

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

February 8, 2022

Present: Robert Passonno, Chairperson
Mark Harbour, Commissioner
Carol Ratigan, Secretary to the Commission

Absent: Michael Duffey, Commissioner

MONTHLY MINUTES

Meeting called to order at 9:05 a.m. Secretary Ratigan took a roll call.

ACKNOWLEDGEMENT OF MEETING POSTPONEMENT

Secretary Ratigan stated due to lack of quorum, the announced January 25, 2022 and February 1, 2022 meetings were postponed until February 8, 2022.

REVIEW OF MINUTES – Monthly Meeting of 12/28/2021

Secretary Ratigan asked if there were any corrections or additions to the minutes. Minor typos were noted by Commissioner Harbour. Mark Harbour made a motion to approve the minutes with noted corrections. Robert Passonno seconded the motion. Motion passed unanimously.

CERTIFICATION OF EXAMINATION RESULTS – POLICE LIEUTENANT #74728

Commissioners reviewed examination results. Mark Harbour made a motion to certify the examination results with a one year expiration. Robert Passonno seconded the motion. Motion passed unanimously. Expiration date is 2/7/2023.

REVIEW OF NEW POSITION DUTIES STATEMENT – Planner

Commissioners reviewed NPDS and draft spec for the title Planner. Robert Passonno made a motion to approve the new position to the classification plan as competitive. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF NEW POSITION DUTIES STATEMENT – Chief Water Treatment Plant Operator

Commissioners reviewed NPDS and draft spec for the title Chief Water Treatment Plant Operator. Robert Passonno made a motion to approve the new position to the classification plan as competitive. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF NON-COMPETITIVE EMPLOYMENT APPLICATIONS*

None

REVIEW OF PROVISIONAL EMPLOYMENT – Examinations to be requested within 30 days of appointments*

Brenda Zawistowski – Clerk Typist – School District

REVIEW OF 2021 ANNUAL REPORT FOR SUBMISSION TO NYSCS

Secretary Ratigan reported out to the Commission that the annual report was finalized and ready for submission within the statutory March 1 deadline. Chairperson Passonno and Commissioner Harbour reviewed and approved the report prior to submission. NYSCS accepted the report without issue.

REVIEW OF 2021 ANNUAL FEES REPORT FOR SUBMISSION TO NYSCS

Secretary Ratigan reported out to the Commission that the annual fees report was finalized and ready for submission within the statutory March 1 deadline. Chairperson Passonno and Commissioner Harbour reviewed and approved the report prior to submission. NYSCS accepted the report without issue.

REVIEW OF NEW OPERATIONAL FORMS

- 01 Transfer Form with Directions
- 02 New Position Description Form
- 03 Review of Vacancy Form
- 04 Affirmation of Provisional Appointment Status Form
- 05 Alternate Test Date Application Form and Policy
- 06 Reinstatement Request Form
- 07 Request for Applicant Review Form
- 08 Civil Service Application Fillable Form

Commissioners had no comments on the above referenced best practice forms.

REVIEW OF MONTHLY MEETING SCHEDULE

Tabled until March 22, 2022 meeting.

REVIEW OF TIE BREAKER POLICY

Commissioners reviewed the use of candidates last four digits of candidates social security number, lowest to highest order, as the tie breaker method for the purposes of establishing rank on eligible list examination results. Robert Passonno made a made a motion to accept the tie breaker method. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF ALTERNATE TEST DATE POLICY

Commissioners reviewed the alternate test date form and policy. Robert Passonno made a made a motion to accept the policy. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF FEE WAIVER POLICY

Tabled until March 22, 2022 meeting.

UPDATE OF OFFICE FILE REVIEW

Carol Ratigan briefly updated the Commissioners on the progress made with office records. Focus area over the next six weeks will be reviewing and updating all active job descriptions in the classification plan.

NEW BUSINESS

General Manager, Joseph LaCivita will be scheduling a demo for the on-line civil service personnel management system. Carol Ratigan will be joining the review and will report back to the Commissioners.

Motion to adjourn made by Robert Passonno. Seconded by Mark Harbour. Motion passed unanimously.

Meeting adjourned 10:07 a.m.

Next meeting scheduled for 9:00 a.m. on 3/22/2022 pending quorum call.

*Per Resolution, previously approved by the Secretary to the Commission