



**MEETING OF THE COMMISSIONERS OF THE
SCA CIVIL SERVICE COMMISSION**

**SCA Headquarters
25-01 Jackson Avenue
Long Island City, NY 11101**

June 7, 2024

AGENDA

ACTION ITEMS

1. Approval of Minutes of February 3, 2023 Meeting
2. Establishment of Eligible Civil Service Lists for Administrative Assistant

DRAFT- SUBJECT TO REVIEW AND REVISION

NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY

**SCA Headquarters
30 30 Thomson Avenue
Long Island City, New York**

February 3, 2023

MEETING OF THE CIVIL SERVICE COMMISSION

Trustees Present

Deputy Chancellor Dan Weisberg for
Chancellor David Banks, Chairman
Peter McCree, Trustee
Lorraine Grillo, Trustee

School Construction Authority:

Nadine Rivellese, General Counsel
Jessica Reyes, Corporate Secretary
Karen Maher, Chief of Staff

Department of Education:

Jennifer Maldonado, Executive Director, Educational Construction Fund

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Nadine Rivellesse, General Counsel of the New York City School Construction Authority, called the meeting to order at 11:32 a.m. The Commissioners were properly notified and a quorum was present.

Ms. Rivellesse listed the action items on the day's agenda. The first action item was the approval of the meeting minutes taken at the May 20, 2022 meeting.

With no changes to the minutes, a motion was made and seconded, and the following resolution was unanimously adopted:

02-03-23-01: APPROVAL OF MINUTES OF AND RATIFICATION OF ACTIONS TAKEN AT THE MAY 20, 2022 MEETING OF THE SCA CIVIL SERVICE COMMISSIONERS

BE IT RESOLVED, that the minutes of the meeting of the Civil Service Commission of the New York City School Construction Authority held on May 20, 2022, be, and hereby are, approved and all actions taken by the Commissioners present at such meeting as set forth in such minutes are hereby, in all respects, ratified and approved as actions of the Civil Service Commission of the Authority.

* * *

The second action item was the establishment of eligible civil service lists for associate engineer A & B. Ms. Rivellesse stated that the examination has been scored and an "eligible list" of passing candidates has been compiled. Before this list can be used to fill positions within the Authority, it must first be formally "established" by the SCA Civil Service Commission.

The examination was developed, administered and "band-scored" by Talogy, the SCA's civil service testing consultant. Band-scoring groups candidates into score ranges within which all candidates are treated as tied. All

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candidates with the same final score are deemed equally qualified for appointment consideration.

Although provisional appointees currently fill positions within the titles, a position held by a provisional employee is considered vacant *as per* civil service law. Currently, the Authority has a total of 13 vacancies within the Associate Engineer A title and a total of 3 vacancies within the Associate Engineer B title.

Ms. Rivellese shared the salary ranges for both titles:

Salary Range:

Associate Engineer A

- \$68,810 - \$93,250 - Hiring Salary
- \$59,835 - \$81,082 - Appointment Rate (Employees with less than two years of city service)

Associate Engineer B

- \$73,356 - \$103,210 - Hiring Salary
- \$63,788 - \$89,748 - Appointment Rate (Employees with less than two years of city service)

She also provided the demographics and stated that the information provided was for all of the candidates that completed the test who chose to disclose this information. First Deputy Weisberg asked, what the highest level of education each candidate was required to have in order to qualify for the position. Ms. Rivellese said that she would provide that information to him.

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With no changes to the minutes, a motion was made and seconded, and the following resolution was unanimously adopted:

02-03-23-02 ESTABLISHMENT OF CIVIL SERVICE ELIGIBLE LIST FOR ASSOCIATE ENGINEER A AND ASSOCIATE ENGINEER B

WHEREAS, the New York City School Construction Authority has administered civil service examinations for Associate Engineer A and Associate Engineer B and

WHEREAS, lists have been compiled containing the names of those persons who have successfully completed and passed the examinations and are listed and ranked in order of their final ratings, pursuant to the provisions of the Rules for the Classified Civil Service of the New York City School Construction Authority; and

WHEREAS, Associate Engineer A and Associate Engineer B positions critical to the smooth operation of the Authority are currently filled by provisional appointees pursuant to New York State Civil Service Law; and

WHEREAS, it would be in the best interest of the public service to extend the period of time within which provisional appointees must be replaced by permanent appointees from the named lists; now therefore be it

RESOLVED, by the Commissioners of the New York City School Construction Authority Civil Service Commission as follows:

1. The eligible lists for the titles of Associate Engineer A and Associate Engineer B; are hereby established, effective February 3, 2023 for a duration of two years.
2. The provisions of Section 65 of the New York State Civil Service Law requiring termination of provisional appointees within two months following the establishment of an eligible list are hereby waived and permanent appointees shall replace all provisional appointees in the above stated titles within four months of the establishment of the eligible lists for the above titles.

* * *

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Ms. Rivellese thanked the commission for their time, and there being no further business, a motion was duly made and seconded and the meeting was adjourned at 11:37 a.m.

Respectfully submitted,

Nadine Rivellese
Secretary to the Commission



MEMORANDUM from
Nadine Rivellese

Secretary to the SCA Civil Service Commission

For Consideration

June 07, 2024

To: The Commissioners

From: Nadine Rivellese

Request For: Establishment of Eligible Civil Service Lists for Administrative Assistant

Background

Open competitive Education & Experience (E&E) civil service examinations for the Administrative Assistant title were administered December 11, 2023 through January 05, 2024 and March 12, 2024. The examinations have been scored and an “eligible list” of passing candidates has been compiled. Before this list can be used to fill positions within the Authority, the SCA Civil Service Commission, must formally “establish” the list.

The examination was developed, administered and “band-scored” by Talogy, the SCA’s civil service testing consultant. The technique of band-scoring involves grouping candidates in a limited number of ranges within which all candidates are treated as achieving the same final score (e.g. all candidates scoring 91 to 100 are given a final score of 100; those scoring 81 to 90 are given a final score of 90, and so on). All candidates with the same final score are deemed equally qualified for appointment consideration. The table below provides statistical data of applicants who took the exams, number that passed and current vacancies in the titles, including provisional incumbents.

| EXAM TITLE | NUMBER OF APPLICANTS | NUMBER PASSED | VACANCIES |
|--------------------------|----------------------|---------------|-----------|
| Administrative Assistant | 33 | 31 | 11 |

Although provisional appointees currently fill positions within the title, a position held by a provisional employee is considered vacant *as per* civil service law. Therefore, currently the Authority has a total of 11 vacancies within the Administrative Assistant title.



Once the list is formally established, hiring managers will interview candidates and make selections. Eligible candidates having the same score are equally reachable on the list, e.g. the 6 top-most ranked eligible candidates on a band-scored exam with a tied score of 100 are eligible for appointment consideration at the same time; therefore, the pool of candidates from which a selection can be made for any given position is typically greater than three.

Section 65 of the New York State Civil Service Law requires that provisional appointments to any position must be terminated within two months following the establishment of an appropriate eligible list for filling vacancies for such positions. However, Section 65 also provides that where there is a large number of provisional appointees to be replaced by permanent positions from a newly established eligible list and the replacement of all such provisional positions within two months would disrupt or impair essential public services, the Commission may extend the two months period to four months. In no event, however, may the employment of any provisional appointee be continued longer than four months following the establishment of an eligible list.

REQUESTED ACTION

The Commissioners are requested to adopt the attached resolution, which formally establishes the civil service eligible list for the title of Administrative Assistant and provide for four months for termination of provisional positions.

ATTACHMENT

Resolution Authorizing Establishment of Civil Service Eligible List for Administrative Assistant.



Nadine Rivelles
Secretary to the Commission

**RESOLUTION OF THE NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY
CIVIL SERVICE COMMISSION**

**ESTABLISHMENT OF CIVIL SERVICE ELIGIBLE LISTS FOR ADMINISTRATIVE
ASSISTANT**

WHEREAS, the New York City School Construction Authority has administered civil service examination for Administrative Assistant and

WHEREAS, lists have been compiled containing the names of those persons who have successfully completed and passed the examinations and are listed and ranked in order of their final ratings, pursuant to the provisions of the Rules for the Classified Civil Service of the New York City School Construction Authority; and

WHEREAS, Administrative Assistant positions critical to the smooth operation of the Authority are currently filled by provisional appointees pursuant to New York State Civil Service Law; and

WHEREAS, it would be in the best interest of the public service to extend the period of time within which provisional appointees must be replaced by permanent appointees from the named lists; now therefore be it

RESOLVED, by the Commissioners of the New York City School Construction Authority Civil Service Commission as follows:

1. The eligible list for the title of Administrative Assistant; are hereby established, effective June 07, 2024 for a duration of two years.
2. The provisions of Section 65 of the New York State Civil Service Law requiring termination of provisional appointees within two months following the establishment of an eligible list are hereby waived and permanent appointees shall replace all provisional appointees in the above stated titles within four months of the establishment of the eligible list for the above title.

* * *

Resolution Adopted June 07, 2024

Dan Weisberg
Deputy Commissioner/Chair

Peter McCree
Commissioner

**NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY
CIVIL SERVICE ELIGIBLE LIST**

Examination Title: Administrative Assistant
Examination Number: EE-00-052
Examination Date: December 11, 2023 – January 5, 2024, March 12, 2024
Date List Established: June 7, 2024
Date List Expires: June 6, 2026

| <u>RANK</u> | <u>LAST NAME</u> | <u>FIRST INITIAL</u> | <u>FINAL SCORE</u> |
|-------------|------------------|----------------------|--------------------|
| 1 | Fortune | S | 100.00 |
| 2 | Vargo | C | 100.00 |
| 3 | Khalif | Y | 90.00 |
| 4 | Watkins | J | 90.00 |
| 5 | Das | N | 90.00 |
| 6 | Mitchell | J | 90.00 |
| 7 | Tejada | J | 90.00 |
| 8 | Sanchez | M | 90.00 |
| 9 | Arora | S | 90.00 |
| 10 | Lopez Cuervo | W | 90.00 |
| 11 | Santana | S | 90.00 |
| 12 | Gallagher | H | 90.00 |
| 13 | Bouranis | K | 90.00 |
| 14 | Andrade-Guerra | J | 90.00 |
| 15 | Felipe | J | 80.00 |
| 16 | Smith | R | 80.00 |
| 17 | Tomlinson | T | 80.00 |
| 18 | Radway | L | 80.00 |
| 19 | Skinner | M | 80.00 |
| 20 | Rivera | E | 80.00 |
| 21 | Jefferson | L | 80.00 |
| 22 | Inesta | S | 80.00 |
| 23 | Joseph | R | 80.00 |
| 24 | Salcedo | N | 80.00 |
| 25 | Lewis | P | 80.00 |
| 26 | Belorusets | G | 80.00 |
| 27 | Karistinos | A | 80.00 |
| 28 | Reyes | D | 80.00 |
| 29 | Jaundoo | V | 80.00 |
| 30 | Coaxner | L | 70.00 |
| 31 | Akinyooye | H | 70.00 |

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| 5 | Das | N | 90.00 |
| 6 | Mitchell | J | 90.00 |
| 7 | Tejada | J | 90.00 |
| 8 | Sanchez | M | 90.00 |
| 9 | Arora | S | 90.00 |
| 10 | Lopez Cuervo | W | 90.00 |
| 11 | Santana | S | 90.00 |
| 12 | Gallagher | H | 90.00 |
| 13 | Bouranis | K | 90.00 |
| 14 | Andrade-Guerra | J | 90.00 |
| 15 | Felipe | J | 80.00 |
| 16 | Smith | R | 80.00 |
| 17 | Tomlinson | T | 80.00 |
| 18 | Radway | L | 80.00 |
| 19 | Skinner | M | 80.00 |
| 20 | Rivera | E | 80.00 |
| 21 | Jefferson | L | 80.00 |
| 22 | Inesta | S | 80.00 |
| 23 | Joseph | R | 80.00 |
| 24 | Salcedo | N | 80.00 |
| 25 | Lewis | P | 80.00 |
| 26 | Belorusets | G | 80.00 |
| 27 | Karistinos | A | 80.00 |
| 28 | Reyes | D | 80.00 |
| 29 | Jaundoo | V | 80.00 |
| 30 | Coaxner | L | 70.00 |
| 31 | Akinyooye | H | 70.00 |