolicy	01/01/2010 12/31/2011	\$35,000	Yes	Retroactive Approval
The State Commission approved the retroactive request for the period of 01/01/10-12/31/11.							
8.	Gates, Keith	0	Onondaga County Marcellus Central Schools School Transportation Supervisor Competitive	08/01/2006 07/31/2012	\$37,000	Yes	Limited Approval
The State Commission approved the retroactive request for the limited period of 08/01/06-06/30/11. Approval through 06/30/11 was granted with the stipulation that the Onondaga County Department of Personnel conduct an examination to determine if there are any qualified non-retirees for appointment. Approval through 06/30/11 will also avoid a disruption in the School District's transportation services throughout the 2010-2011 school year.							
9.	Nolan, Philip	8.5	Onondaga County District Attorney's Office Confidential District Attorney Investigator I Competitive	10/01/2010 09/30/2012	\$45,560	Yes	Limited Approval
The State Commission approved the request for the limited period of 10/01/10-11/17/10, with the stipulation that the eligible list must be canvassed.							

10.	Balloni, John M.	0	Onondaga County Sheriff's Office Deputy Sheriff Chief (Civil) NonComp Policy	05/29/2010 05/28/2012	\$91,075	Yes	Limited Approval
The State Commission approved the request for the limited period of 05/29/10-12/31/10. The limited period of approval through 12/31/10 was granted with the stipulation that the Onondaga County Commissioner of Personnel review with the appointing authority whether the minimum qualifications for the position are appropriate. Any future requests should include a statement from the Onondaga County Commissioner of Personnel that the minimum qualifications have been reviewed by the appointing authority and a determination was made that the minimum qualifications are job related, realistic and found to be reasonable. Further, if the minimum qualifications remain unchanged, the appointing authority must conduct another recruitment effort advertising the officially adopted minimum qualifications for the position.							
11.	Payne, William H.	3.75	Rensselaer County District Attorney's Office Parole Re-entry Coordinator Competitive	10/01/2010 09/30/2012	\$54,848	Yes	Limited Approval
The State Commission approved the request for the limited period of 10/01/10-10/31/10 and disapproved the request thereafter. The Rensselaer County Civil Service Commission failed to comply with the Commission's stipulation that an examination be conducted. This is not a determination on Mr. Payne's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							
12.	Harkin, John M.	.75	Rensselaer County North Greenbush, Town of Assessor A NonComp nonPolicy	10/01/2010 09/30/2012	\$48,568	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:							
STATUTORY CRITERIA POST-OCTOBER 7, 2008							
	Name	Years in Position Under §211	Department, Title, Juris Class	Requested Period of Employment	Annual Salary	Recruit-ment?	Action
1.	Miller-Williams, Barbara	0	Erie County Chairperson-County Legislature Unclass	04/01/2010 12/31/2011	\$42,500	Yes	Approved
The State Commission approved the request for the period of 04/01/10-12/31/11.							

2.	Bleyle, William R.	0	Onondaga County - Emergency Communications Dept. Commissioner of Emergency Communications Unclass	06/21/2010 06/20/2012	\$90,629	Yes	Approved
The State Commission approved the request for the period of 06/21/10-06/20/12.							
3.	Paolilli, Eric A.	0	Orange County - Department of Health Director of Operations (ME) Competitive	07/12/2010 07/11/2012	\$65,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/12/10-11/30/10 and disapproved the request thereafter. Approval through 11/30/10 will provide time for the appointing authority to make a permanent appointment from the eligible list. This is not a determination on Mr. Paolilli's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							
4.	Squillante, Frank P.	0	Orange County - Monroe-Woodbury CSD School Security Supervisor Competitive	07/01/2010 06/30/2012	\$80,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 09/01/10-06/30/11. The limited period of approval through 06/30/11 was granted with the stipulation that the Orange 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.							
5.	Moran, John P.	.50	Suffolk Co. Hampton Bays UFSD Director of School Safety Competitive	07/01/2010 06/30/2012	\$55,000	Yes	Limited Approval
The State Commission approved the request for the limited period of 07/01/10-11/30/10 and disapproved the request thereafter. Approval through 11/30/10 will provide time for the appointing authority to make a permanent appointment from the eligible list. This is not a determination on Mr. Moran's continued employment but rather the appropriateness of collecting pension benefits and a salary as a retired persons.							
6.	Napolitano, William J.	0	Suffolk County Islip, Town of Deputy Town Commissioner of Public Safety Enforcement Exempt	04/05/2010 04/04/2012	\$70,000	Yes	Approved
The State Commission approved the request for the period of 04/05/10-04/04/12.							

7.	Barbaria, Jr., Louis G.	2	Ulster County Town of Saugerties Police Chief A Competitive	01/01/2011 12/31/2011	\$80,000	Yes	Limited Approval
<p>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 Ulster County Personnel Department conduct an examination to determine if there are any qualified non-retirees available for appointment.</p>							

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.	Churns, Dennis J	2	Attorney General's Office Investigator Exempt	05/01/2010 04/30/2012	\$55,445	Yes	Approved
The State Commission approved the request for the period of 5/1/10 - 4/30/12.							
2.	Clementi, Debra	0	Attorney General's Office Investigator Exempt	01/01/2010 12/31/2011	\$56,553	Yes	Withdrawn
Withdrawn at the request of the agency.							
3.	Cullen, William P	10	Attorney General's Office Investigator Exempt	05/10/2010 05/09/2012	\$83,214	Yes	Approved
The State Commission approved the request for the period of 5/10/10 - 5/9/12.							
4.	Elsenbeck, William J	4	Attorney General's Office Investigator Exempt	04/20/2010 04/19/2012	\$57,108	Yes	Approved
The State Commission approved the request for the period of 4/20/10 - 4/19/12.							
5.	Erdogan, William	0	Attorney General's Office Investigator Exempt	04/11/2010 04/10/2012	\$87,110	Yes	Approved
The State Commission approved the request for the period of 4/11/10 - 4/10/12.							
6.	Keegan, Edward	0	Attorney General's Office Investigator Exempt	05/20/2010 05/19/2012	\$63,878	Yes	Approved
The State Commission approved the request for the period of 5/20/10 - 5/19/12.							

7.	Pendergast, Paul	10	Attorney General's Office Investigator Exempt	04/06/2010 04/05/2012	\$81,412	Yes	Approved
The State Commission approved the request for the period of 4/6/10 - 4/5/12.							
8.	Pitts, Jeffrey	2	Attorney General's Office Investigator Exempt	05/19/2010 05/18/2012	\$73,310	Yes	Approved
The State Commission approved the request for the period of 5/19/10 - 5/18/12.							
9.	Vivian, Thomas M	2	Attorney General's Office Investigator Exempt	04/21/2010 04/20/1212	\$55,445	Yes	Approved
The State Commission approved the request for the period of 4/21/10 - 4/20/12.							
10.	Carbone, Angelo M	3	Insurance, Department of Assistant Director of Insurance Frauds Bureau Exempt	01/01/2011 12/31/2012	\$127,794	Yes	Approved
The State Commission approved the request for the period of 1/1/11 - 12/31/12.							
11.	Orlando, Frank	3	Insurance, Department of Director of Insurance Frauds Bureau Exempt	01/01/2011 12/31/2012	\$140,864	Yes	Approved
The State Commission approved the request for the period of 1/1/11 - 12/31/12.							
12.	DiDonato, Steven	2	Mental Health Community Mental Health Nurse Competitive	07/03/2010 07/02/2012	\$79,229	Yes	Approved
The State Commission approved the request for the period of 7/3/10 - 7/2/12.							

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. Monahan, Dennis J	8	Dormitory Authority Security Manager Other	07/01/2010 06/30/2012	\$104,425	Yes	Approved	
The State Commission approved the request for the period of 7/1/10 - 6/30/12.							
2. Davis, Gary S	6	MTA - Long Island Bus Security Agent Unclass	01/01/2011 12/31/2012	\$41,647	Yes	Approved	
The State Commission approved the request for the period of 1/1/11 - 12/31/12.							
3. Mulhall, Michael E	6	MTA - Long Island Bus Security Agent Unclass	01/01/2011 12/31/2012	\$41,647	Yes	Approved	
The State Commission approved the request for the period of 1/1/11 - 12/31/12.							
4. McConville, Ronald T.	6	Thruway Authority Coordinator of Safety & Security Services TZB NonComp (Policy Influencing/Confidential)	07/01/2010 12/31/2010	\$83,738	Yes	Limited Approval	
The State Commission approved the request for the limited period of 7/1/10 - 11/30/10 and disapproved the request thereafter. The appointing authority failed to demonstrate that there are "not readily available for recruitment other qualified persons." This is not a determination on Mr. McConville's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							
5. Tuffey, Kevin M.	0	Thruway Authority Special Assistant Exempt	01/21/2010 12/31/2010	\$115,022	Yes	Limited Approval	
The State Commission approved the retroactive request for the limited period of 1/21/10 - 11/30/10 and disapproved the request thereafter. The appointing authority failed to demonstrate that there are "not readily available for recruitment other qualified persons." This is not a determination on Mr. Tuffey's continued employment, but rather the appropriateness of collecting pension benefits and a salary as a retired person.							

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

3.46 (A) EDUCATION DEPARTMENT. Request for Commission approval of non-competitive classification of the position of Director of Curriculum Services which they are asking to have established.
(Control No. 10-027)

APPROVED (phi - policy)

3.55 (B) EDUCATION DEPARTMENT. Request for Commission approval of non-competitive classification of the position of Director, Charter Schools which was originally requested as Director of Charter Schools.
(Control No. 10-022)

APPROVED (phi - policy/confidential)

3.56 (C) EXECUTIVE CHAMBER. Request for Commission approval of exempt classification of the position of Chief Diversity Officer.
(Control No. 10-031)

APPROVED

3.57 (D) OFFICE OF MENTAL HEALTH. Request for Commission approval of non-competitive classification of the position of Director Mental Health Field Office 2 which they are asking to have established.
(Control No. 10-025)

APPROVED (phi - policy)

3.58 (E) FOR COMMISSION CONSIDERATION. Matter of adding the subheading Authorities Budget Office to the exempt class listing and request for Commission approval of exempt classification of the position of Secretary which they are asking to have established.
(Control No. 10-026)

APPROVED

3.59 (F) FOR COMMISSION CONSIDERATION. Matter of changing the subheading Crime Victims Board to Office of Victim Services in the exempt and non-competitive class listings and request for Commission approval of exempt classification of the position of Deputy Director which was originally requested as Deputy Director for Victim Advocacy. (Control No. 10-028)

APPROVED

3.60 (G) FOR COMMISSION CONSIDERATION. Minutes of the Commission meeting held September 15, 2010.

APPROVED

LEAVES OF ABSENCE - APPROVED AS INDICATED

4.17 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)	12/1/10	12/1/12	Gugie,Nicholas	Senr Budget Exmr Competitive Budget	Assoc Fiscal Polcy An Non-Competitive Budget
(2)	11/27/10	11/1/12	Allen,Jason	Youth Div Aide 3 Non-Competitive Child&Fam Srvc	Youth Counselor 1 Competitive Child&Fam Srvc
(3)	11/1/10	11/1/12	Dennison,Joseph	Youth Counselor 1 Competitive Child&Fam Srvc	Youth Facility Dir 2 Non-Competitive Child&Fam Srvc
(4)	11/13/10	11/1/12	Donahue,Dennis R	District Mgr Svs Blnd Competitive Child&Fam Srvc	Regnl Admnr Labor Non-Competitive Labor
(5)	12/1/10	12/1/12	Figuroa,Edward	Youth Counselor 2 SL Competitive Child&Fam Srvc	Youth Facility Dir 1 Non-Competitive Child&Fam Srvc
(6)	10/17/10	10/1/12	Galarza,Maria A	Youth Counselor 2 SL Competitive Child&Fam Srvc	Spec Assnt Exempt Child&Fam Srvc
(7)	10/1/10	10/1/12	Langbein,Stephen P	Youth Counselor 2 Competitive Child&Fam Srvc	Youth Facility Dir 1 Non-Competitive Child&Fam Srvc
(8)	10/1/10	10/1/12	Larrier-Fulcher,Annette	Youth Counselor 2 Competitive Child&Fam Srvc	Youth Facility Dir 3 Non-Competitive Child&Fam Srvc
(9)	11/6/10	11/1/12	Mcentee,Scott W	Cadet Leader 2 Non-Competitive Child&Fam Srvc	Cadet Leader 3 Competitive Child&Fam Srvc
(10)	12/1/10	12/1/12	Ruppel,Joanne E	Prg Rsch Spec 3 HSv Competitive Child&Fam Srvc	Resch Scient 3 Non-Competitive Child&Fam Srvc

LEAVES OF ABSENCE – October 2010

4.17 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>
(11)	11/1/10	11/1/12	Sanoguet,Jeffrey	Youth Counselor 1 SL Competitive Child&Fam Srvcs	Youth Counselor 2 Non-Competitive Child&Fam Srvcs
(12)	11/1/10	11/1/12	Sapio,Anita M	Youth Counselor 2 Competitive Child&Fam Srvcs	Youth Facility Dir 3 Non-Competitive Child&Fam Srvcs
(13)	10/1/10	10/1/12	Wallen,Raquel	Child Abuse Spec 1 Non-Competitive Child&Fam Srvcs	Ch & Fam Svs Spec 1 Competitive Child&Fam Srvcs
(14)	10/1/10	10/1/12	Ciulla,Richard A	Emp Hlth Srv Physn 1 Competitive Civil Service	Dir Health Srvs Med S Non-Competitive Civil Service
(15)	10/2/10	10/1/12	Laplante,Shirley J	Admnv Assnt Competitive Civil Service	Civil Srv Comm Stf An Non-Competitive Civil Service
(16)	11/2/10	11/1/12	Castler,Jeffrey D	Assoc Investmnt Offcr Competitive Comptroller	Spec Investmnt Offcr Exempt Comptroller
(17)	10/1/10	10/1/12	Rabideau,Ann M	Nurse Admr 1 Competitive Cor Elmira Cntr	Deputy Supt Corrl HCF Non-Competitive Cor Mohawk
(18)	10/1/10	10/1/12	Brandow,Stephen G	Coord Corrl Svs Emp I Competitive Cor Main Office	Deputy Supt Admnv S 3 Non-Competitive Cor Green Haven
(19)	11/1/10	11/1/12	Giuffre,Michael	Info Tech Spec 3 Prog Competitive Employ Relatns	Emp Rel Assoc Exempt Employ Relatns
(20)	11/1/10	11/1/12	Hines,Mary L	Dir Financial Admn 1 Competitive Employ Relatns	Admnv Offr Exempt Employ Relatns

LEAVES OF ABSENCE – October 2010

4.17 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>
(21)	12/1/10	12/1/12	Davies,Robert K	Senr Attorney Competitive En Con	EnvirnI Pgm Dir Non-Competitive En Con
(22)	12/1/10	12/1/12	Earl,Ruth L	EnvirnI Prgm Spec Tr 1 Competitive En Con	Spec Assnt Exempt En Con
(23)	9/17/10	9/1/12	Flink,Ellen M	Area Office Dir Competitive Hlth Main Off	Health Prog Dir 2 Non-Competitive Hlth Main Off
(24)	10/1/10	10/1/12	Schumacher,Dolores A	Public H Rep 1 Competitive Hlth Main Off	Aids Prgm Rep 1 Non-Competitive Hlth Main Off
(25)	10/30/10	10/1/12	Shi,Pei Yong	Resch Scient 5 Non-Competitive Hlth Main Off	Out of State Service Norvat Institute Singapore
(26)	4/23/09	4/1/11	Tarantino,Daniel J	Assoc Atty Hlth C Reg Competitive Hlth Main Off	Assnt Counsl Exempt Hlth Main Off
(27)	9/1/10	9/1/12	Gibb,John R	Homeland Sec Assoc Dir Non-Competitive Homeland Security	Dir State Emgncy Mg O Exempt St Emer Mgt Off
(28)	12/1/10	12/1/12	Nellegar Jr,James J	Assnt Dir Bur Mr Mg A Competitive OPWDD	Dir Internl Aud Exempt OPWDD
(29)	7/10/10	7/1/12	Signoracci,Jody L	LTC Adv Asstnc Spec 1 Competitive Off for Aging	Leg Liaison Exempt Off for Aging
(30)	11/1/10	11/1/12	Murphy,Karen A	Secy 1 Competitive OGS	Secy 2 Non-Competitive OGS

LEAVES OF ABSENCE – October 2010

4.17 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>
(31)	10/30/10	10/1/12	Bruening,Glen T	Supvg Attorney Competitive P&R Main Off	Assnt Counsl Gov Exempt Executive Chamb
(32)	11/1/10	11/1/12	Russi,Eugenio	Supvg Parole Offcr Competitive Parole	Regnl Dir Parole Oper Non-Competitive Parole
(33)	11/5/10	11/1/12	Reeder,Mark	Chf Regultry Economcs Competitive Public Service	Dir Pub Svs Prgs Exempt Public Service
(34)	12/1/10	12/1/12	Gloak,Geoffrey T	Real Prpty Anlst 1 Competitive Tax& Finance	Dir Pub Info Exempt Tax& Finance
(35)	12/1/10	12/1/12	Boyle,Kevin J	Child Support Spec 4 Competitive Tmp&Disabl Asst	Assnt Prg Mgr Exempt Tmp&Disabl Asst
(36)	11/11/10	11/1/12	Cinelli,Lisa M	Secy 1 Competitive Tmp&Disabl Asst	Secy 2 Non-Competitive Tmp&Disabl Asst
(37)	12/1/10	12/1/12	Forino,Donna M	Keyboard Spec 1 Competitive Tmp&Disabl Asst	Spec Assnt Exempt Tmp&Disabl Asst
(38)	12/1/10	12/1/12	Forino,Donna M	Food Stmp Outrch Pg R Non-Competitive Tmp&Disabl Asst	Spec Assnt Exempt Tmp&Disabl Asst
(39)	12/1/10	12/1/12	Snyder,Deborah A	Child Support Spec 2 Competitive Tmp&Disabl Asst	Info Security Officer Non-Competitive Tmp&Disabl Asst

4. STAFFING SERVICES/REINSTATEMENTS - APPROVED EFFECTIVE 10/14/10

4.18 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)	11/20/1980	04/16/2008	Cervone, Andrea	Keyboard Specialist 1 Fishkill Correctional
(2)	11/09/1981	03/10/1992	d'Oelsnitz, Susan H.	Agency Services Representative Insurance Department
(3)	01/11/1973	04/30/2008	Majkut, Maureen	Contract Management Specialist 1 OASAS
(4)	06/22/1981	09/13/1996	Schuster, Susan L.	Information Technology Specialist 4 OTDA
(5)	12/30/1985	09/06/2001	Yanovitch, Benjamin	Correctional Officer Trainee DOCS

5. TESTING SERVICES / COMMITTEE ON APPEALS

A. FINAL APPROVAL OF RATING KEYS WITHOUT OBJECTIONS OR CHANGES

<u>BOOKLET NO.</u>	<u>ITEM NOS.</u>	<u>EXAMINATION OR SERIES</u>	<u>DATE HELD</u>	<u>TYPE</u>
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None for October.

**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.	456-C 457-C	1-148 1-147	Correction Captain Series " " "	6/12/10 " "	Prom "

5. TESTING SERVICES / PRIOR APPROVALS - APPROVED

	<u>Booklet or Subtest</u>	<u>Subject</u>
5.52	071-30	Coding/decoding information
5.53	460-M 460-D0 460-D1 460-D2 460-D3/D4	Memory Story Memory for Facts and Information Preparing written material Reading, understanding and interpreting written material Applying written information (rules, regulations, policies, procedures, directives, etc.) in police settings
5.54	Blast/Crane–PT Cert-prox	Pyrotechnicians' Certificate of Competence – Proximate Audiences
5.55	Blast/Crane–PT Cert-both	Pyrotechnicians' Certificate of Competence – Fireworks and Proximate Audiences
5.56	ELTRON/AV 06	Operation, maintenance & repair of equipment used in instrumentation, including meters, sensors, indicators, recorders and data acquisition equipment
5.57	ELTRON/AV 10	Understanding and interpreting technical material
5.58	Env Anst 12	Stream, river, lake and wetlands protection and improvements
5.59	ELTRON23	Operation and maintenance of televisions, videotape recording systems and other audio visual equipment
5.60	Forest 1R	Tree falling, removing and trimming

6. MERIT AWARDS

Report on Merit Awards.

MEMORANDUM

TO: Civil Service Commission
FROM: Mary Ann Valikonis
SUBJECT: Merit Awards for Employee Suggestions
DATE: September 20, 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 \$850.00, of which \$400.00 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>6.16 84120</p> <p>Susan Travis</p> <p>APPROVED</p>	<p>Administrative Analyst Trainee SG 14 (at time of suggestion)</p> <p>NYS Department of Motor Vehicles (DMV)</p>	<p>Ms. Travis proposed that the Kraft envelope number MV-308 be reduced by ½” on the longer side in order to conform to the USPS regulations for being classified as a letter . This suggestion addressed the fact that by reducing the envelope by ½” in length the cost of postage would be reduced from \$1.13 for the first ounce to the letter rate of \$.80 for the first ounce. The suggestion is being put forth for an intangible award because one year after implementation it cannot be determined exactly how many envelopes were actually sent through the USPS. The recommended intangible award of \$400.00 identifies the suggestion as of moderate value with a broad extent of application. It was implemented on 5/27/2009 and was not related to Ms. Travis’s job duties and responsibilities.</p>	<p>\$400.00 Cash Award and a Certificate of Merit.</p> <p>The first \$100.00 of the cash award will be paid by the Department of Civil Service and the balance of \$300.00 will be paid by the Department of Motor Vehicles.</p>
<p>6.17 148216</p> <p>John Blanch</p> <p>APPROVED</p>	<p>Taxpayer Services Representative 1 SG-11</p> <p>NYS Department of Taxation and Finance (DTF)</p>	<p>Mr. Blanch proposed the creation of an access database to track employee training. The purpose was to streamline the process of reviewing the work of new employees, saving time and paper. The intangible benefits of implementing this suggestion include the tracking of common errors allowing for better targeting of training, and the establishment of an automated tracking system to monitor new employee performance. This suggestion was implemented on 4/1/09. The recommended intangible award of \$100.00 reflects the suggestion’s limited extent of application (to the PERB bureau only) and moderate value. The suggestion is unrelated to Mr. Blanch’s job duties or responsibilities.</p>	<p>\$100.00 Cash Award and a Certificate of Merit.</p> <p>The \$100.00 cash award will be paid in total by the Department of Civil Service.</p>

<p>6.18 148736</p> <p>Dan LaFerriere</p> <p>APPROVED</p>	<p>Public Work Wage Investigator SG- 15</p> <p>NYS Department of Labor (DOL)</p>	<p>Mr. La Ferriere proposed that a door entering the east side of the main lobby of the Department of Labor (Building 12 on the Harriman Campus) be modified in such a way as to avoid injuring a person in a wheelchair who cannot be seen behind the door. This addressed a safety issue indentified by Mr. La Ferriere when he opened this door and in fact hit the foot of a person in a wheelchair who was attempting to enter the lobby. This suggestion was implemented on 9/8/10. According to the Department of Labor suggestion committee, a new door was installed and should prevent the possibility of future injuries. The committee recommends a Certificate of Merit. This suggestion was not related to the suggesters' job duties or responsibilities.</p>	<p>Certificate of Merit</p>
<p>6.19 158837</p> <p>Raymond Doyle</p> <p>APPROVED</p>	<p>Verbatim Reporter SG- 17</p> <p>NYS Workers' Compensation Board (WCB)</p>	<p>Mr. Doyle proposed that the Workers' Compensation Board issue or make available on-line a booklet which partially disabled claimants will be directed to fill out to provide information to a judge related to their job search efforts. This suggestion addressed the time wasted during adjudication hearings – and resultant additional costs to pay the parties involved in the process - because the claimants often do not have the proper information in the proper format. The proposed form was implemented on 8/17/10. It is of substantial value but its extent is limited in that it affects a relatively small percentage of claimants classified with permanent partial disabilities. The recommend intangible award is \$250.00. This suggestion is unrelated to the suggester's job duties and responsibilities.</p>	<p>\$250.00 Cash Award and a Certificate of Merit.</p> <p>The first \$100.00 of the cash award will be paid by the Department of Civil Service and the balance of \$150.00 will be paid by the Workers' Compensation Board</p>

<p>6.20 182376</p> <p>Salem Jacobsen</p> <p>APPROVED</p>	<p>Tax Services Representative 2 SG-14</p> <p>NYS Department of Taxation (DTF)</p>	<p>Mr. Jacobsen proposed that the “transmission ok” print page on all fax machines be turned off. This suggestion addresses the fact that printing “transmission ok” pages uses toner and paper, allows for taxpayer information to be exposed on these pages left near the fax machines, requires manpower for shredding, and causes wear and tear on the fax machines. In addition, implementation of this suggestion will create a cleaner and less cluttered work place and is considered a “green” alternative. The suggestion was implemented on 9/14/10. The recommended intangible award is \$100.00. It is of moderate value and extended application as it affects several DTF bureaus, and is not related to the suggester’s job duties or responsibilities.</p>	<p>\$100.00 Cash Award and a Certificate of Merit.</p> <p>The \$100.00 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 10/14/10

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>
Budget, Division of	01010	00007 05180	Deputy Director Program Associate
Consumer Protection Board	01120	00307	Director Investigations
Correctional Services	10160	00501	Chief Investigations
Criminal Justice Services	01490	00007	Deputy Commissioner
Education Department	11000	00801 03001 40001	Director Internal Audit Deputy Commissioner Deputy Commissioner
Environmental Conservation	09000	00200	Director Internal Audit
Executive Chamber	01000	00404 00600 00609 00612 00709 00715 01203 01206 01304 02026 75015	Confidential Stenographer Director State Operations Confidential Stenographer Confidential Stenographer Assistant Counsel to the Governor Confidential Stenographer Assistant Appointments Officer Assistant Appointments Officer Press Officer Special Assistant Confidential Assistant
Financial Control Board	21940	00128	Secretary
Health, Department of	12000	00075 30401	Director Governmental Affairs & Strategic Planning Deputy Director
Insurance Department	13000	00640 01010	Special Assistant Special Counsel
Insurance Fund	00640	00200	Director Investigations

<u>Agency</u>	<u>Code</u>	<u>Item Nos.</u>	<u>Title</u>
Labor, Department of	14020	00005 03120	Special Assistant Executive Secretary, Unemployment Insurance Appeals Board
Labor Management Committees	21220	00704	Employee Program Associate
Law Department	03000	00155	Confidential Assistant
Motor Vehicles	23000	09000	Deputy Commissioner
Parks & Recreation	49070	00242	Deputy Commissioner
Racing & Wagering	01510	04101 04105 04106 04107 04110 05303 05304 05307 05308 05309 05360	Steward Investigator Racing License Investigator Supervising Racing Veterinarian Assistant Supervising Racing Veterinarian Associate Judge Associate Judge Recording Judge Paddock Judge Supervising Racing Veterinarian Supervising Racing Veterinarian
Regulatory Reform	21110	00305	Program Associate
Thruway Authority	55090	00038	Director Public Information

8. SECTIONS 55-B and C - APPROVED EFFECTIVE 10/14/10

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>
Children & Family Services	Business Services Specialist 1	60242
Labor, Department of	Senior Employment Security Clerk	03766
	Labor Services Representative Tr. 1	25108
Tax & Finance	Tax Compliance Representative 1	05483
	Tax Compliance Representative 1	05617
	Taxpayer Services Representative 1	46806
	Taxpayer Services Representative 1	46822
	Taxpayer Services Representative 1	49055
	Taxpayer Services Representative 1	51026
	Taxpayer Services Representative 1	51240
Veterans Affairs	Senior Training Technician	00052

Section 55-b – 9 positions

Section 55-c – 2 positions

10. NEW BUSINESS

FOR COMMISSION CONSIDERATION. Draft of 55-b/c Guidelines and Procedures to replace SPMM for review and discussion.

Comments pertaining to the proposed guidelines were discussed with interested parties. Action on the adoption of the guidelines will take place at a future meeting.

NYS CIVIL SERVICE COMMISSION
CALENDAR INDEX

OCTOBER 2010

<u>CODE</u>	<u>SUBJECT</u>	<u>PAGES</u>
1	Municipal Service	1 (A-N)
2	Pension Waivers for Retirees - Sec 211 NYSRSSL	
	Local Government	2 (A)
	State Government	2 (B)
	Other Entities	2 (C)
2-a	Extensions in Service Over Age Seventy	
3	Executive	3 (A-G)
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	9
10	New Business	10 (K)



NEW YORK STATE CIVIL SERVICE COMMISSION

**INTEROFFICE
MEMORANDUM**

TO: Commissioner Groenwegen
FROM: Jennifer Paul
SUBJECT: October 2010 Commission Meeting
DATE: October 7, 2010

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

Thursday, October 14

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

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

David Ernst
Anthony Rotundo