



CITY OF ITHACA

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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CITY OF ITHACA CIVIL SERVICE COMMISSION Regular Meeting

Date: **Wednesday, January 6, 2021**

Time: **11:30 am**

Location: **Pursuant to NYS Executive Order 202.1, as extended by NYS Executive Orders 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72 and 202.79, this meeting will be conducted via Zoom**

Public Comment: **Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Tuesday, January 5, 2021 at 5:00 PM**

AGENDA

Election of Chairperson

Approval of Minutes

Delegation of Functions to Civil Service Commission Executive Secretary

Continuing Business

1. Establishment of Eligible List
2. Approval of Personnel Transactions

CIVIL SERVICE COMMISSION
Regular Meeting
November 18, 2020

Commissioners Present: Commissioner Richardson
Commissioner Abrams
Commissioner Thompson

Staff Present: Valerie Saul (Deputy Director of Human Resources)

Pursuant to NYS Executive Order 202.1, as extended by NYS Executive Orders 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67 and 202.72, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Richardson called the meeting to order at 11:59 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the October 7, 2020 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

Removal of Special Requirement – Groundskeeper

The Commission reviewed and discussed a request from the Ithaca City School District to remove the Class A Commercial Driver License special requirement from the Groundskeeper job description. There are no tasks that a Groundskeeper performs that require a Class A Commercial Driver License. Commissioner Richardson made a motion to remove the Class A Commercial Driver License from the Groundskeeper job description. Seconded by Commissioner Thompson. Motion carried 3-0.

Update of Job Description and Revision of Minimum Qualifications – Environmental and Landscape Planner

The Commission reviewed proposed updates to the Environmental and Landscape Planner job description. The position has been out of use since 2003 and has been re-created in the 2021 budget. The updates reflect current work tasks and procedures; they do not change the overall scope or nature of the position. Additionally, the minimum qualifications are being updated and are established as follows:

“MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Landscape Architecture, Planning or a closely related field with similar course curriculum and two (2) years of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning. Qualifying academic degrees must have included coursework in landscape architecture or site design; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning,

architecture, public administration, engineering, environmental studies, or a closely related field with similar course curriculum and four (4) years of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning. Qualifying academic degrees must have included coursework in landscape architecture or site design; or

- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.”

Commissioner Richardson made a motion to update the Environmental and Landscape Planner job description and revise the minimum qualifications as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

New Position Duties Statement: Planning Department – Environmental and Landscape Planner

The Commission reviewed and discussed a New Position Duties Statement from the Planning Department. Commissioner Thompson made a motion to classify the position as Environmental and Landscape Planner. Seconded by Commissioner Abrams. Motion carried 3-0.

New Position Duties Statement and Adoption of Job Description: ICSD – Technology Implementation Specialist

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Technology Implementation Specialist. Commissioner Richardson made a motion to classify the position as Technology Implementation Specialist and adopt the job description as proposed. Seconded by Commissioner Thompson. Motion carried 2-0. Commissioners Richardson and Thompson voted in favor of the motion. Commissioner Abrams abstained because she hadn't had the opportunity to review the material.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Thompson. Motion carried 3-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Abrams made a motion to approve the Roster of Candidates for Coordinator of Health Services and Wellness Examination #69-455. Seconded by Commissioner Thompson. Motion carried 3-0.

Establishment of Eligible Lists

Commissioner Richardson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Abrams. Motion carried 3-0.

Construction Engineer #68-137 (1 year)
Occupational Therapist #20201016 (1 year)

Extension of Eligible List

Commissioner Thompson made a motion to extend Police Lieutenant Eligible List #70-899 until January 16, 2022. No candidates appeared for the 2020 Police Lieutenant exam. The exam will be offered again in 2021. Seconded by Commissioner Richardson. Motion carried 3-0.

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Richardson made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Thompson. Motion carried 3-0.

Approval of Personnel Transactions

Commissioner Richardson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Thompson. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, December 16, 2020 at 11:30 am. With no further business, the meeting was adjourned at 12:11 pm.

**DELEGATION OF FUNCTIONS
TO CIVIL SERVICE COMMISSION EXECUTIVE SECRETARY**

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held on January 6, 2021, has reviewed the functions and responsibilities of the Commission and the Executive Secretary and has determined that certain functions may be carried out more efficiently and effectively by the Executive Secretary.

NOW, IT IS RESOLVED, that the Executive Secretary of the Ithaca Civil Service Commission be delegated and is authorized to carry out the following functions on behalf of the Ithaca Civil Service Commission:

- ❖ Certify payrolls;
- ❖ Approve and/or disapprove permanent, provisional and other temporary appointments to competitive class positions;
- ❖ Approve and/or disapprove appointments to non-competitive, labor and exempt class positions;
- ❖ Approve and/or disapprove personnel transactions including, but not limited to, appointments, promotions, demotions, resignations, retirements, lay-offs, removals, transfers, reinstatements, leaves of absence, and suspensions;
- ❖ Manage and administer the examination process including, but not limited to, ordering examinations, preparing and issuing exam announcements, ordering exam materials, receiving and securing exam materials, approving and disapproving requests for alternate test dates or testing accommodations, administering examinations to candidates, calculating and awarding seniority points, and receiving and processing exam results;
- ❖ Manage eligible lists including, but not limited to, certifying eligibles for appointment, canvassing eligible lists, and restricting or reinstating candidates from or to eligible lists;
- ❖ Approve and/or disapprove applications for examination, employment or promotion;
- ❖ Determine eligibility for transfer or reinstatement, within the parameters set forth in NYS Civil Service Law and the City of Ithaca Civil Service Rules;
- ❖ Establish qualifications for promotional examinations;
- ❖ Approve and/or disapprove claims for veterans and disabled veterans credits;
- ❖ Review and recommend classification of positions;
- ❖ Maintain and manage roster records, personnel files, and other employment records;
- ❖ Prepare, maintain and manage the official records of the Ithaca Civil Service Commission, including meeting agendas, meeting minutes, job descriptions, duties statements, examination records, eligible lists, and annual reports;
- ❖ Prepare and maintain the City of Ithaca Civil Service Rules.

AND BE IT FURTHER RESOLVED, that the Ithaca Civil Service Commission reaffirms the appointment of Deputy Director of Human Resources Valerie Saul as its Executive Secretary.