AGENDA

Election of Chairperson

Approval of Minutes

Delegation of Functions to Civil Service Commission Executive Secretary

New Business

1. New Position Duties Statement and Adoption of Job Description: Planning Department - Sustainability Planner
2. New Position Duties Statement and Adoption of Job Description: ICSD – Transportation Services Specialist
3. Authorization to Direct Public Hearing
4. Update of Job Description and Revision of Minimum Qualifications – Assistant Director of Human Resources and Labor Relations
5. New Position Duties Statement: Youth Bureau – Specialist in Recreation for Individuals with Disabilities

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Report on Eligible Lists Established in December 2021
4. Report on Candidates Added to Continuous Recruitment Eligible Lists in December 2021
5. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
November 17, 2021

Commissioners Present: Commissioner Richardson
Commissioner Abrams
Commissioner Thompson (joined meeting during executive session)

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

Pursuant to NYS bill S.50001/A.40001, 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 11:32 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the October 6, 2021 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement: Ithaca Fire Department – Fire Lieutenant

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca Fire Department. Commissioner Richardson made a motion to classify the position as Fire Lieutenant. Seconded by Commissioner Abrams. Motion carried 2-0.


The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District. Commissioner Richardson made a motion to classify the position as Licensed Practical Nurse. Seconded by Commissioner Abrams. Motion carried 2-0.

Change in Title: Network Integration Specialist to Information Systems Desktop Specialist

The Commission reviewed and discussed a request to update the title of Network Integration Specialist to Information Systems Desktop Specialist. The updated title provides a better description of the role and duties. The remainder of the job description will remain unchanged. Commissioner Abrams made a motion to change the title of the Network Integration Specialist position to Information Systems Desktop Specialist as requested. Seconded by Commissioner Richardson. Motion carried 2-0.

Update of Job Description: Information Systems Manager

The Commission reviewed proposed updates to the Information Systems Manager job description. The updates reflect current work tasks and activities; they do not change the overall scope or nature of the position. Commissioner Richardson made a motion to update
the Information Systems Manager job description as requested. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: Public Information and Technology – Information Systems Manager

The Commission reviewed and discussed a New Position Duties Statement from the Public Information and Technology Department. Commissioner Richardson made a motion to classify the position as Information Systems Manager. Seconded by Commissioner Abrams. Motion carried 2-0.

EXECUTIVE SESSION

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

Request to Remove Candidate from Eligible List

Commissioner Abrams made a motion to disqualify a candidate from Police Officer Eligible List #64-990, pursuant to Section 50.4(a) of New York State Civil Service Law. Seconded by Commissioner Richardson. 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 Abrams. Motion carried 2-0.

Assistant Fire Chief #74-138
Deputy Fire Chief #70-425

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 2-0.

Administrative Applications Support Specialist #21-619 (1 year)
Fire Lieutenant #74-419 (2 years)

Addition of Candidates to Continuous Recruitment Eligible Lists

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

[Commissioner Thompson joined the meeting.]
Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, December 8, 2021 at 11:30 am. It will be conducted via Zoom.

With no further business, the meeting was adjourned at 11:48 am.
DELEGATION OF FUNCTIONS
TO CIVIL SERVICE COMMISSION EXECUTIVE SECRETARY

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held on January 19, 2022, 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.
## 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.

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### 1. Department Division Location of Position
Planning and Development Planning City of Ithaca

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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.

This professional level position is responsible for the development, implementation and management of sustainability planning projects with special focus on the implementation of the Ithaca Green New Deal, which aims to achieve an equitable transition to carbon neutrality, City-wide, by 2030. This position will work across departmental boundaries as either a project manager or support staff to plan and execute sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, promote environmental and social justice. The work involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants.

**Job Title:** Sustainability Planner

### Percent of Work Time

<table>
<thead>
<tr>
<th>Job Duty</th>
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<tbody>
<tr>
<td>35%</td>
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<tr>
<td>Lead and supervise the implementation of sustainability programs related to climate change impacts mitigation, adaptation and resilience, as well as environmental sustainability.</td>
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<tr>
<td>15%</td>
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<tr>
<td>Lead the municipal government’s greenhouse gas inventory and energy performance assessment.</td>
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<tr>
<td>15%</td>
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<tr>
<td>Assist with the development of the City of Ithaca’s Climate Action Plan, Climate Adaptation and Resilience Plan, as well as with the definition of goals, targets and mitigation strategies.</td>
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<tr>
<td>5%</td>
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<td>Coordinate the identification and application of grant opportunities, as well as with the definition of investment opportunities related to the IGND.</td>
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<td>10%</td>
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<tr>
<td>Design and supervise the implementation of education and community engagement activities, as well as the development and execution of a communications strategy for the IGND.</td>
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<tr>
<td>10%</td>
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<tr>
<td>Coordinate the development and distribution of collateral material for internal and external use, including PowerPoint presentations, reports, proposals, brochures, flyers and digital media.</td>
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<tr>
<td>10%</td>
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<tr>
<td>Manage the sustainability internship program, including recruitment, orientation, onboarding, definition of objectives and supervision.</td>
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(Attach additional sheets if more space is needed)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Nicholas</td>
<td>Acting Director of Planning and Development</td>
<td>General</td>
</tr>
<tr>
<td>Luis Aguirre-Torres</td>
<td>Director of Sustainability</td>
<td>Direct</td>
</tr>
</tbody>
</table>
4. Names and Titles of Persons Supervised by Employee in this position

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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

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

**Education:**
- High School Years
- College 4 Years, with specialization in Environmental Studies
- Graduate 2 Years, with specialization in Environmental Studies

**Experience:** (list amount and type)

At least 3 years of experience working across multiple disciplines, planning and executing sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, promote environmental and social justice.

**Essential knowledges, skills and abilities:**

Good knowledge and understanding of concepts, principles, practices, methods and techniques related to greenhouse gas mitigation and energy sustainability issues; Good knowledge of sustainability issues related to the economy, society and the environment; Working knowledge of planning strategies and comprehensive planning; Working knowledge of basic research methods and techniques; Working knowledge of best practices in climate technology and sustainability; Working knowledge of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility or energy data systems; Ability to work collaboratively, thinking analytically and creatively to achieve results; Ability to communicate ideas and work effectively across departments, disciplines, municipal boundaries, with community groups and a diverse community; Ability to work independently and be self-supporting; Ability to prepare complex written reports; Ability to communicate clearly and concisely, both orally and in writing; Ability to understand complex oral and written directions; Ability to exercise initiative and resourcefulness; integrity, discretion and sound judgement; The employee's physical condition shall be commensurate with the demands of the position.

**Type of license or certificate required:**

7. The above statements are accurate and complete.
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: 

Return One Completed Copy to Civil Service Commission
SUSTAINABILITY PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This professional level position is responsible for the development, implementation and management of sustainability planning projects with special focus on the implementation of the Ithaca Green New Deal, which aims to achieve a City-wide equitable transition to carbon neutrality. The Sustainability Planner will work across departmental boundaries as either a project manager or support staff to plan and execute sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, and promote environmental and social justice. The work involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants. The work is performed under the general supervision of the Director of Sustainability with considerable latitude allowed for the exercise of independent professional judgment in the performance of the work. Supervision may be exercised over interns engaged in sustainability projects. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Leads and supervises the implementation of sustainability programs related to climate change impacts mitigation, adaptation and resilience, as well as environmental sustainability;
Leads the City of Ithaca’s greenhouse gas inventory and energy performance assessment;
Assists with the development of the City of Ithaca’s Climate Action Plan, Climate Adaptation and Resilience Plan, as well as with the definition of goals, targets and mitigation strategies;
Researches and prepares grant applications related to the Ithaca Green New Deal; administers grants that are received;
Defines and identifies investment opportunities related to the Ithaca Green New Deal;
Designs and supervises the implementation of education and community engagement activities, as well as the development and execution of a communications strategy for the Ithaca Green New Deal;
Coordinates the development and distribution of collateral material for internal and external use, including PowerPoint presentations, reports, proposals, brochures, flyers and digital media;
Manages the sustainability internship program, including the recruitment, orientation, onboarding, definition of objectives, and supervision of interns;
Analyzes, interprets and evaluates complex written information and data related to climate change and environmental sustainability;
Participates in meetings with legislative bodies, public officials, and community groups to advise them on sustainability planning issues and projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the concepts, principles, methods and techniques used in sustainability planning; thorough knowledge of the concepts, principles, practices, methods and techniques related to greenhouse gas mitigation and energy sustainability issues; thorough knowledge of sustainability issues related to the economy, society and the environment; good knowledge of planning strategies and comprehensive planning; good knowledge of research methods and techniques; good knowledge of best practices in climate technology and sustainability; skill in the use of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility or energy data systems; ability to understand, interpret and analyze complex written material and quantitative data; ability to work collaboratively and think...
Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:
analytically and creatively to achieve results; ability to communicate ideas and work effectively across
departments, disciplines, municipal boundaries, with community groups and a diverse community;
ability to work independently and be self-supporting; ability to prepare complex written reports; ability
to communicate clearly and concisely, both orally and in writing; ability to understand complex oral
and written directions; ability to successfully work with and serve a diverse local community; physical
condition commensurate with the demands of the position.

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 Planning, Environmental Science, Engineering,
Architecture, Public Administration, Business Management or a closely related field with similar
course curriculum, and three (3) years of full-time paid professional experience, or its part-time paid
equivalent, planning and executing sustainability programs; or

B. Graduation from a regionally accredited university or one accredited by the New York State Board of
Regents to grant degrees with a Bachelor’s degree in Planning, Environmental Science, Engineering,
Architecture, Public Administration, Business Management or a closely related field with similar
course curriculum, and five (5) years of full-time paid professional experience, or its part-time paid
equivalent, planning and executing sustainability programs; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
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: Transportation Dept.
   Division: Location of Position: Ithaca City Schools

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.

<table>
<thead>
<tr>
<th>Job Title: Transportation Services Specialist</th>
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<tr>
<td>Percent of Work Time</td>
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(Append additional sheets if more space is needed)

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

Elizabeth Bemer - Transportation Supervisor - Direct
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<tr>
<th>Name</th>
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4. Names and Titles of Persons Supervised by Employee in this position

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<tbody>
<tr>
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<td>Bus Drivers</td>
<td>Observe + Report</td>
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<td>Bus Aides</td>
<td>Observe + Report</td>
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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

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<tbody>
<tr>
<td>Laura Morgan</td>
<td>Administrative Assistant</td>
<td>Transportation</td>
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6. What minimum qualifications do you think should be required for this position?

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<tr>
<th>Education:</th>
<th>Years</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College</td>
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<th>Years, with specialization in</th>
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Experience: (list amount and type)

- 2 years operating a school bus,

Essential knowledges, skills and abilities:

- CDL with S endorsement
- SBD1 certification within 6 months
- 19 A certification within 6 months
- Ability to use route finder pro, Microsoft office, google suite

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 
Title: Transportation Director
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:

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<th>Jurisdictional Classification:</th>
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Date: 
Signature: 

Return One Completed Copy to Civil Service Commission
TRANSPORTATION SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Transportation Services Specialist assists the Transportation Supervisor with the day-to-day activities of the school transportation system by creating school bus routes and stops, assigning staff to routes, training school bus drivers, and preparing operational records and reports. The incumbent may also drive a regular bus route or substitute for regular drivers on an as-needed basis. The work is performed under the direct supervision of the Transportation Supervisor. Working supervision may be exercised over School Bus Drivers and School Bus Riders as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Creates school bus routes and safe bus stops in the most efficient way; establishes time schedules; periodically updates routes and stops as needed;
- Dispatches and assigns school bus drivers and school bus riders to routes;
- Schedules staff for special school activities and bus trips;
- Calls in and schedules substitute bus drivers;
- Maintains 19-A records;
- Maintains records of materials and supplies used, employee time, mileage and number of pupils carried;
- Instructs bus drivers in the operation of a school bus;
- Instructs bus drivers concerning safety rules and regulations;
- Prepares all necessary transportation reports;
- Operates a school bus when needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the Ithaca City School District's bus operations; good knowledge of the geography of the Ithaca City School District; good knowledge of safe bus driving practices and traffic laws and regulations; ability to use route scheduling software and common office software suites; ability to understand, interpret and transmit instructions to subordinate personnel; ability to train others; ability to communicate effectively, both orally and in writing; ability to maintain operational records and prepare operational reports; ability to safely operate a school bus; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of school bus driving experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class B Commercial Driver License with Passenger Transport (P) and School Bus (S) endorsements or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License with Passenger Transport (P) and School Bus (S) endorsements at the time of appointment and maintenance of said license and endorsements for the duration of employment.

2. Candidates must obtain a School Bus Driver Instructor (SBDI) certification within six (6) months of appointment and must maintain said certification for the duration of employment.
SPECIAL REQUIREMENTS – continued:

3. Candidates must obtain certification as a New York State Motor Vehicle Examiner pursuant to Article 19A of the New York State Vehicle and Traffic Law within six months of the date of appointment and must maintain said certification for the duration of employment.
ASSISTANT DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Director of Human Resources and Labor Relations assists with the overall administration of the human resources and labor relations functions of the Ithaca City School District by developing, implementing and managing specific functions as assigned or delegated by the Director of Human Resources and Labor Relations. Functional areas may include labor contract negotiation and administration, recruitment and retention, pre-employment procedures, employee relations, employee discipline, compensation, benefits, the development and implementation of human resources policies and procedures, and compliance with applicable local, state and federal laws and regulations governing employment. The Assistant Director of Human Resources and Labor Relations serves as the Director of Human Resources and Labor Relations’ representative as assigned and may assume the Director of Human Resources and Labor Relations’ responsibilities in the Director’s absence. The work is performed under the general direction of the Director of Human Resources and Labor Relations with substantial latitude permitted in the performance of the work. Supervision is exercised over the work of departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Negotiates collective bargaining agreements with one or more of the District’s bargaining units, including serving as chief negotiator as assigned;
Administers and interprets the negotiated agreements between the District and employee bargaining units;
Investigates and recommends grievance settlements for all District employees;
Participates in all employee relations activities;
Manages all contractual leave provisions in the respective negotiated agreements including sabbatical leave, vacation, sick leave, personal leave and other leaves;
Makes recommendations with respect to appointments, assignments, transfers, dismissals and promotions of District personnel;
Supervises personnel as assigned;
Participates in the recruitment, selection, and assignment and retention of qualified instructional and special services personnel;
Ensures that all educational staff maintain the requisite minimum qualifications to be employed, including: Highly Qualified Status, New York State Teaching Certification, timely completion of Master’s Degree and other professional development requirements;
Supervises the performance appraisal of all instructional staff;
Supervises and coordinates student teaching and administrative internship programs in cooperation with various teaching colleges and universities;
Participates in the development of personnel management procedures, policies and regulations in accordance with Board policies and state and federal legislation;
Develops and maintains a system for personnel records for all employees, providing comprehensive, efficient, accurate and current records of pertinent employment information;
Makes budget projections and allocation recommendations for District personnel expenditures;
Serves on various community committees and boards;
Performs such other duties and assumes such other responsibilities as may be assigned;
May assume the Director of Human Resources and Labor Relations’ responsibilities in the absence of the Director.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles, practices and techniques of human resources administration; thorough knowledge of the principles, practices and techniques of labor relations, including collective bargaining and labor contract administration; thorough knowledge of federal, state, county and local labor and employment laws, including equal employment opportunity and anti-discrimination laws; working knowledge of the theory and administration of a civil service system; skill in developing, implementing and conducting outreach and targeted recruitment programs; strong analytical skills; strong problem-solving skills; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use computerized office management tools, including data base, word processing and spreadsheet software; ability to successfully work with and serve a diverse local community; initiative; good judgment; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Juris Doctorate from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a degree in Law and two (2) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration; or

B. Possession of a Master’s Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Law, Labor Relations, Personnel Administration, Public Administration, Business Administration, Psychology, Social Work, Sociology, or a closely related field with similar course curriculum and four (4) two (2) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration; or

C. Possession of a Bachelor’s Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a degrees in Law, Labor Relations, Personnel Administration, Public Administration, Business Administration, Psychology, Social Work, Sociology, or a closely related field with similar course curriculum and six (6) four (4) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration; or

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

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1. Department
   Youth Bureau

   Bureau, Division, Unit or Section
   Location of Position
   Youth Bureau

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:**
   Recreation Specialist

   **Percent of Work Time**

   **Job Duty**

   33% of the time will be spent developing, coordinating, implementing, evaluating weekend programming for youth with disabilities

   33% of the time will be planning and directing a summer camp inclusion program for children with disabilities at Cass Park Day Camp which requires recruiting, interviewing, supervising, evaluating part-time seasonal inclusion specialists.

   33% of the time will be spent planning and implementing school year youth programs, assisting other RSS staff with programs as well as contributing to reports and record keeping required for funders.

   (Attach additional sheets if more space is needed)

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

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<tr>
<td>Court Glenn</td>
<td>Recreation Program Coordinator for IWDD</td>
<td>Direct</td>
</tr>
<tr>
<td>Liz Klohmans</td>
<td>Director</td>
<td>General/Administrative</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time Seasonal staff</td>
<td></td>
<td>Direct</td>
</tr>
<tr>
<td>Volunteers/interns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin LeTourneau</td>
<td>Recreation Specialist - IWDD</td>
<td>Youth Bureau</td>
</tr>
<tr>
<td>Lee Berrien</td>
<td>Recreation Specialist - IWDD</td>
<td></td>
</tr>
</tbody>
</table>

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

   **Education:**
   - High School: 4 or GED Years
   - College: 2 years, with specialization in Therapeutic Recreation, adaptive PE, developmental disabilities, sociology, special education
   - College: 4 years, with specialization in Therapeutic recreation, adaptive PE,
Experience: (list amount and type)

Good knowledge of the physical, social, cognitive, sensory and emotional characteristics of youth and adults with disabilities, including developmental disabilities, mental illnesses, physical disabilities and learning disabilities; good knowledge of adaptive strategies and techniques that are helpful with the developmental, physical, emotional and psychological issues that often occur during programming, and the ability to apply them while planning, implementing and delivering recreational programs; good knowledge of strategies and issues pertaining to programming for youth and adults with disabilities, including least restrictive environment, architectural barriers and accessibility, adaptive equipment, societal issues and current legislation pertaining to groups with disabilities; good knowledge of the policies, procedures, rules and regulations governing assigned recreational program areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; good knowledge of community resources and recreation opportunities; good computer skills for use in virtual programming, database management, calendaring, and the promotion of programming on social media and websites; ability to plan and implement recreation programs for youth and adults with disabilities; ability to write and evaluate program and individual goals and complete program statistics; ability to conduct, write and interpret assessments of potential participants; ability to plan, organize, schedule and direct the activities of program participants; ability to plan, design, schedule and provide instruction in recreational activities, such as arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports, games, cooking etc.; ability to plan and supervise summer camp programs; ability to write and maintain program budgets; ability to plan, train, lead and direct the work of seasonal staff, students and volunteers; ability to establish and maintain effective working relationships with others; ability to stimulate and maintain the interest of the participants; ability to communicate effectively both orally and in writing; ability to drive 12 passenger vans as well as safely and appropriately operate a hydraulic lift van with a securing strap system for people who use wheelchairs; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/12/22    Title: Director    Signature: Elizabeth Kohmann

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:
SPECIALIST IN RECREATION FOR INDIVIDUALS WITH DISABILITIES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently planning, designing and delivering a variety of in-person and virtual recreation programs for both youth and adults with disabilities, with an emphasis on improving social, physical and cognitive abilities. Goals are developed to meet the needs of the participants and the programs overall. The work is performed under the general supervision of the Coordinator of Recreation Programs for Individuals with Disabilities with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and because incumbents work exclusively with individuals with disabilities, which requires a knowledge and understanding of the unique needs of the individuals served. Supervision is exercised over part-time seasonal staff, student interns and volunteers. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, researches, designs and conducts a variety of in-person and virtual activities and events for both youth and adult participants, in programs such as arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, exercise, cooking, or some other special activity or skill;

Coordinates the details of scheduled activities and events, including transportation, support staff, venue, and communication with families, participants, schools and caregivers;

Delivers afterschool and weekend recreation programs for youth;
Delivers day, evening and weekend recreation programs for adults;
Delivers recreation programs in schools, which includes building relationships with ICSD and BOCES teachers and classrooms;
Oversees summer camp programs for youth with disabilities;
Conducts assessments of potential program participants through interviews, observation of participant behaviors, speaking with family members or caregivers, school records, service plans, referrals from professionals, medical reports, or other related information;
Writes program and individual goals with a focus on increasing social, physical and cognitive skills;
Supervises, trains, and evaluates the work of part-time seasonal staff, student workers, student interns and volunteers;
Coordinates with and hires specialists and instructors for programs;
Collaborates with other Youth Bureau divisions and staff for programming and inclusion
Creates and maintains records, files and databases;
Prepares quarterly and annual reports related to program activities and goals;
Maintains contact information, including phone, mail and email lists, for participants, families, and related agencies;
Attends meetings and training related to program area;
Maintains, purchases and organizes equipment and supplies as needed for programs;
Provides transportation for participants by using a 12-passenger van or an accessible van with a wheelchair lift;
Cleans and sanitizes vans, equipment and rooms as required;
Oversees maintenance and cleaning of vans.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the physical, social, cognitive, sensory and emotional characteristics of youth and adults with disabilities, including developmental disabilities, mental illnesses, physical disabilities and learning disabilities; good knowledge of adaptive strategies and techniques that are helpful with the developmental, physical, emotional and psychological issues that often occur during programming, and the ability to apply them while planning, implementing and delivering recreational programs; good knowledge of strategies and issues pertaining to programming for youth and adults with disabilities, including least restrictive environment, architectural barriers and accessibility, adaptive equipment, societal issues and current legislation pertaining to groups with disabilities; good knowledge of the policies, procedures, rules and regulations governing assigned recreational program areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; good knowledge of community resources and recreation opportunities; good computer skills for use in virtual programming, database management, calendaring, and the promotion of programming on social media and websites; ability to plan and implement recreation programs for youth and adults with disabilities; ability to write and evaluate program and individual goals and complete program statistics; ability to conduct, write and interpret assessments of potential participants; ability to plan, organize, schedule and direct the activities of program participants; ability to plan, design, schedule and provide instruction in recreational activities, such as arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports, games, cooking etc.; ability to plan and supervise summer camp programs; ability to write and maintain program budgets; ability to plan, train, lead and direct the work of seasonal staff, students and volunteers; ability to establish and maintain effective working relationships with others; ability to stimulate and maintain the interest of the participants; ability to communicate effectively both orally and in writing; ability to drive 12 passenger vans as well as safely and appropriately operate a hydraulic lift van with a securing strap system for people who use wheelchairs; 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 a Bachelor’s degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field; 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 an Associate’s degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working with individuals with disabilities in a recreation, educational or human services setting; or

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described in (b); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).
NOTES:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.

2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

   Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate’s degree be substituted for more than eighteen months of work experience if the Associate’s degree has not been obtained; nor shall college coursework toward a Bachelor’s degree be substituted for more than forty-two (42) months of work experience if the Bachelor’s degree has not been obtained; nor shall college coursework toward a Master’s degree be substituted for more than six (6) months of work experience if the Master’s degree has not been obtained.

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