

**PORT JERVIS CIVIL SERVICE COMMISSION
FEBRUARY & MARCH 10, 2015
MINUTES**

PRESENT: Joan P. Wagner, Chairperson and Marie Reeves

ABSENT: Marlene Horan

Commission reviewed and approved the meeting minutes of January 13, 2015.

CORRESPONDENCE:

- 1/8 Director N. Kiyonaga, OCO&MA, forwarded email re: "Annual Report 2014." The report questionnaire is now available online at the MSD Online website. This online submission of this report must meet the statutory deadline of March 1, 2015.
- 1/12 Ellen Bradley, OCO&MA, forwarded an email re: "Entry and Upper Level Probation Exam Series moved to May 2, 2015." The aforementioned title position series have been moved this year due to Staff Reassignments in the OCO&MA offices.
- 1/16 Director N. Kiyonaga, OCO&MA, forwarded an email re: "Director of Facilities Update." This email is in response to the upset with regard to the notification of results to the examination participants. There are huge impacts to local agencies monetarily should they have to forward result and canvas letters to all examination participants. OCO&MA is researching as to how revisions in the automated examination processing systems could be implemented to assist in this situation. All local agencies will be notified once OCO&MA has confirmed the necessary changes to the automated processing system and the implementation of the concept.
- 1/21 Maria Kenneally, OCO&MA, forwarded this urgent email re: "Local IT Managers Series - 12/6/14 - Test Administration, No Retest Necessary." This email is a follow up to the previous notification sent on 12/22/14 regarding problems with the administration of a number of examinations administered on 12/6/14. Upon further analysis by examiners indicates that NONE of the exams listed will be required to be re-administered. As soon as all affected examinations are re-administered, the testing department will process the results for exams in this series as expeditiously as possible.
- 1/22 Maria Kenneally, OCO&MA, forwarded an email re: "Late Scopes." The scopes for the 5/2/15 Local Fiscal and Office Operations Series and the 5/2/15 Local Purchasing and Storekeeping Series will be released late, as per the email notification.
- 1/22 Brayton Connard, President of the Civil Service Commission and Personnel Department Assoc., forwarded an email re: "Set-up of a Web-based Civil Services Forum." President Connard is pleased to announce that a volunteer committee has been formed to develop a fully functional internet presence for the Association. This internet presence will be to serve the Association Members with questions/situations that network assistance is required.
- 1/22 Maria Kenneally, OCO&MA, forwarded an email re: "GIS/Mapping Series Postponed until further notice." OCO&MA regrets to inform that due to the limited number of exam requests for this title series, the loss of subject matter experts to develop this series, as well as, the re-assignment of staff in the Testing Service Division, this examination series will be postponed until further notice.

CORRESPONDENCE:

- 2/3 Director Kiyonaga, OCO&MA, is pleased to announce staff changes which have taken place in the Albany office over the last several weeks. Changes are as follows: Tom Falcon promoted to Program Manager Commission Operations (Municipal) and Municipal Assistance functions, Frank Belleville promoted to Principal Municipal Personnel Consultant, Janna Shillinglaw appointed to Municipal Personnel Consultant Trainee, and Sally Call re-assigned to Agency Program Aide formerly worked in the Testing Services Division.
- 2/5 Frank Belleville, OCO&MA, forwarded an email of HIGH importance re: "Director of Facilities - Needs of Service Form 2515. The Testing Service Division has requested that each Commission/Personnel Dept. complete the attached spreadsheet with regard the to titled position Director of Facilities I, II, III. This spreadsheet is to give the examiners in the testing division the most up-to-date picture of the recruitment needs for commission/personnel department's School District(s) for the Director of Facilities position. The Commission Secretary completed the spreadsheet and returned to the OCO&MA.
- 2/9 Nancy Kiyonaga, Director, OCO&MA, forwarded an information email regarding "Project Study of Entry Level Law Enforcement and Fire Service Titles in Local Government." The completion of these projects will enable the OCO&MA to continue providing high-quality, valid, and legally defensible written tests for these critical entry-level public safety positions. The OCO&MA has contracted two nationally recognized industrial/organizational psychology firms to conduct these studies. These projects though separate and distinct are very similar in nature and conducted simultaneously are expected to create the development of validated written tests. The projects are to begin shortly and will be comprised of several phases.
- 2/10 President Brayton Connard, NYSAP&CSO forwarded the information for the 2015 Annual Civil Service Training Conference to be held June 7-10 at the Albany Hilton. Commission to review.
- 2/13 Maria Kenneally, OCO&MA, forwarded an email re: "Examination Dates for the 2015-2016 Testing Year." The 2015 Entry Level Police Officer Examination Series is scheduled for November 14, 2015. The Testing Services Division is working to schedule other exam dates to be schedules through out the year.
- 3/3 Director N. Kiyonaga, OCO&MA, has forwarded a Policy Advisory Report re: "Director of Facilities Examination - Score Notices and Eligible Lists." The exams were held on 1/24/15 for the three level of this titled position and are being scored by the Testing Services Division. During this time, the process of notifying candidates of their score and civil service agencies of the results of the exams has become the focus of our office. During the meeting of 1/16/15 with the NYSAPCSO and our office an agreement to provide a joint Score Notice to local civil service agencies that elect to participate in this option. The joint Score Notice would replace a local civil service agency's score notice for the statewide open-competitive examination which is required by local civil service rules. The Score Notice will provide all pertinent information regarding the test and eligible list that the participant is named. The Score Notice also addresses the concerns of many agencies expressed of candidates receiving multiple result letters and the financial burden of mailing costs associated with notifying close to 2000 participants of their score. Agencies wishing to participate in the Joint Score Notice must notify the OCO&MA by close of business on Friday, March 13, 2015. If a promotional examination was administered it is the responsibility of the local agency to notify participant of their eligible list standing.

PERSONNEL TRANSACTIONS:

APPOINTMENTS

SCHOOL DISTRICT

Braid, Dorothy	Clerk-Typist (sub)	\$16.05
Eissing, Jodi	Cleaner (sub)	\$14.59
Gonzalez, David	Cleaner (sub)	\$14.59
Knight, Katrina	Teacher Aide (sub)	\$14.08
	School Monitor (sub)	\$13.96
Howey, Daniel	Cleaner	\$14.99
Magos, Charles	Cleaner (sub)	\$14.59
Martz, David	Cleaner (sub)	\$14.59
Romano, Michael	Cleaner (sub)	\$14.59

CITY

Decker, Scott	Chf. Water Trmt. Plt. Op.
Ganz, Harley	Laborer (seasonal)
Peters, Kenneth	Laborer (seasonal)
Wehinger, Jeffrey	Laborer (seasonal)

LIBRARY

Williams, Arielle	Library Clerk PT	\$8.75
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RESIGNATION/RETIREMENT/TERMINATION/LEAVE OF ABSENCE

SCHOOL DISTRICT

Ellsworth, Jessica	Clerk-Typist	LOA	1/28 10 wks
Hamilton, Barbara	Administrative Aide	LOA	11/28/14 - 1/23/15
Hossan, George	Lead Mtn. Spec.	LOA	11/7-12/1/14
Howey, Daniel	Mtn. Laborer (sub)	REM	1/28/15
	Cleaner (sub)	REM	1/28/15
Knight, Michael	Cleaner (sub)	REM	11/24/14
Morris, Joshua	Cleaner (sub)	REM	1/29/15

CITY

Daly, Colleen	Acct. Clk. Typist (PROV)	LOA	2/2/15
Bisland, James	Police Lt.	RET	12/31/14
Longwell, Barry	Animal Ctrl Offc.	RET	7/1/14
Martin, Charlotte	Police Clerk PT	RES	12/24/14

FOLLOW UP TO PREVIOUS MTG AND NEW BUSINESS

POLICE DEPT

- 2/4 Chief W. Worden requested that the Commission Secretary canvas the current eligible list of Police Officer for a vacancy within the department. Secretary Biccum stated that she would have the canvas mailed out by the end of the week.
- 2/26 Commission Secretary created two eligible lists for the Police Chief (general and residential) containing four names.
- 3/3 Chief Worden has requested that a physical fitness and agility test be performed on the remaining candidates on the eligible listing. Secretary Biccum stated that she will perform an informational canvas of the candidates requesting if there is still an interest in the position and, if so, have they participated in a PFA with another municipality and passed. Commission Secretary Biccum created a letter and will forward to the remainder of the police officer eligible list.

FOLLOW UP TO PREVIOUS MTG AND NEW BUSINESS**POLICE DEPT**

- 3/3 Chief Worden requested that a Police Lieutenant examination be ordered for this year.
- 3/4 Secretary Biccum contacted Karen Fortunato, Sullivan County Dept. of Personnel, re: PFA scores for crossfilers from the Police Officer examination. Ms. Fortunato emailed a copy of each candidates score sheet requested by Secretary Biccum. Commission to review eligible list.

SCHOOL DISTRICT

- 1/26 Barbara Hamilton, MO, forwarded a copy of Lori Sexton RN CPR and AED certificate for her records.
- 2/17 Lorlei Case, Asst. Supt. of Business, forwarded a request for examination for the titled position of "Administrative Aide."
- 2/19 Barbara Hamilton, MO, inquired as to the possibility of a "promotional" custodian examination be administered for the school district. Commission Secretary informed Ms. Hamilton that a "promotional" custodian exam was administered in November 2013 and only one eligible remains on the list. The "open competitive" eligible list expired in August 2014 and it would be pertinent of the School District to request both the "Promotional" and "Open Competitive" examinations be administered for a greater pool of probable appointees.
- 3/3 Commission Secretary Biccum responded to Winifred DiToto's, Union President, correspondence regarding the Commission's meetings (2nd Tuesday of the month) and any upcoming resolutions to the Port Jervis Civil Service Commission Rules and Regulations.
- 3/3 Commission Secretary Biccum forwarded the letter re: "Director of Facilities titled position." This letter was an informational correspondence with regard to the NYS Legislation, the upcoming NYS examination for this position and negative impacts of this legislation.

CITY

- 1/31 Commissioners Wagner, Reeves and Horan with Secretary Biccum administered the Account Clerk Typist. This examination had an allotted time of 3.0 hours plus an hour for the performance portion of the testing.
- 2/18 The Commission Secretary contacted the top 3 of the Account Clerk Typist eligible listing "draft" to schedule an interview for a vacancy in the City Clerk-Treasurer's office. This task was completed by the commission office to assist the City Clerk's office as they are very short in personnel at this time.
- 2/19 Secretary Biccum contacted Mayor Decker regarding the necessity to administer "Asst. Building Official" examination. Mayor Decker responded that at this time it is not necessary. The exam has been cancelled by the commission office.

UPCOMING CIVIL SERVICE EXAMINATIONS

CENTRALIZED
 Director of DPW 5/16/15
 Asst. Director of DPW 5/16/15
 Payroll Clerk 5/2/15
 Electronic Specialist
 Head Custodian (promotional) 3/28/15
 Public Information Specialist to be requested
 Lead Water and Safety Specialist to be requested
 Police Lieutenant
 Administrative Aide

DECENTRALIZED
 Water Treatment Plant Operator
 Computer Service Specialist(s)

MERIT ADMINISTRATION

- 1/12 The NYSAPCSO forwarded the invoice for the 2015 Annual Membership Dues of \$100.00. Commission Chairperson to sign voucher for payment.
- 1/29 Diana Dell, Testing Service Division, forwarded a spreadsheet with the 2014 Centralized Examinations administered by the PJCSC for the 2014 Examination Fee Report. Commission Secretary to download appropriate forms and forward to OCOMA for payment.
- 2/18 Sally Call, Agency Program Aide, requested information regarding the Commission's number of titled positions for the Director of Facilities. Commission Secretary completed the attached form indicating that the commission has only one of these titled position under their jurisdiction.
- 2/26 Secretary Biccum completed the 2014 Annual Report for the NYS Civil Service Commission and submitted it electronically. The Commissioners are to review and sign the last page which will be submitted via USPS.
- 2/26 Secretary Biccum completed the 2014 Examination Fee Report for the OCOMA Testing Service Division. A copy of the report was forwarded via USPS and a payment will be sent separately by the City Clerk-Treasurer's office. Commission to review
- 3/10 Commission Secretary has created the eligible list for both the Clerk Typist and Account Clerk Typist titled positions. Commissioners to review for appropriateness.

APPLICATIONS REVIEWED BY THE COMMISSION OFFICE

School District	10
Recreation	2
PD	3
<u>DPW</u>	<u>2</u>
Total	17

ATTESTED: March 10, 2015


 Cheryl A. Kent-Biccum
 CS Commission Secretary
 Comm. Init.
 Comm. Init.
 _____ Comm. Init.