

**Mechanicville Civil Service Commission**  
**Meeting Agenda**  
**January 7, 2026**  
*Immediately following Public Hearing at 6:00 pm*

- 1. Roll Call**
- 2. Approval of Minutes** December 3, 2025, meeting
- 3. Communications**
  - a. From NYS MSD re: December Resolutions
  - b. From NYS MSD re: Annual Report
- 4. Reports of Personnel Change**

**Mechanicville Library**

- a. Emily Gates was appointed as Library Clerk (NC) effective 10/1/25
- b. Emily Gates resigned as Library Clerk (NC) effective 11/30/25
- c. Erica Strain resigned as Library Clerk (NC) effective 12/3/25
- d. Evelyn Neale retired as Librarian I (C) effective 12/15/25
- e. Kerri Trethaway and Nick VanDenburg were appointed as Library Clerks (NC) effective 1/3/26
- f. Samuel Brown was appointed as Library Clerk (NC) effective 1/5/26

**Mechanicville School District**

- a. Tracy Gardner was appointed provisionally as Food Service Worker (L) effective 11/17/25
- b. Mikayla Roberts resigned as Teacher Aide (NC) effective 12/6/26
- c. Lily Burke was appointed as a temporary Teacher Aide (NC) effective 12/15/25 – 6/26/26
- d. Brianna Patrick was appointed as School District Treasurer (EX) effective 12/15/25
- e. Charles Perkins was removed as School District Treasurer (EX) effective 12/31/25
- f. Jordan Sivers status as Laborer (L) was made permanent effective 1/1/26

**5. Old Business**

**6. New Business**

- a. An examination for Chief of Police was announced for February 28, 2026
- b. Approval of new title: Human Resources Assistant
- c. Approval of resolution to amend Municipal Civil Service Model Rule I text
- d. Approval of resolution to amend Municipal Civil Service Rules Appendix
- e. Approval of Eligible List for Police Officer

**7. Appearances**

**8. Next Meeting** February 4, 2026, at 6:00 PM

**9. Adjournment**

## **HUMAN RESOURCES ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves acting as the primary point of contact for inquiries and education related to human resources matters and processing multiple types of human resource transactions. The work is performed under the general supervision of the School Business Manager. Does related work as required.

### **TYPICAL WORK ACTIVITIES (Illustrative only)**

Onboards new employees with respect to benefits, rights and obligations including answering questions concerning health insurance, unemployment insurance, retirement benefits and other employee benefits;

Enters data, completes and processes various forms, documents and reports, and maintains complex files, records and computer systems related to human resource functions;

Answers routine questions from all sources regarding employment policies, practices, opportunities, procedures, rights, benefits, and obligations of employees and prospective employees;

Provides support to the Business Manager in such activities as compiling files, arranging logistics, and maintaining spreadsheets of activities within the process;

Prepares job postings and organizes hiring materials;

Prepares reports using computer-based applications to create and maintain spreadsheets;

Preforms basic business math functions relative to calculating leave, benefits, seniority credits, salary, purchase order requisitions, and maintains the department expense reports;

Prepares original correspondence on a variety of human resources topics and types letters, memos and other correspondence as assigned by the Business Manager;

Collects data regarding appointments, promotions, terminations, layoffs, pay rates, etc., and posts such data to appropriate forms and documents;

Assists in the civil service process including canvassing certificate of eligibles, submitting descriptions and answering questions;

Completes special projects as assigned;

Performs related duties as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of modern office terminology, practices and procedures, business English and Math; good knowledge of office systems, equipment and technology, including Microsoft, Google, and other HR software; ability to learn the laws, rules and policies of a school district HR office, including basic personnel administration, salary plans, leave benefits, employee benefits, labor contracts and appointment and service in the public sector; ability to establish and maintain effective and productive relationships with all co-workers; ability to work independently and part of a team; ability to prioritize tasks, manage

time effectively and produce a quality product in a fast-paced environment; ability to troubleshoot and problem-solve in the area of customer relations; ability to understand the importance of maintaining confidentiality with respect to sensitive human resource information; positive attitude; excellent attention to detail; highly driven; self-motivated with excellent initiative; superior discretion; organizational skill; tact and courtesy; excellent customer relations.

**MINIMUM QUALIFICATIONS EITHER**

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Human Resources; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Human Resources, PLUS two (2) years of experience in human resources or personnel capacity as a major function of the work (major function is defined as 50% or more of the day-to-day work experience); OR
- c) Graduation from high school or possession of a high school equivalency diploma, PLUS four (4) years of experience as defined in (b).

# RESOLUTION TO AMEND THE TEXT OF THE CITY OF MECHANICVILLE CIVIL SERVICE RULES

At a meeting of the Mechanicville Civil Service Commission held on January 7, 2026, the following resolution was adopted:

**WHEREAS**, the Mechanicville Civil Service Commission deems it necessary to make certain changes to the Text of the Mechanicville Civil Service Rules; AND

**WHEREAS**, the Mechanicville Civil Service Commission has duly advertised and has on January 7, 2026, held a public hearing on the matter;

**NOW THEREFORE BE IT RESOLVED** that subject to the approval of the State Civil Service Commission, the following changes be made to the Text of the Mechanicville Civil Service Rules:

## **AMEND TEXT OF RULE I – DEFINITIONS:**

**ALPHABETIZE** all terms and **RE-NUMBER** accordingly.

**“Commission”:**

**ADD TEXT:** “Civil Service Commission”

**DELETE TEXT:** “civil service commission”

**“Eligible List”:**

**ADD TEXT:** “an application”

**DELETE TEXT:** “applications”

**“Employee”:**

**ADD TEXT:** “, or multiple positions where authorized, who has been”

**“Employment in Multiple Positions”:**

**ADD TEXT:** “Employment in Multiple Positions” means the employment of an individual in more than one position, where authorized by the Commission, in one or more civil divisions. Appointments to each position must be made in accordance with the Civil Service Law, Rules, and applicable policies.

**“Part-Time Employment”:**

**ADD TEXT:** “Employment on a Part-Time Basis” **DELETE TEXT:** “Part-time Employment”

**“Position”:**

**ADD TEXT:** “as described in the job classification specification or duties statement”

## **Submission includes:**

- Scanned copy of the original of this adopted resolution
- Notice of Public Hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for each requested amendment

**RESOLUTION TO AMEND THE APPENDICES  
OF THE CITY OF MECHANICVILLE CIVIL SERVICE RULES**

At a meeting of the Mechanicville Civil Service Commission held on January 7, 2026, the following resolution was adopted:

**WHEREAS**, the Mechanicville Civil Service Commission deems it necessary to make certain changes to the Appendices of the Mechanicville Civil Service Rules; AND

**WHEREAS**, the Mechanicville Civil Service Commission has duly advertised and has on January 7, 2026, held a public hearing on the matter;

**NOW THEREFORE BE IT RESOLVED** that subject to the approval of the State Civil Service Commission, the following changes be made to the Appendices of the Mechanicville Civil Service Rules:

**APPENDIX B  
NON-COMPETITIVE**

**ADD:**      Superintendent of Streets and Sewers (Incumbent Only)

**Submission includes:**

- Scanned copy of the original of this adopted resolution
- Notice of Public Hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for the amendment

**Certificate of Submission**

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the requests for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

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Chairperson Robens

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Mayor Butler

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Commissioner Peluso

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Commissioner Thompson

**TITLE OF ELIGIBLE LIST**

Prepared by Erin Lyons  
Checked by Dawnmarie Robens

**MECHANICVILLE  
CIVIL SERVICE COMMISSION**

**Mechanicville Civil Service Commission  
Minutes of Meeting  
Held December 3, 2025**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:15 p.m. on December 3, 2025, at the Mechanicville Public Library. Chairperson Robens welcomed everyone to our monthly meeting.

Present: Chairperson Robens  
Commissioner Peluso  
Commissioner Thompson  
Secretary Lyons

The minutes of the meeting held on November 12, 2025, were approved. Commissioner Thompson made the motion to approve the minutes. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

**Communications**

- a. Secretary Lyons shared that the school district has requested the creation of a new position, Human Resources Assistant. We are in the process of creating and classifying the position.

**Reports of Personnel Change**

Mechanicville School District

- a. Nyisha Vedder's status as Teacher Aide (NC) was made permanent effective 4/11/24
- b. Brandon Danforth's status as School Bus Mechanic (NC) was made provisional effective 9/16/25
- c. Rhett Mercier was appointed as Cleaner (L) (Prov) effective 10/14/25
- d. Lisa Michaels was appointed as Teacher Aide (NC) (Temp) effective 10/27/25-6/26/26
- e. Danielle McAllister resigned as Cook (NC) effective 10/31/25 and was appointed as Food Service Helper (L) and School Monitor (L) effective 11/3/25
- f. Mikkade Nichols was appointed as Cleaner (L) (Prov) effective 11/3/25
- g. Beth Murray's status as School Monitor (L) was made permanent effective 11/6/25
- h. Helen Rose resigned as Cook (NC) effective 12/1/25

**Old Business** There was no old business to discuss.

**New Business**

- a. The payroll for the Mechanicville School District has been certified by Secretary Lyons. Commissioner Peluso made the motion to approve the payroll certification for the Mechanicville School District. Commissioner Thompson 2nd the motion. All in favor. Motion carried.
- b. A resolution to amend the text of Mechanicville Municipal Civil Service Rule I was presented to the Commission. Commissioner Peluso made the motion to approve, 2nd by Commissioner Thompson. All in favor. Motion carried.

- c. A resolution to amend Appendix B of the Mechanicville Municipal Civil Service Rules was presented to the Commission. Commissioner Peluso made the motion to approve, 2nd by Commissioner Thompson. All in favor. Motion carried.

**Appearances** – Kim Dunn attended our meeting. Questions and comments were addressed by the Commission and Chairperson Robens answered accordingly.

Secretary Lyons announced the next scheduled meeting will be held on Wednesday, January 7, 2026, at 6:00 pm.

Commissioner Peluso made a motion to adjourn the meeting. Commissioner Thompson 2<sup>nd</sup> the motion. All in favor. Motion carried.

The meeting was adjourned at 6:24 p.m.



Erik K. Lyons  
Secretary