

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

March 22, 2022

Present: Robert Passonno, Chairperson
Mark Harbour, Commissioner (joined via mobile device)
Michael Duffey, Commissioner
Carol Ratigan, Secretary to the Commission

MONTHLY MINUTES

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

REVIEW OF MINUTES – Monthly Meeting of 2/8/2022

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

REVIEW OF NEW POSITION DUTIES STATEMENT – Discovery Coordinator

Commissioners reviewed NPDS and draft spec for the title Discovery Coordinator. Robert Passonno made a motion to approve the new position to the classification plan as competitive. Michael Duffey 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*

Nicholas Leone – Clerk Typist – School District

REVIEW OF UPCOMING EXAMINATION ANNOUNCEMENTS

Police Sergeant – June 11, 2022
Clerk – June 11, 2022
Clerk Typist – June 11, 2022

REVIEW OF NEW OPERATIONAL FORMS

09 Application Fee Waiver Request and Certification Form

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

REVIEW OF MONTHLY MEETING SCHEDULE

Commissioners unanimously agreed to maintain the last Tuesday of the month as their monthly meeting schedule.

REVIEW OF EXAMINATION FEE WAIVER POLICY

Commissioners reviewed the Application Fee Waiver Request and Certification Form. Michael Duffey made a motion to accept the verbiage in the of the Application Fee Waiver Request and Certification Form as the policy for authorizing examination fee waivers. Robert Passonno seconded the motion. Motion passed unanimously.

REVIEW OF INCLEMENT WEATHER OR EMERGENCY POLICY – FOR EXAMINATION PURPOSES

Commissioners reviewed the review of inclement weather or emergency policy – for examination purposes policy. Michael Duffey made a motion to accept the policy. Robert Passonno seconded the motion. Motion passed unanimously.

REVIEW OF UPDATES POSITION SPECS FOR CLASSIFICATION PLAN

Tabled until March 29, 2022 special meeting.

HOUSEKEEPING ITEMS

Carol Ratigan briefly updated the Commissioners on the communication from NYSCS promoting the review and adoption of model rules. Future discussion is planned on this topic.

NEW BUSINESS

General Manager, Joseph LaCivita advised that the city will be contracting for the on-line civil service personnel management system. The system for use will be E-Gov. Additionally, the Watervliet School District will begin receiving billing for their share of the civil service operational expenses.

Motion to adjourn made by Michael Duffey. Seconded by Mark Harbour. Motion passed unanimously.

Meeting adjourned 9:57 a.m.

Next monthly meeting scheduled for 9:00 a.m. on 5/3/2022 pending quorum call.

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