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RENSSELAER COUNTY CIVIL SERVICE COMMISSION

MARCH 29, 2022 MEETING MINUTES

Date: Tuesday, March 29, 2022

Time: 2:00 PM

Location: Third Floor Conference Room, Rensselaer County Government Center,
1600 Seventh Avenue, Troy, NY

Notice: In accordance with Public Officers Law Section 104

ATTENDEES: Thomas King, Commissioner and Chairperson
Al Spain, Commissioner
Brian Eastman, Commissioner
Carl J. Kempf III, Commission Secretary
Tracy DuShane, Director of Civil Service
Karlee Bolaños, Esq. of Bolaños & Lowe

I. CALL TO ORDER

Commissioner and Chairperson T. King called the meeting to order at 2:30 p.m.

II. APPROVAL OF DECEMBER 29, 2021 AND DECEMBER 30, 2021 MEETING MINUTES

Commissioner A. Spain made a motion to approve the minutes as presented and Commissioner B. Eastman seconded. All approved.

III. COMMISSION SECRETARY APPOINTMENT

Commissioner B. Eastman made a motion to adopt the resolution as presented confirming the appointment of Carl J. Kempf III as Secretary for the Commission and Commissioner A. Spain seconded. All approved.

IV. CIVIL SERVICE OFFICE REPORT OF APPOINTMENTS

Commissioners T. King, A. Spain, and B. Eastman reviewed the following appointments as presented by the Commission Secretary and Director Civil Service. No further action by the Commissioners required.

- **Permanent Appointments into the Competitive Class:**

- None

- **Probationary Appointments into the Competitive Class:**

Name	Title	Agency/Dept.	Date
Joseph B. Gumbrewicz	Police Officer	Town of East Greenbush	03/22/2022
Keith Millington	Police Officer	Town of East Greenbush	03/22/2022
Tanner Sheremeta	Police Officer	City of Rensselaer	03/22/2022
Matthew LaFortune	Police Officer	Town of East Greenbush	03/22/2022
Anthony Pasinello	Police Officer	Town of East Greenbush	03/22/2022
Jason Wheeler	Police Officer	City of Rensselaer	03/22/2022

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Bernadette Ellis	Police Officer	Town of East Greenbush	03/22/2022
Luke Hansen	Police Officer	Town of Schodack	03/22/2022
Daniel McCrea	Police Officer	City of Rensselaer	03/22/2022

- **Provisional Appointments in the Competitive Class:**

- None

- **Permanent Appointments into Non-Competitive Class:**

Name	Title	Agency/Dept.	Date
Tracy DuShane	Director of Civil Service	Civil Service	02/22/2022
Henry R. Bauer	Assigned Counsel Administrator/ Data Officer	County Attorney	02/16/2022
Amy Hughes Keegan	Contracts and Legal Affairs Manager	County Attorney	02/11/2022
Paul Davendonis	Fire Investigator	Sheriff's Dept	04/01/2022

- **Probationary Appointments into the Non-Competitive Class:**

Name	Title	Agency/Dept.	Date
Kara Blakeman	Dispatcher	EGPD	12/16/21
Mark Warner	Cook	EGCSD	01/13/2022

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Veronica Backmon	Monitor	EGCSD	01/13/2022
Jarod Cramer	Custodial Worker	EGCSD	01/13/2022
Jamie Seror	Food Service Helper	Brunswick CSD	01/13/2022
Jakeb Boniface	Dispatcher	EGCSD	01/19/2022
Amanda O'Donnell	School Monitor	Brunswick CSD	01/19/2022
Alyssa Houghton	Food Service Helper	Brunswick CSD	01/24/2022
Heather Hogan	Senior School Monitor	EGCSD	01/27/2022
Claudia Mangione	Typist	EGCSD	01/27/2022
James Saas	Teacher Aide	Lansingburgh CSD	01/28/2022
Diane Corey	Teacher Aide	Brunswick CSD	01/31/2022
Kamanni Gary	Senior School Monitor	Lansingburgh CSD	02/01/2022
Patricia Tansey	Human Resources Specialist	City of Rensselaer	02/07/2022
Diane Connolly	Teacher Aide	Lansingburgh CSD	02/11/2022
Mark Morine	School Bus Driver	Brunswick CSD	03/01/2022
Gerald Smith	School Bus Driver	Brunswick CSD	03/01/2022
Vanessa Mauro	Assistant Supervisor	VRM	03/03/2022
Dana Gardy	Senior Account Clerk	Sheriff	03/07/2022
Eleanor Wood	School Monitor	EGCSD	03/10/2022

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Steven Rudolph	Automotive Mechanic	EGCSD	03/10/2022
Frank Ciccarelli	School Bus Driver	APCSD	03/14/2022
Mark Fountain	School Bus Driver	APCSD	03/14/2022
Michele Face	School Bus Monitor	APCSD	03/14/2022
Sarah Smith	Teacher Aide	APCSD	03/14/2022
Bridget Colletti	Teacher Aide	APCSD	03/14/2022
Mark Bonacquisti	School Bus Driver	APCSD	03/14/2022

- **Appointments into the Exempt Class:**

- None

- **Appointments into the Labor:**

Name	Title	Agency/Dept.	Date
Justin Matthews	Laborer (Sanitation)	Rensselaer County Sewer	02/14/2022
Nicholas Clark, Jr.	Cleaner	Rensselaer County Buildings	02/22/2022

V. CIVIL SERVICE OFFICE REPORT OF EXAMS

Commissioners T. King, A. Spain, and B. Eastman reviewed the following report of exams as presented by the Commission Secretary and Director of Civil Service. No further action by the Commissioners required.

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- Completed

76-462	PROM	PROGRAM ASSISTANT, ACADEMICS II	3/5/2022
67-288	OC	PROGRAM ASSISTANT, ACADEMICS II	3/5/2022
67-168	OC	PROGRAM ASSISTANT, ACADEMICS I	3/5/2022
67-605	OC	PROGRAM ASSISTANT, ACADEMICS III	3/5/2022
76-471	PROM	PROGRAM ASSISTANT, ACADEMICS III	3/5/2022
72-344	PROM	SENIOR CLERK	3/5/2022
60-697	OC	SENIOR CLERK	3/5/2022
76-920	PROM	CHILD PROTECTIVE WORKER	2/5/2022
72-182	PROM	PRINCIPAL ACCOUNT CLERK	2/5/2022
61-812	OC	CHILD PROTECTIVE WORKER	2/5/2022
60-404	OC	PRINCIPAL ACCOUNT CLERK	2/5/2022
71-998	PROM	COMMUNICATION CENTER SUPERVISOR	1/22/2022

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61-893	OC	COMMUNICATI ON CENTER SUPERVISOR	1/22/2022
71-980	PROM	SENIOR COMMUNICATI ONS OFFICER	1/22/2022
61-772	OC	SENIOR COMMUNICATI ONS OFFICER	1/22/2022
61-317	OC	POLICE DISPATCHER	1/22/2022
61-029	OC	COMMUNICATI ONS OFFICER	1/22/2022

- **Scheduled**
 - None

VI. ESTABLISHMENT OF ELIGIBLE LISTS:

Commissioner A. Spain made a motion to establish the following lists as presented and Commissioner B. Eastman seconded. After discussion, all approved.

- Police Officer/Deputy Sheriff #61-004
- Social Work Assistant #62-385

VII. CREATION OF NEW JOB SPECIFICATIONS:

Commissioners T. King, A. Spain, and B. Eastman reviewed the following job specifications as presented to the Commission by the corresponding agency/department. After discussion, with no exceptions taken, the specifications were approved.

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Title	Agency/Dept.
Assigned Counsel Administrator/ Data Officer	Rensselaer County County Attorney
Contracts and Legal Affairs Manager	Rensselaer County County Attorney
Educational Technology Specialist	Rensselaer City Schools
Assistant Comptroller	Town of Schodack
Director of Buildings and Grounds	Town of Schodack
Laborer (Cleaner)	City of Rensselaer
Account Clerk	Averill Park Central School District
Human Resources Specialist	Averill Park Central School District
Secretary to the Town Justice	Town of North Greenbush
Accounts Payable Associate	EGCSD
Senior Bus Driver	EGCSD
Head of Buildings and Grounds	Wynantskill UFSD
Human Resources Specialist	VRM
Building Facilities Manager	Town of Petersburg
Court Officer	Town of Petersburg
Bookkeeper	Town of Petersburg

VIII. JOB RECLASSIFICATION REQUESTS:

Commissioners T. King, A. Spain, and B. Eastman reviewed the following job specifications as presented to the Commission by the corresponding agency/department. After discussion, with no exceptions taken, the requests were approved.

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Title	Agency/Dept.
Director of Civil Service	Rensselaer County Civil Service
Public Health Opioid Analyst	Rensselaer County Public Health
Assistant Building Inspector	City of Rensselaer

IX. OLD BUSINESS

None reported.

X. NEW BUSINESS

None reported.

XI. ADJOURNMENT

Commissioner and Chairperson T. King adjourned the meeting at 3:05 p.m.

No Executive Session

Next regularly scheduled meeting is Tuesday, April 26, 2022 at 2:00 PM