



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF CIVIL SERVICE
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HANNAH BLACK
DIRECTOR OF CIVIL SERVICE

DAVID WALKER
DEPUTY PERSONNEL

TO: Hannah Black, Director of Civil Service

FROM: RANSOM MOORE III, ASSISTANT COMMISSIONER FINANCE & ADMINISTRATION, HEALTH

DATE: April 2, 2026

RE: Review of Vacancy

Title of Position to be reviewed: School Specialist

Last Person in Position: Ann Bascom

Salary: \$63,623 Number of Hours in your Established Work Week: 35 hours

This memo is to evaluate the duties of the above vacant permanent position. Please check one of the following boxes and return to the Albany County Department of Civil Service for the Director of Civil Service to certify the appropriate title.

The duties of the above position have not changed.

The duties of the above position have changed as follows:

The prior employee in this position has been promoted. Health would like to change this School Specialist position into an Account Clerk II position. This will allow the Finance & Administration team to cross train and complete its work more efficiently.

If you feel that the above changes to the position warrant a revision to the job specification for this title, please contact the Albany County Department of Civil Service immediately.

Signature: Ransom Moore III
Appointing Authority

Date: 4-2-26

CERTIFICATE OF ALBANY COUNTY DIRECTOR OF CIVIL SERVICE

In accordance with the provisions of Civil Service Law, Section 22, the Albany County Director of Civil Service certifies that the appropriate civil service title for the position described is:

Title: Account Clerk II

Jurisdictional Class: Competitive (or non-competitive if filled under HELPS)

Signature: Hannah Black
Director of Civil Service

Date: 4/2/26