

**TROY CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**Tuesday, August 15, 2023**  
**9:30 A.M.**  
**Troy City Hall**  
**433 River Street, Suite 5001**  
**Troy, NY 12180**

Commissioner Sullivan called the meeting to order at 9:33 A.M.

**Present:** Chairperson, Mike Sullivan; Commissioner, William Barhold; Executive Secretary, Heather Muller

**Absent:** Commissioner Ellen Fogarty.

1. Consider the tabled minutes of the June 13, 2023, special meeting. A motion was by Commissioner Sullivan to approve the minutes of the June 13, 2023, special meeting, seconded by Commissioner Barhold all voted in favor: 2-0; 1 absent.
2. Consider the minutes of the July 18, 2023, meeting. A motion was by Commissioner - Sullivan to table the minutes of the July 18, 2023, due to the absence of Commissioner Fogarty, seconded by Commissioner Barhold all voted in favor: 2-0; 1 absent.
3. Review the open competitive exam announcement for Housing Compliance Clerk, #64008. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Housing Compliance Clerk, #64008, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
4. Review the open competitive exam announcement for Senior Data Entry Machine Operator, #62558. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Senior Data Entry Machine Operator, #62558, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
5. Review the open competitive exam announcement for Assistant Water Plant Operator Trainee, #2303. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Assistant Water Plant Operator Trainee, #2303, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
6. Review the promotional exam announcement for Senior Data Entry Machine Operator, #70120. A motion was made by Commissioner Sullivan to approve the promotional exam announcement for Senior Data Entry Machine Operator, #70120, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
7. Review the open competitive exam announcement for Project Supervisor, Exam #60639. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Project Supervisor, Exam #60639, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
8. Review the amended open competitive eligible list for four (4) years for Firefighter, Exam #66012. A motion was made by Commissioner Sullivan to amend the open competitive eligible list for four (4) years Firefighter, Exam #66012, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.

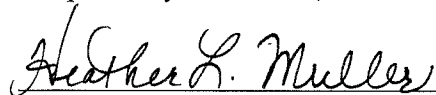
9. Establish a promotional eligible list for four (4) years for Battalion Fire Chief, Exam #77933. A motion was made by Commissioner Sullivan to establish a promotional eligible list for four (4) years for Battalion Fire Chief, Exam #77933, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
10. Establish an open competitive eligible list for four (4) years for Assistant to the Director of Facilities III, Exam #63244. A motion was made by Commissioner Sullivan to establish an open competitive eligible list for four (4) years for Assistant to the Director of Facilities III, Exam #63244, seconded by Commissioner Barhold all voted in favor: 2-0; 1-absent.
11. Consider an MSD-222 to establish one (1) new position, requested by the Troy Housing Authority to be titled Senior Affordable Housing Specialist. Following review, a motion was made by Commissioner Sullivan to approve establishing one (1) new position to be classified Senior Affordable Housing Specialist for the Troy Housing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
12. Review and establish the job specification for Senior Affordable Housing Specialist. A motion was made by Commissioner Sullivan to approve the job specifications for Senior Affordable Housing Specialist, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
13. Consider an MSD-222 to establish one (1) new position in the Public Utilities Unit, requested by the City of Troy Appointing Authority to be titled Supervisor of Water. Following review, a motion was made by Commissioner Sullivan to approve establishing one (1) new position to be classified Supervisor of Water for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
14. Review and establish the job specification for Supervisor of Water. A motion was made by Commissioner Sullivan to approve the job specifications for Supervisor of Water, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
15. Consider an MSD-222 to establish one (1) new position in the Public Utilities Unit, requested by the City of Troy Appointing Authority to be titled Supervisor of Sewer. Following review, a motion was made by Commissioner Sullivan to approve establishing one (1) new position to be classified Supervisor of Sewer for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
16. Review and establish the job specification for Supervisor of Sewer. A motion was made by Commissioner Sullivan to approve the job specifications for Supervisor of Sewer, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
17. Consider an MSD-222 to establish one (1) new position in the Public Utilities Unit, requested by the City of Troy Appointing Authority to be titled Supervisor of Water Plant Operations. Following review, a motion was made by Commissioner Sullivan to approve establishing one (1) new position to be classified Supervisor of Water Plant Operations for the City of Troy Appointing Authority, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
18. Review and establish the job specification for Supervisor of Water Plant Operations. A motion was made by Commissioner Sullivan to approve the job specifications for Supervisor of Water Plant Operations, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.

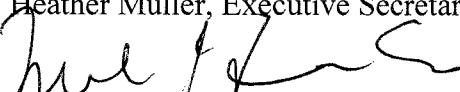
19. Consider a job title change from Public Housing Specialist and Public Housing Specialist (Spanish speaking) and Assistant Public Housing Specialist and Assistant Public Housing Specialist (Spanish speaking) to Affordable Housing Specialist and Affordable Housing Specialist (Spanish speaking) and Assistant Affordable Housing Specialist and Assistant Affordable Housing Specialist (Spanish speaking) respectively. The same job specifications will remain the same with a change in title only. A motion was made by Commissioner Sullivan to approve the revised job titles for the aforementioned titles, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
20. Review the job specification for Affordable Housing Specialist. . A motion was made by Commissioner Sullivan to approve the revised job specifications for, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
21. Review the job specification for Affordable Housing Specialist (Spanish speaking). A motion was made by Commissioner Sullivan to approve the revised job specifications for Affordable Housing Specialist (Spanish speaking), seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
22. Review the job specification for Assistant Affordable Housing Specialist. A motion was made by Commissioner Sullivan to approve the revised job specifications for Assistant Affordable Housing Specialist, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
23. Review the job specification for Assistant Affordable Housing Specialist (Spanish speaking). A motion was made by Commissioner Sullivan to approve the revised job specifications for Assistant Affordable Housing Specialist (Spanish speaking), seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.
24. Consider a revision to the job specification for Superintendent of Public Utilities. A motion was made by Commissioner Sullivan to approve the revised job specifications for Superintendent of Public Utilities, seconded by Commissioner Barhold, all voted in favor: 2-0; 1 absent.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:52 A.M., seconded by Commissioner Barhold all voted in favor: 2-0, 1 absent.

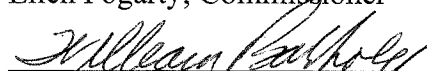
The next regular meeting is tentatively scheduled for Tuesday, September 19, 2023, at 9:30 A.M.

Respectfully submitted,

  
\_\_\_\_\_  
Heather Muller, Executive Secretary

  
\_\_\_\_\_  
Mike Sullivan, Commissioner

Absent  
\_\_\_\_\_  
Ellen Fogarty, Commissioner

  
\_\_\_\_\_  
William Barhold, Commissioner