

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

September 13, 2022

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

MONTHLY MINUTES

Meeting called to order at 9:13 a.m. Secretary Ratigan took a roll call.

REVIEW OF MINUTES – Monthly Meeting of 7/12/2022

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 NON-COMPETITIVE EMPLOYMENT APPLICATIONS*

None

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

None

REVIEW OF EXAMINATION APPLICATIONS – Police Officer #60126

Commissioners reviewed all exam applicants approved by Secretary Ratigan to participate in the above-referenced examination to be held on 9/17/2022. There was one applicant who was denied pending response regarding required date of birth information.

REVIEW OF UPCOMING EXAMINATION ANNOUNCEMENTS

Police Lieutenant #71737 – October 22, 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.

REVIEW OF VETERANS CREDIT REVIEW POLICY (PAR 6-22)

Commissioners were provided with a copy of the updated policy guidance regarding removal of time of war requirement as defined by updated Section 85 of CSL relating to veteran credits.

Michael Duffey made a motion to adopt policy guidance. Mark Harbour seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION

A motion was made by Commissioner Duffey at 9:50 am to enter executive session to discuss a personnel matter. Mark Harbour seconded the motion.

A motion was made by Commissioner Duffey at 10:20 am to exit executive session to discuss a personnel matter. Mark Harbour seconded the motion.

HOUSEKEEPING ITEMS

Carol Ratigan briefly updated the Commissioners on office record review.

An update on the E-Gov Personnel Management System was also provided.

NEW BUSINESS

None.

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

Meeting adjourned 10:22 a.m.

Next monthly meeting scheduled for 9:00 a.m. on 10/18/2022 pending quorum call.

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