

Mechanicville Civil Service Commission
Meeting Agenda
May 3, 2023
4:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of April 5, 2022
- 3) Communications
- 4) **Report of Personnel Changes**

City of Mechanicville

- a) Martin Garland is out on Workman's Comp. effective 10/17/22

Mechanicville Library

- a) Hailey Halse was appointed as Library Clerk (Provisional) effective 4/3/23
- b) Kayla Whispell was appointed as Library Clerk (Provisional) effective 4/3/23

Mechanicville School District

- a) Kayla Edwards was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- b) Casey Erickson was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- c) Samantha Niles was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- d) Cherise Sullivan was appointed as Network Technician (Provisional) effective 4/11/23

5.) **Old Business:**

We had a question at last month's meeting about the lack of a "copy of proceedings" as indicated on the RPC when an employee is removed. When employees are removed during their probationary period, there are no proceedings to report. The only time proceedings would occur is if there was a Section 75 hearing against an employee that had protected status.

No changes are planned for the Report of Personnel Change form.

Per Jodi Birch, Typist position will not be updated at this time.

6.) **New Business:**

Examination for Network Technician has been ordered
Police Officer Examination will be held September 9, 2023
Approval of changes to Library Manager job specification
Approval of Eligible List for Chief Information Officer

- 7.) Appearances
- 8.) Next Meeting June 7, 2023
- 9.) Adjournment