



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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CITY OF ITHACA CIVIL SERVICE COMMISSION Regular Meeting

Date: **Wednesday, January 16, 2019**
Time: **11:30 am**
Location: **City Hall, large 2nd floor conference room**

AGENDA

Election of Chairperson

Approval of Minutes

Delegation of Functions to Civil Service Commission Executive Secretary

New Business

1. New Position Duties Statement: DPW – Heavy Equipment Operator (2)
2. New Position Duties Statement: ICSD – Administrative Assistant (2)

Executive Session

Continuing Business

1. Establishment of Eligible Lists/Report on Eligible Lists established in December 2018
2. Addition of Candidates to the Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions

DELEGATION OF FUNCTIONS TO CIVIL SERVICE COMMISSION EXECUTIVE SECRETARY

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held on January 16, 2019, 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.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Public Works	Bureau, Division, Unit or Section Streets & Facilities – 1 Position Water & Sewer – 1 Position	Location of Position Highway Section Water & Sewer
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: **Heavy Equipment Operator**

Percent of Work Time	Job Duty
20%	Operates heavy motor equipment including bulldozers, backhoes, graders, excavators, bucket loaders, rollers, flusher trucks, pavers, street sweepers, pavement stripers, low boy trailers, snowblowers, forklifts, and other motor equipment as required;
20%	Operates a variety of light construction equipment, machinery and tools including front-end loaders, small articulated loaders, skidsteers with various attachments, cement mixers, mortar mixers, jackhammers, tamps, concrete vibrators, stripers, saws, drills, torches, floats, edgers, tapping machines, pipe cutters, compressors, rakes, shovels, etc.;
20%	Operates a variety of trucks in connection with the construction and maintenance of highways and bridges, water and wastewater and other public works projects, including single-axle trucks such as one-ton, three-yard and five-yard trucks, tandem-axle trucks such as 10-wheel dump trucks, and tractor-trailers;
10%	Transports equipment and materials to work sites;
20%	Performs manual tasks such as road patching, cleaning culverts, scraping and painting, plowing snow and snow shoveling, picking up brush and trash, cleaning up work sites, jack hammering, mixing concrete, setting concrete forms and finishing concrete, and any other tasks when not operating equipment;
10%	Operates snow removal equipment

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Cliff Murphy Don Corwin	Supervisor of Streets Supervisor of Water & Sewer Operations	General & Direct General & Direct
Various	Working Supervisors	Direct

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
Various	Light Equipment Operator	General
Various	Seasonal Workers and Maintenance Workers	General

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
Various	Heavy Equipment Operators	DPW Streets & Facilities DPW Water & Sewer

6. What minimum qualifications do you think should be required for this position?

Education: High School 10 Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Preferred Experience: (List amount and type)
 3 years' experience operating excavation equipment, and general highway or utility construction experience

Essential knowledges, skills and abilities:
 NYS Class A drivers license, proficient in operating backhoes and excavators, ability to read construction drawings, experience in general highway or utility construction techniques, good communication skills.

Ability to successfully work with and serve a diverse local community; willingness to work under all weather conditions.

Type of license or certificate required: NYS Class A Drivers License

7. The above statements are accurate and complete.

Date: 1/7/2018 Title: Superintendent of Public Works Signature: Michael Stone

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Heavy Equipment Operator
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

Return One Completed Copy To Civil Service Commission

January 7, 2019

Jurisdiction: City of Ithaca
Jurisdictional Class: Non-competitive
Adopted: 04/06/05
Revised: 09/15/10

HEAVY EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a variety of medium and heavy motor equipment, machinery and tools on public works projects including the construction, maintenance and/or repair of municipal streets, bridges, parks and grounds, water distribution systems and wastewater collection systems. The incumbent also transports construction equipment and machinery to and from work sites. The incumbent also performs other activities connected with the work, including pre-shift equipment inspections, routine lubrication and maintenance of equipment, and manual labor. The incumbent may oversee the work of a public works crew on a specific assigned project. The position differs from that of Light Equipment Operator by the greater size, weight and complexity of the equipment operated. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates heavy motor equipment including bulldozers, backhoes, graders, excavators, bucket loaders, rollers, flusher trucks, pavers, street sweepers, pavement stripers, low boy trailers, snowblowers, forklifts and other motor equipment as required;
- Operates a variety of trucks in connection with the construction and maintenance of highways and bridges, water and wastewater and other public works projects, including single-axle trucks such as one-ton, three-yard and five-yard trucks, tandem-axle trucks such as 10-wheel dump trucks, and tractor-trailers;
- Transports personnel, equipment, machinery, tools and materials such as sand, stone, gravel, and dirt to work sites;
- Operates snow plow trucks, snow blowers and other snow removal equipment;
- Operates a variety of light construction equipment, machinery and tools including front-end loaders, small articulated loaders, skidsteers with various attachments, cement mixers, mortar mixers, jackhammers, tamps, concrete vibrators, stripers, saws, drills, torches, floats, edgers, chippers, wood splitters, blowers, mowers, tillers, weed eaters, tapping machines, pipe cutters, compressors, rakes, shovels, etc;
- Performs routine maintenance and minor mechanical adjustments and repairs of motor equipment operated;
- Loads and unloads trucks;
- Performs manual tasks such as trimming and planting trees, road patching, cleaning culverts, scraping and painting, plowing snow and snow shoveling, picking up brush and trash, cleaning up work sites, jack hammering, mixing concrete, assembling playground equipment and any other tasks when not operating equipment;
- May oversee the work of a crew.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a variety of medium to heavy motor equipment and construction equipment; good knowledge of the operation and maintenance of a variety of machinery and tools used in public works projects; good knowledge of local geography and roads; skill in the safe and efficient operation of medium to heavy motor equipment; ability to understand and follow oral and written instructions; ability to understand assigned equipment operating and servicing information; ability to successfully work with and serve a diverse local community; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of full-time paid experience, or its part-time paid equivalent, in the operation of construction or public works motor equipment.

SPECIAL REQUIREMENT: Possession of a valid New York State Class A Commercial Driver License or a valid driver Commercial Driver License equivalent to a New York State Class A Commercial Driver License at the time of appointment and maintenance of said license for the duration of employment.

Civil Service Law, Section 22: Certification for positions: Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978.

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108 East Green Street - Ithaca, NY 14850
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Human Resources	Bureau, Division, Unit or Section Ithaca City School District	Location of Position Central Office Building
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Administrative Assistant

Percent of Work Time	Job Duty
50 %	Maintain and processes complex records including computerized records requiring advanced knowledge of district policies, procedures, and protocols.
25%	Prepares and maintains office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database and spreadsheet software;
25%	Includes the following: <ul style="list-style-type: none"> • Provides information regarding district policies, procedures, and protocols by phone, electronic communications, or in person; • Assists individuals in processing their employment document • Schedules appointments • Compiles department reports • Posts information to appropriate accounts, files, databases; • Verifies data • Prepares and posts job postings • Independently composes correspondence • May supervise assigned clerical staff

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
Name	Title	Type of Supervision
Robert Van Keuren	Director of Human Resources	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
Name	Title	Type of Supervision

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position		
Name	Title	Location of Position
Gladira Simms	Administrative Assistant	Human Resources
Amy Ruta	Administrative Assistant	Office of Deputy Supt

6. What minimum qualifications do you think should be required for this position?


Education: High School _____ Years
 College 2 Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)
 2 years administrative work.

Essential knowledges, skills and abilities:
 See current Tompkins County Civil Service title for Administrative Assistant.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 20190114 Title: Div HR Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

Return One Completed Copy to Civil Service Commission

Jurisdiction: All Jurisdictions

Jurisdictional Class: Competitive

Adopted: 09/11/84

Revised: 10/15/91, 05/19/97, 11/15/00, 04/06/05, 03/05/08

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the Administrative Assistant position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these administrative positions. The work is performed under the general supervision of a higher level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Provides information regarding program services and requirements either by phone or in person, schedules appointments, or assists individuals in applying for services by explaining procedures and program processes;

Compiles, sorts, analyzes and extracts statistical, programmatic and financial data for use in agency reports, program evaluations, budget preparations and related administrative activities;

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;

Prepares and maintains office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database or spreadsheet software;

Prepares a variety of publications including departmental program listings, applications and other forms, posters, fliers, brochures, website updates and media releases publicizing departmental programs;

Coordinates and/or participates in the distribution of a variety of departmental publications to the general public, schools, community agencies, media, etc.;

Schedules and arranges conferences, meetings, special events, etc.;

Acts as liaison for program or agency activities with administrators and participants;

Assists professional staff in analyzing and evaluating methods, procedures, goals and objectives, forms applications, etc.;

Receives, sorts and distributes agency mail and notifies staff of meetings;

Assists administrator with agency budget preparation by gathering data and compiling figures;

Assists with agency training activities by collecting data, assembling and distributing materials and supplies;

Secures training facilities for agency staff and/or participants;

Prepares a variety of reports related to the work;

Independently composes correspondence in response to routine inquiries and issues;

Orders and inventories supplies, materials, etc.;

May assist in setting up and taking down exhibits, displays and similar materials;

May take meeting minutes for the permanent record;

May supervise assigned clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and methods; good knowledge of standard office software applications, including database, spreadsheet, word processing and desktop publishing applications; good knowledge of the policies, procedures, rules and regulations governing the operation of the agency to which assigned; good knowledge of the agency's programs, objectives and goals; working knowledge of methods and procedures of keeping financial accounts and records; working knowledge of public information and public relations techniques; working knowledge of business arithmetic; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to compile data and background information; ability to participate in assigned projects and layout work for others; ability to manage the storage of records and reports; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to review and evaluate program procedures, methods, forms, etc.; ability to follow complex oral and written instructions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

CIVIL SERVICE COMMISSION
Regular Meeting
October 10, 2018

Commissioners Present: Commissioner Richardson
 Commissioner Thompson

Excused: Commissioner Abrams

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

Commissioner Richardson called the meeting to order at 11:42 am.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes of the August 8, 2018 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement: Ithaca City School District – Administrative Assistant

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for a position in the Transportation Department. Commissioner Thompson made a motion to classify the position as Administrative Assistant. Seconded by Commissioner Richardson. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Thompson. Motion carried 2-0. During executive session, the Commission took the following actions:

Request to Accept Late Application

Commissioner Richardson made a motion to accept a late application for Employee Health and Safety Coordinator Exam #65-037, for the administrative convenience of the Commission. Seconded by Commissioner Thompson. Motion carried 2-0.

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Richardson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 2-0.

Assistant Property Manager #64-349
Deputy Greater Ithaca Activities Center Director #78-106
Deputy Greater Ithaca Activities Center Director #68-727
Director of Parking #61-841

Employee Health and Safety Coordinator #65-037
Ithaca Commons Maintenance Supervisor #78-682
Ithaca Commons Maintenance Supervisor #66-896
Police Lieutenant #70-899
Public Information Specialist #66-335

Establishment of Eligible Lists

Commissioner Thompson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Richardson. Motion carried 2-0.

Coordinator of Health Services and Wellness #69-732 (1 year)
Deputy Director of Economic Development #64-164 (1 year)
Supervisor of Custodians #77-933 (2 years)

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Thompson made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Richardson. Motion carried 2-0.

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the Personnel Transactions. Seconded by Commissioner Richardson. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, December 12, 2018 at 11:30 am. With no further business, the meeting was adjourned at 12:20 pm.