

SPECIAL MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

March 29, 2022

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

SPECIAL MEETING MINUTES

All members were present at 5:30 pm. Technology Consultant was present to facilitate set-up of new city email accounts for all three commissioners.

Meeting called to order at 6:10 pm. Secretary Ratigan took a roll call.

REVIEW OF PERFORMANCE TEST POLICY

Commissioners reviewed the Performance Test Policy. Michael Duffey made a motion to accept the policy as written below. Mark Harbour seconded the motion. Motion passed unanimously.

“The Watervliet Civil Service Commission has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination will be required to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request reinstatement to the eligible list in writing by contacting Watervliet Civil Service Commission.”

REVIEW OF POSITION SPECIFICATIONS FOR CLASSIFICATION PLAN

The full commission reviewed and updated the following position specifications and duties statements as follows:

Title	Classification	Motion Made and Seconded
City		
Clerk	Non-Competitive if PT	Commissioners Passonno, Duffey, Unanimous
Code Enforcement Officer	Competitive	Commissioners Passonno, Harbour, Unanimous
Deputy City Clerk	Exempt	Commissioners Passonno, Harbour, Unanimous
Fire Captain	Competitive	Commissioners Passonno, Harbour, Unanimous
Fire Lieutenant	Competitive	Commissioners Passonno, Duffey, Unanimous
Firefighter	Competitive	Commissioners Passonno, Harbour, Unanimous
Laborer	Laborer	Commissioners Passonno, Harbour, Unanimous

Motor Equipment Operator	Non-Competitive	Commissioners Passonno, Duffey, Unanimous
Police Lieutenant	Competitive	Commissioners Passonno, Harbour, Unanimous
Police Officer	Competitive	Commissioners Passonno, Harbour, Unanimous
Police Sergeant	Competitive	Commissioners Passonno, Duffey, Unanimous
Registrar Of Vital Statistics	Non-Competitive	Commissioners Passonno, Duffey, Unanimous
Sanitation Workers	Non-Competitive	Commissioners Passonno, Duffey, Unanimous
School Traffic Officers PT	Non-Competitive	Commissioners Passonno, Harbour, Unanimous
Secretary To Civil Service	Exempt	Commissioners Passonno, Harbour, Unanimous
Secretary To General Manager	Exempt	Commissioners Passonno, Harbour, Unanimous
Secretary To Mayor	Exempt	Commissioners Passonno, Harbour, Unanimous
Secretary To Police Chief	Exempt	Commissioners Passonno, Harbour, Unanimous
Working Supervisor	Non-Competitive	Commissioners Passonno, Duffey, Unanimous

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

Meeting adjourned 8:40 p.m.

Next special meeting scheduled for 5:30 pm on 4/5/2022 pending quorum call.