

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

May 3, 2022

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

MONTHLY MINUTES

Meeting called to order at 9:12 a.m. Secretary Ratigan took a roll call.

REVIEW OF MINUTES – Monthly Meeting of 3/22/2022

Secretary Ratigan asked if there were any corrections or additions to the minutes. No changes were noted. Michael Duffey made a motion to approve the minutes with noted corrections. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF MINUTES – Special Meeting of 3/29/2022

Secretary Ratigan asked if there were any corrections or additions to the minutes. No changes were noted. Mark Harbour made a motion to approve the minutes with noted corrections. Michael Duffey seconded the motion. Motion passed unanimously.

REVIEW OF MINUTES – Special Meeting of 4/5/2022

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. 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*

None

REVIEW OF UPCOMING EXAMINATION ANNOUNCEMENTS

Police Sergeant – June 11, 2022
Keyboard Specialist – June 18, 2022

REVIEW OF NEW OPERATIONAL FORMS

14 Cross File Application

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

REVIEW OF EVALUATING QUALIFYING EXPERIENCE POLICY

Commissioners reviewed the Evaluating Qualifying Experience Policy. Mark Harbour made a motion to accept the policy verbiage with minor edit adding “of full time experience” to the rated scale. Robert Passonno seconded the motion. Motion passed unanimously.

REVIEW OF PHYSICAL AND MEDICAL POLICE POLICY

Commissioners reviewed the Physical and Medical Police Policy, including retest policy, as published. Michael Duffey made a motion to accept the policy. Mark Harbour seconded the motion. Motion passed unanimously.

CONTINUED REVIEW OF UPDATED POSITION SPECS FOR CLASSIFICATION PLAN

Commissioners discussed continued reviewed of outstanding positions descriptions. It was unanimously agreed that we will review along the way so long as it is manageable during our regularly scheduled monthly meetings. If at any time it is deemed necessary, a special meeting will be called to manage this work.

REVIEW OF VACCINATION POLICY STATE TEST CENTERS UPDATED (PAR 13-21)

Commissioners were provided with a copy of the updated guidance requiring all candidates taking an examination at any NYS testing site must be fully vaccinated.

HOUSEKEEPING ITEMS

Carol Ratigan briefly updated the Commissioners on next steps of office record review. In preparation for populating E-Gov Personnel Management System, a forensic file review will be done of all current employee appointments.

NEW BUSINESS

None.

Motion to adjourn made by Michael Duffey. Seconded by Robert Passonno. Motion passed unanimously.

Meeting adjourned 10:01 a.m.

Next monthly meeting scheduled for 9:00 a.m. on 6/7/2022 pending quorum call.

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