

**Mechanicville Civil Service Commission**  
**Meeting Agenda**  
**April 1, 2026**  
**6:00 pm**

1. **Roll Call**
2. **Approval of Minutes** March 4, 2026
3. **Communications**
4. **Reports of Personnel Change**

**Mechanicville School District**

- a. Valerie Ormsby's status as Food Service Helper (L) was made permanent effective 3/2/26
  - b. Darlene VanWert's status as Registered Professional Nurse (School) (NC) was made permanent effective 3/2/26
  - c. Jennifer Salerno was appointed Teacher Aide (NC) effective 3/2/26-6/26/26
  - d. Amanda Clairmont was appointed Teacher Aide (NC) effective 3/9/26-6/26/26
  - e. Maya Thaickal was appointed Teacher Aide (NC) effective 3/11/26-6/26/26
5. **Old Business**
  6. **New Business**
    - a. Examinations have been announced for Police Officer to be held on 5/9/26, Account Clerk, Clerk, and Library Clerk on 5/16/26, and both OC and PROM Police Sergeant on 6/13/26
    - b. Approval of changes to the job classification specification for Transportation Supervisor
    - c. Approval of the new job classification specification for Executive Secretary to the Business Manager (School)
  7. **Appearances**
  8. **Next Meeting** May 6, 2026, at 6:00 PM
  9. **Adjournment**

## TRANSPORTATION SUPERVISOR

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

This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. Because the transportation of children is involved, the safety factor is of utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The class differs from Head Bus Driver, Head Automotive Mechanic or equivalent titles because of the overall direction of the transportation program including the supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision of the Business Manager or other school administrative officials allowing considerable leeway for the exercise of independent judgement. Supervision is exercised over the work of all subordinate transportation personnel and in smaller School Districts supervises Groundskeepers. Does related work as required.

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

Oversees the establishment of routines to be followed and preparation of time schedules for buses for public and non-public in the school district;

Supervises service, maintenance and repair of all school district vehicles and ensures vehicles meet all accepted safety standards and requirements;

Prepares periodic reports which include routing data information, mileage usage, bus utilization, repair costs, inspections and employee payrolls;

Responsible for processing all department payroll;

Recommends appointment and dismissal of transportation employees and sets standards of performance;

Assists in the preparation of Prepares transportation routes and maps;

May assign Assigns substitute bus drivers for all extracurricular trips including those for athletic teams;

Establishes a preventative maintenance schedule and ensures adherence by drivers and mechanics;

Supervises loading and recommends stopping places for buses;

Purchases or oversees the purchases of all bus supplies including gasoline, tires, lubricants, anti-freeze and repair parts;

Directs the participation of Completes accident reports and the filling of necessary insurance forms and department of transportation records;

Processes Addresses complaints regarding bus routing and scheduling, designation of bus stops, transportation personnel and student bus discipline;

May participate on negotiation committee and handle formal grievances from transportation employees;

Coordinates in-service training programs for transportation staff required by State Education Department and school district;

Assures there are adequately trained substitute bus drivers available when needed;

Fills in as School Bus Driver, as needed;

Assists in the preparation of annual transportation budget;

Supervises bus drivers and transportation personnel to assure they comply with policies of the School Board as they relate safety, courtesy, reporting and self-responsibility;

May prepare Prepares specifications for new vehicles and equipment;

Prepares a variety of records and related to the work.

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

Thorough knowledge of standard transportation methods and the operation of the buses; good knowledge of the district; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of driving safety practices; good knowledge of New York State Motor Vehicle Law, and applicable regulations of the Public Service Commission; ability to plan and supervise the work of subordinates; ability to keep records and make reports; tact; courtesy; dependability; physical condition commiserate with the demands of the position.

### **MINIMUM QUALIFICATIONS EITHER**

- a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Business Administration or Transportation Management and two years of experience in the transportation operations field; OR
- b) Graduation from high school or possession of a GED and four (4) years of experience in maintenance and repair of automotive equipment; OR
- c) Graduation from high school or possession of a GED and four (4) years of experience in the operation of multi passenger vehicles or the dispatching of motor equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid Commercial Driver License (CDL) Class B with Passenger (P) and School Bus (S) endorsements;

Possession of NYS School Bus Driver Instructor (SBDI) certification;

Possession of NYS 19A Examiner certification.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**EXECUTIVE SECRETARY**  
**TO THE BUSINESS MANAGER (SCHOOL)**

**DISTINGUISHING FEATURES OF THE CLASS**

The work involves serving as a highly responsible and confidential administrative professional, providing executive-level support to the Mechanicville City School District's Business Manager. This position also performs human resource-related duties in support of district operations, ensuring compliance with New York State Education Department (NYSED) regulations, New York State Civil Service Law, collective bargaining agreements, and Board of Education policies. The role requires discretion, independent judgment, strong organizational skills, and knowledge of school district financial and human resource operations. Does related work as required.

**TYPICAL WORK ACTIVITIES** (Illustrative only)

Executive & Administrative Support

Provides direct administrative support to the Business Manager;  
Prepares, drafts, and proofreads correspondence, reports, Board agenda items, and presentations on behalf of the Business Manager;  
Maintains confidential files for non-instructional staff including personnel, contractual, financial, and legal records;  
Coordinates meetings, prepares minutes, and manages Business Manager's calendar;  
Serves as liaison between the Business Office, district administrators, staff, vendors, and external agencies;  
Assists in the preparation of annual budget documents and financial reports;  
Maintains and monitors purchasing documentation, contracts, and bid records;  
Prepares invoices (accounts receivable).

Human Resources Functions

Assists with recruitment processes including posting non-instructional vacancies, screening applications, and scheduling interviews;  
Prepares new hire paperwork and onboarding materials for all staff;  
Communicates new hire information (name, start date) to Helpdesk and other departments;  
Serves as the Records Management Officer in compliance with NYS record retention requirements;  
Serves as the Deputy Purchasing Agent;  
Processes civil service documentation and coordinates with local Civil Service agencies as needed;  
Assists with payroll documentation, benefits enrollment, leaves of absence, and workers' compensation paperwork for all staff;  
Maintains non-instructional seniority lists and supports collective bargaining agreement administration;

Serves as point of contact for all retiree health insurance questions;  
Prepares confidential correspondence from the Business Manager, related to employment matters;  
Supports annual non-instructional staff evaluation documentation processes.

#### Compliance & Regulatory Support

Ensures adherence to:

- NYS Education Law
- NYS Civil Service Law
- Board of Education policies
- Collective bargaining agreements

Maintains accurate records for audits and state reporting;  
Assists in preparation for internal and external audits.

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

Knowledge of NYS school district operations preferred; strong understanding of confidentiality requirements in personnel matters; proficiency in Microsoft Office Suite (Word, Excel, Outlook); experience with school financial and HR software systems preferred (e.g., nVision, Frontline, SchoolTool, RecruitFront); excellent organizational and time-management skills; ability to work independently and exercise strong judgment; high attention to detail and accuracy.

#### **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 an Associate's Degree; AND three (3) years of experience in a school district office or human resources office setting.
- OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND five (5) years of experience in a school district office or human resources office setting.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**Mechanicville Civil Service Commission  
Minutes of Meeting  
Held March 4, 2026**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:01 p.m. on March 4, 2026, 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 February 4, 2026, were approved. Commissioner Peluso made the motion to approve the minutes. Commissioner Thompson 2nd the motion. All in favor. Motion carried.

**Communications**

- a. The Transformation - Secretary Lyons shared that NYS CS Municipal Services Division (MSD) is currently in their 12-15 week analysis period for the new Jobs Portal and Applicant Management System. They are working on how to best rollout the software, Eightfold, and then will share more. They have also added Q's and A's to their FAQ page on the transformation page: <https://www.cs.ny.gov/transformation/faq.cfm>

**Reports of Personnel Change**

City of Mechanicville

- a. Alexandria Safford resigned as Police Officer (FT) (C) effective 7/15/25
- b. William Roy resigned as Police Officer (PT) (NC) effective 11/12/25
- c. Cory Wagner resigned as Police Officer (PT) (NC) effective 1/1/26
- d. Zachary Bourdeau was appointed as Police Officer (PT) (NC) effective 1/19/26
- e. John Pugliese was appointed as Police Officer (PT) (NC) effective 1/19/26
- f. Amy DiSiena was appointed as Police Officer (C) effective 1/19/26
- g. Lauren Cappola was appointed as Clerk (PT) (NC) effective 2/12/26

Mechanicville School District

- a. Lily Burke resigned as Teacher Aide (NC) effective 1/20/26
- b. Daniel Vandetta's status as Laborer (L) was made permanent effective 2/4/26

Mechanicville Library

- a. Danielle Wilsey was appointed as Library Clerk (PT) effective 9/4/25

**Old Business**

- a. Question re: Reports of Personnel Change Forms for Unclassified positions  
Secretary Lyons stated that while we do maintain roster records for employees in unclassified positions, RPC's are not required for unclassified positions. It was not necessary to report the changes in elected officials at the last meeting, and we will not do so in the future.

- b. Question re: Laborer and Skilled Laborer minimum requirements  
Secretary Lyons reported that she reviewed the job classification specifications definition of Labor class with Commissioner Costanzo. Chairperson Robens stated that more detailed questions about the Department of Public Works should be directed to Commissioner Costanzo.

**New Business**

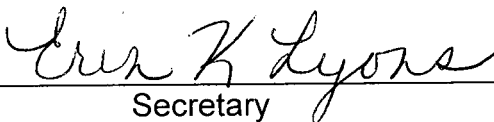
- a. Approval of Payroll Certification for the City of Mechanicville, the Mechanicville Library, and the Mechanicville Housing Authority.
- b. The examination for Chief of Police was administered on 2/28/26.

**Appearances** – Dave Hicks 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, April 1, 2026, at 6:00 pm.

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

The meeting was adjourned at 6:23 p.m.

  
Secretary