

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

July 12, 2022

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

MONTHLY MINUTES

Meeting called to order at 9:06 a.m. Secretary Ratigan took a roll call.

REVIEW OF MINUTES – Monthly Meeting of 6/7/2022

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

REVIEW OF MINUTES – Special Meeting of 6/28/2022

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. Robert Passonno 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

CERTIFICATION OF EXAMINATION RESULTS – KEYBOARD SPECIALIST #61822

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

REVIEW OF UPCOMING EXAMINATION ANNOUNCEMENTS

Police Officer – September 17, 2022.

CONTINUED REVIEW OF UPDATED POSITION SPECS FOR CLASSIFICATION PLAN

None.

NYSCS has provided a Policy Advisory Review #PAR-04-22 requesting all minimum qualifications be reviewed and updated to reflect USDOE regulation governing the recognition of accrediting agencies. Commissioners have directed Secretary to review and update accordingly.

EXECUTIVE SESSION

A motion was made by Commissioner Duffey at 9:22 am to enter executive session to discuss a personnel matter and protected medical information.

A motion was made by Commissioner Harbour at 9:29 a.m. to come out of executive session.

ACCOMMODATION REQUEST

Commissioners reviewed and discussed accommodation request. Michael Duffey made a motion to deny the request. Mark Harbour seconded the motion. Motion passed unanimously.

HOUSEKEEPING ITEMS

Carol Ratigan briefly updated the Commissioners on office record review.

An update on the E-Gov Personnel Management System was also provided. Anticipated launch date has been delayed and will not be available for the police officer applicants.

NEW BUSINESS

None.

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

Meeting adjourned 9:51 a.m.

Next monthly meeting scheduled for 9:00 a.m. on 9/13/2022 pending quorum call.

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