Mechanicville Civil Service Commission Agenda August 3, 2022 4:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of meeting July 6, 2022
- 3) Communications
- 4) MSD 426A Report of Personnel Change

City of Mechanicville

- a) Kimberly Noonan retired effective 7/15/2022
- b) Matthew Coreno was appointed temporary Working Supervisor from 8/1/2022-11/30/2022
- c) Frank Izzo retired effective 6/30/2021
- d) Frank Izzo was appointed as cleaner (L) effective 12/13/2021

Mechanicville Housing Authority

- a) Timothy Young was removed effective 10/25/21
- b) Susan France was removed 9/21/18

School

- a) Brian Gidley was appointed Director of Information Technology Temporary per diem from 7/23/22-8/22/22
- b) Brian Gidley was appointed Director of Information Technology (C) Provisional effective 8/23/22
- 5) Old Business
- 6) New Business

Approval of City Payroll, MHA Payroll, and Library Payroll

Approval of two new positions – Safety Liaison and Engagement Coordinator - at the Mechanicville School District

Approval of Secretary Resolution

- 7) Appearances
- 8) Next Meeting September 7, 2022
- 9) Adjournment

Report All Personnel Changes On This Form. City 🔯 County Town | Village Or District From: Mechanicville Department: Name And Title of Last Employee In Position: Social Security Number: _ _ Name of Employee: Address: Title of Position: Non-Veteran X Veteran Disabled Veteran Exempt Volunteer Firefighter Appointments Check Nature Of Effective Date Action Necessary By Personnel Change **Appointing Officer** Permanent Return Report of Certification Provisional Attach Application Temporary From То State Length of Employment Substitute Give Facts Under Remarks From To For Term of Office То Give Facts Under Remarks From Return Report of Certification Permanent Promotion Attach Nomination Provisional Promotion Non-Competitive Class Attach Application **Exempt Class** Submit This Form Only Labor Class Attach Application Submit Signed Resignation ☐ Resignation **Terminations** Give Effective Date Deceased Indicate Date Removal Attach Copy of Proceedings Give Facts Under Remarks Layoff (lack of work or funds) Give Facts Under Remarks Other Military Leave of Absence Give Facts Under Remarks To Changes Other Leave of Absence From Give Facts Under Remarks Transfer Give Facts Under Remarks Demotion Give Facts Under Remarks Suspension Give Facts Under Remarks Reinstatement Change in Classification Give Facts Under Remarks New Position **Submit Form** Indicate New Salary Change in Salary Change in Name Give Facts Under Remarks Give Facts Under Remarks Other MECHANICVILLE CIVIL Remarks: Appointing Officer: Title: DATE Address: welman 36 North Main Street, Mechanicville, NY 12118 Certificate valid until: Date: This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law, Subject to any limitation or condition specified above. By: 6-21-2022

Report All Personnel Changes On This Form.				
From: City	County T	own Village Or I	District District	
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Department	Epartment of	2.11.		
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	Matthew Conen	.0	ocial Security Number:	
Address:			_	
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Non-Veteran		led Veteran Exempt \	31,80	
Appointments	Check Nature Of	Effective Date	Volunteer Firefighter	
	Personnel Change	Effective Date	Action Necessary By	
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	Substitute	From To	State Length of Employment Give Facts Under Remarks	
	For Term of Office	From To	Give Facts Under Remarks	
	Permanent Promotion		Return Report of Certification	
	Provisional Promotion		Attach Nomination	
	Non-Competitive Class		Attach Application	
	Exempt Class		Submit This Form Only	
Terminations	Labor Class		Attach Application	
1 et minations	Resignation Retirement		Submit Signed Resignation	
	Deceased		Give Effective Date	
	Removal		Indicate Date	
Ì	Layoff (lack of work or funds)		Attach Copy of Proceedings	
Other	Military Leave of Absence		Give Facts Under Remarks Give Facts Under Remarks	
Changes	Other Leave of Absence	From To	Give Facts Under Remarks	
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-	Reinstatement		Give Facts Under Remarks	
-	Change in Classification		Give Facts Under Remarks	
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Appointing Officer: Neichard Berlin				
Title: Maria				
Address:	1700			
36 Bouth Main street Hechanically, del. 12118				
Certificate valid until: Date: 7-12-2027				
This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law,				
Subject to any limitation or condition specified above.				
Ву:			MECHANICVILLE CIVIL	
		,	SERVICE COMMISSION	

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7/12/22

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From: City	County	Town	Village Or District
Department:			
Name And Title of L	ast Employee In Position :		
Name of Employee:	Frank Izzo		Social Security Number:
Address:	-		
Title of Position:	Lleaner		Salary:
Non-Veteran	Veteran ☐ Disabled V	eteran T Exe	empt Volunteer Firefighter
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	Provisional		Attach Application
	☐ Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	☐ Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
	Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
	Retirement	6 30 21	Give Effective Date
	Deceased	0 1001	Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
other changes	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
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This cert	ifies that the above employment is in Subject to any limita	accordance with Law and ation or condition specified	-
Ву . О	0,00		Date: 7-22-2027

From: Cit	County 🗌	Town 🗌	Village Or District	
Department:				
Name And Title of	Last Employee In Position:			
Name of Employee	Frank Izzo		Social Security Number:	
Address:				
Title of Position:	Lleaner		Salary: 15.00	
Non-Veteran	Veteran Disabled V	/eteran D Ever	mpt Volunteer Firefighter	
Appointments	Check Nature Of	Effective Date		
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	Provisional		Attach Application	
	☐ Temporary	From To	State Length of Employment	
	For Term of Office	From To	Give Facts Under Remarks	
	Permanent Promotion		Return Report of Certification	
	Provisional Promotion		Attach Nomination	
	☐ Non-Competitive Class		Attach Application	
	Exempt Class		Submit This Form Only	
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Terminations	Resignation		Submit Signed Resignation	
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	Removal		Attach Copy of Proceedings	
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Other Changes	Military Leave of Absence		Give Facts Under Remarks	
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	Change in Classification		Give Facts Under Remarks	
	New Position		Submit Form	
	Change in Salary		Indicate New Salary	
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Remarks:			SERVICE COMMISSION	
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Appointing Officer:	Michael Ritler	•		
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Address: 3	6 North Main Str	cet Mechanic	wille NY 12118	
Certificate valid until: Date:				
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By Michou	lf. Suth		Date: 7-22-2022	
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	Permanent Promotion	From To	Give Facts Under Remarks
•	Provisional Promotion		Return Report of Certification
	Non-Competitive Class	3	Attach Nomination & Attach Application
	Exempt Class	 · · · 	Submit This Form Only
	Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
	Retirement		Give Effective Date
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Kov	Removal		Attach Copy of Proceedings
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•	For Term of Office.	From To		Give Facts Under Remarks
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	Permanent Promotion			Return Report of Certification
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	Exempt Class	↓ ; ·		Attach Application
	Labor Class			Submit This Form Only
Terminations	Resignation		·	Attach Application
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Other	Military Leave of Absence	1 4/11/60	()8	Give Facts Under Remarks
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1.	/x 7/			Date: 7/22/2021
		MECHANICVII	LE CIV	

From: City	County	Town 🔲	7	Village Or District ☑
Department:				
	ast Employee In Position :			
Name of Employee:	Brian Gidley		Social Security Number:	
Address.				
Title of Position: Dire	ctor of Information Technology	1		Salary: \$340,15 day
Non-Veteran 🛮	Veteran Disabled		Exemp	t Volunteer Firefighter
Appointments	Check Nature Of	Effective		Action Necessary By
•	Personnel Change	Birccii	Date	
				Appointing Officer
	Permanent			Return Report of Certification
	Provisional			Attach Application
	X Temporary (Per-Diem)	From 07/23/22 To	08/22/22	State Length of Employment
	For Term of Office	From To		Give Facts Under Remarks
	Permanent Promotion			Return Report of Certification
	Provisional Promotion			Attach Nomination
	Non-Competitive Class			Attach Application
	Exempt Class			Submit This Form Only
	Labor Class			Attach Application
Terminations	Resignation			Submit Signed Resignation
	Retirement			Give Effective Date
	☐ Deceased			Indicate Date
	☐ Removal			Attach Copy of Proceedings
	Layoff (lack of work or funds)			Give Facts Under Remarks
Other Changes	☐ Military Leave of Absence			Give Facts Under Remarks
	Other Leave of Absence	From To		Give Facts Under Remarks
	☐ Transfer			Give Facts Under Remarks
	☐ Demotion			Give Facts Under Remarks
	Suspension			Give Facts Under Remarks
	Reinstatement			Give Facts Under Remarks
	☐ Change in Classification			Give Facts Under Remarks
	New Position		***************************************	Submit Form
	☐ Change in Salary			Indicate New Salary
	☐ Change in Name			Give Facts Under Remarks
	Other			Give Facts Under Remarks
Remarks:			······································	
			ME SE	ECHANICVILLE CIVIL RVICE COMMISSION
Appointing Officer: J	odi A. Birch			RECEIVED
^{ritle:} Business Man			8 1	CIVED
Address: 25 Kniskern Ave. Mechanicville, NY 12118 OATE 7/22/22 Roseling Judena				
Certificate valid until: Date:				
This certif	les that the above employment is in a	accordance with Lan	w and Rule	es made in pursuance to Law.
Subject to any limitation or condition specified above. By: Date:				
7/20/22				

From: City	County	Town 🗌	Village Or District	
Department:				
N. A. J. M. 1	et Eurolassa Yn Docition			
	st Employee In Position:			
Name of Employee: B		Social Security Number		
B	rian Gidley			
Address				
Title of Position: Dire	eter of Information Technology		Salary: \$90,000/17	
	ctor of Information Technology Veteran Disabled V		tempt Volunteer Firefighter	
Non-Veteran 🗸		Effective Date		
Appointments	Check Nature Of	Effective Date	· · · · · · · · · · · · · · · · · · ·	
	Personnel Change		Appointing Officer	
	Permanent		Return Report of Certification	
	☑ Provisional	08/23/2022	Attach Application	
	☐ Temporary	From To	State Length of Employment	
	For Term of Office	From To	Give Facts Under Remarks	
	Permanent Promotion		Return Report of Certification	
	Provisional Promotion		Attach Nomination	
	Non-Competitive Class		Attach Application	
	Exempt Class		Submit This Form Only	
	Labor Class		Attach Application	
Terminations	Resignation		Submit Signed Resignation	
7 04 11111111111111111111111111111111111	Retirement		Give Effective Date	
	Deceased		Indicate Date	
	Removal		Attach Copy of Proceedings	
	Layoff (lack of work or funds)		Give Facts Under Remarks	
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	New Position		Submit Form	
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Damarka	I Comer			
Remarks:			MECHANICVILLE CIVIL SERVICE COMMISSION	
Appointing Officer:	Jodi A. Birch		DECEIVED	
Title: Business Mar			TEVEL VED	
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Address: 25 Kniskern Ave. Mechanicville, NY 12118 OATE TO Rose line Linden e				
Certificate valid until: Date:				
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Dx/: // /) / /			
By: Sele (1 Direct		Date: 7/2/22	

RESOLUTION

The Mechanicville Civil Service Commission at its meeting held on <u>Wednesday</u>, <u>August 3, 2022</u>, has reviewed the functions and responsibilities of the Commission and the Secretary and;

The Commission has determined that certain functions may be carried out more efficiently and effectively by the Secretary.

NOW, IT IS RESOLVED, that the Secretary of the Mechanicville Civil Service Commission be delegated and is authorized to carry out the following functions:

- Process examinations, including ordering new examinations, preparing announcements and reviewing applications;
- Approve provisional and other temporary appointments to competitive class positions;
- Approve appointments to non-competitive class appointments;
- Approve claims for veterans' and disabled veterans' credits;
- Approve personnel transactions including transfers, leaves of absence and reinstatements;
- Approve extension of Certificate of Eligibles when requested by municipality.

AND, IT IS RESOLVED, that the regular duties of the Secretary shall include the following functions:

		Maintain roster and other personnel records;			
		Prepare agenda for meetings and maintain minutes;			
		Maintain the classification plan including preparing new and revised class			
		specifications;			
		Assist in preparing annual budget;			
		Purchase equipment and supplies.			
			Commissioner		
			Commissioner		
			Commissioner		
	Attest	t Secretary			
Date:					