



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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### **CITY OF ITHACA CIVIL SERVICE COMMISSION Regular Meeting**

Date: **Wednesday, February 27, 2019**  
Time: **11:30 am**  
Location: **City Hall, Pistachio Room**

#### **AGENDA**

##### **Approval of Minutes**

##### **New Business**

1. New Position Duties Statement: Planning – Database Specialist
2. Authorization to Direct Public Hearing
3. Procedure for the Release of Exam Results - Update
4. Approval of Annual Report

##### **Continuing Business**

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Approval of Personnel Transactions

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.**

<b>1. Department</b> Planning, Building, Zoning, and Economic Development	<b>Bureau, Division, Unit or Section</b> Planning/Building Division	<b>Location of Position</b> City Hall
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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: Database Specialist**

Percent of WorkTime	Job Duty
35%	Provides technical support and instruction to staff for use of a property management database. Implements newly developed portions of the database: this includes written directions and training for staff of the new procedures. Field questions and resolve issues that occur due to the implementation of the new procedures.
20%	Manages and maintains existing software applications/integration with other programs such as Laserfiche, FileMaker, and Govern. Maintains all the necessary file structures that permit the import and export of necessary data to facilitate the communication between different software packages.
10%	Manages system data for contractor licenses, insurance, and registrations. Maintain and periodically review all portions of the database for data input.
10%	Does database queries and reporting for information request from other departments/public. Prepares and maintains all correspondence and files for the Director and assists Director wherever needed such as summarizing and preparing reports.
5%	Develops, maintains, and updates the Planning web page;
5%	Establishes work flow procedures to facilitate document management and record keeping systems. Maintains archives including personnel files.
5%	Works with other departments to develop inter-departmental procedures for information sharing.
5%	Work may include screening calls, scheduling appointments, receiving calls and callers, responding to requests for information on department programs, policies, and procedures.
5%	Performs receptionist and clerical duties, such as typing, filing, copying, and faxing; answers telephone and gives out routine information; receives, sorts and distributes incoming mail; may collect fees and account for monies received; may prepare and maintain time records and payroll data.

(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Gino Leonardi	Housing and Land Use Supervisor	Direct
JoAnn Cornish	Director of Planning and Development	General

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
Gino Leonardi	Housing and Land Use Supervisor	City Hall

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

**Education:** High School 4 Years with **7 years experience**  
 College 2 Years, with specialization in Computer Science/Database Management  
 College 4 Years, with specialization in Computer Science/Database Management

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

Managing and implementing database(s), performing database queries, summarizing and preparing reports, web page maintenance, ability to enter data accurately at a given speed, strong typing, analytical, and computer skills.

**Essential knowledges, skills and abilities:**

Good knowledge of research methods and techniques; working knowledge of basic statistical concepts; strong organizational skills; good problem-solving skills; ability to conduct research and prepare clear, accurate reports of findings; ability to understand complex oral and written directions; ability to deal with tight deadlines and competing requests for time; ability to manage and balance multiple projects and meet deadlines; ability to work in a team based, participatory environment as well as work autonomously; ability to communicate effectively, both orally and in writing; 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: 1/22/19

Title: Director of Planning and Development

Signature: *JoAnn Cornish*

## 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

January 23, 2019

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 09/02/15  
Revised: 09/07/16

## **DATABASE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supporting, developing and maintaining database applications to ensure that databases are operational with complete and accurate data. The Database Specialist serves as a primary resource for staff, providing training and technical support in the effective use of departmental databases. The Database Specialist may also develop and maintain the departmental website. The work is performed under the general supervision of a departmental manager, with leeway allowed for the exercise of independent judgment in the performance of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides technical support and instruction to staff on use of database applications;  
Supports users in accessing and retrieving data; trains staff to utilize features of database programs;  
Designs, customizes and performs database queries; generates reports as requested by City staff or the general public;  
Establishes user accounts and grants user permissions;  
Maintains file structures that permit the import and export of data to facilitate the communication between different software packages;  
Enters, edits and maintains data in the information management system;  
Evaluates datasets for consistency, accuracy and completeness;  
Audits and tests data to ensure data integrity;  
Writes step-by-step instructions and procedures for staff for use of database;  
Establishes work flow procedures to facilitate document management and recordkeeping systems;  
Maintains archives;  
Develops, maintains and updates departmental web page;  
Evaluates long-term database needs; researches and recommends solutions;  
Works collaboratively with other departments to develop interdepartmental procedures for information sharing;  
May perform clerical and receptionist duties as assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and methods used in maintaining databases; good knowledge of computer applications such as word-processing, database, spreadsheet, electronic mail, and electronic document management application software; good knowledge of research methods and techniques; working knowledge of basic statistical concepts; ability to establish effective working relationships with others; ability to effectively communicate technical information in an easily understood manner, both orally and in writing; ability to instruct others in the use of computers and computer software; ability to analyze and solve problems relating to database application software; ability to maintain records and data files; 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 NYS registered or regionally accredited college with an Associate's Degree in Computer Science, Computer Technology, Database Management or a closely related field with similar course curriculum AND two (2) years of full-time paid experience, or its part-time paid equivalent, maintaining an electronic database system; or
- B. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time paid equivalent, maintaining an electronic database system; or
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: A Bachelor's Degree in Computer Science, Information Technology, Database Management or a closely related field with similar course curriculum may be substituted for one (1) year of the experience required in (A).

**CIVIL SERVICE COMMISSION  
Regular Meeting  
December 12, 2018**

Commissioners Present:           Commissioner Richardson  
  Commissioner Abrams  
  Commissioner Thompson

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

Commissioner Richardson called the meeting to order at 11:40 am.

**APPROVAL OF MINUTES**

Commissioner Thompson made a motion to approve the minutes from the October 10, 2018, meeting. Seconded by Commissioner Abrams. Motion carried 3-0.

**NEW BUSINESS**

**Update of Job Description, including Minimum Qualifications: Working Supervisor – Parking, Buildings and Grounds**

The Commission reviewed proposed updates to the Working Supervisor – Parking, Buildings and Grounds job description. The updates reflect the current work assignments and supervisory relationships; they do not change the overall scope or nature of the position. The new minimum qualifications will be as follows:

“MINIMUM QUALIFICATIONS:

Four (4) years of full-time paid experience, or its part-time paid equivalent, in facilities maintenance, building construction, building maintenance and repair, or groundskeeping.”

Commissioner Richardson made a motion to update the Working Supervisor – Parking, Buildings and Grounds job description and adopt the revised minimum qualifications as proposed. Seconded by Commissioner Abrams. Motion carried 3-0.

**Update of Job Description, including Minimum Qualifications: Building and Grounds Maintenance Worker**

The Commission reviewed proposed updates to the Building and Grounds Maintenance Worker job description. The updates reflect current supervisory relationships, as well as more detailed information regarding snow removal activities; they do not change the overall scope or nature of the position. The new minimum qualifications will be as follows:

“MINIMUM QUALIFICATIONS: One (1) year of full-time paid experience, or its part-time paid equivalent, in general building construction, cleaning buildings, building maintenance or repair, facilities maintenance or repair, or groundskeeping.”

Commissioner Richardson made a motion to update the Building and Grounds Maintenance Worker job description and adopt the revised minimum qualifications as proposed. Seconded by Commissioner Abrams. Motion carried 3-0.

**Update of Job Description: Parking Lot Attendant**

The Commission reviewed proposed updates to the Parking Lot Attendant job description. The updates provide more detailed information regarding snow removal activities; they do not change the overall scope or nature of the position. Commissioner Richardson made a motion to update the Parking Lot Attendant job description as proposed. Seconded by Commissioner Abrams. Motion carried 3-0.

**New Position Duties Statement: DPW - Parking Lot Attendant**

The Commission reviewed and discussed a New Position Duties Statement from the Department of Public Works. Commissioner Richardson made a motion to classify the position as Parking Lot Attendant. Seconded by Commissioner Abrams. Motion carried 3-0.

**New Position Duties Statement and Adoption of Job Description: DPW – Assistant Supervisor of Streets**

The Commission reviewed and discussed a New Position Duties Statement from the Department of Public Works and the proposed job description for Assistant Supervisor of Streets. Commissioner Thompson made a motion to classify the position as Assistant Supervisor of Streets and adopt the job description as proposed. Seconded by Commissioner Richardson. Motion carried 3-0.

**Update of Job Description, including Minimum Qualifications: ICSD - Administrative Applications Support Specialist**

The Commission reviewed proposed updates to the Administrative Applications Support Specialist job description. The updates reflect the current work tasks, and the technology currently in use; they do not change the overall scope or nature of the position. The new minimum qualifications will be as follows:

“MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered two year college with an Associate’s degree in computer science, information technology or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in an information technology, office management or senior level clerical position involving substantial knowledge and use of computer hardware or software; or
  
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time paid equivalent, in



an information technology, office management or senior level clerical position involving substantial knowledge and use of computer hardware or software; or

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

Commissioner Thompson made a motion to update the Administrative Applications Support Specialist job description and adopt the revised minimum qualifications as proposed. Seconded by Commissioner Abrams. Motion carried 3-0.

**Revision of Minimum Qualifications: Coordinator of Health Services and Wellness**

The Commission reviewed proposed revisions to the minimum qualifications for Coordinator of Health Services and Wellness. The revisions allow candidates with Bachelor’s degrees or graduate coursework in relevant fields of study to qualify for the position. The revised minimum qualifications will read as follows:

“MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered university with a Master’s Degree in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition 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, in health care, community health or public health; or
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor’s Degree in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition 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, in health care, community health or public health; or
- C. Graduation from a regionally accredited or NYS registered college or university with a Bachelor’s Degree and at least forty (40) credit hours of graduate level coursework from a regionally accredited or NYS registered university in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition or a closely related field with similar course curriculum and seven (7) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health; or
- D. Graduation from a regionally accredited or NYS registered medical school with a Doctor of Medicine or Doctor of Osteopathic Medicine degree and two (2) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health.”

Commissioner Abrams made a motion to revise the minimum qualifications as proposed. Seconded by Commissioner Thompson. Motion carried 3-0.

## **EXECUTIVE SESSION**

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

## **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 3-0.

Electrician #65-616  
Permit Clerk #79-064  
Supervisor of Electrical Services #78-107  
Tenant Relations Assistant #61-884

### **Establishment of Eligible Lists**

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

Deputy Greater Ithaca Activities Center Director #68-727 (1 year)  
Deputy Greater Ithaca Activities Center Director #78-106 (1 year)  
Director of Parking #61-841 (1 year)

### **Authorization to Establish Eligible Lists During December 2018**

Commissioner Thompson made a motion to authorize Executive Secretary Valerie Saul to establish eligible lists and add candidates to continuous recruitment eligible lists during the month of December 2018 immediately upon the receipt of examination marks and/or grading of exams. This will facilitate the immediate appointment of provisional employees. Ms. Saul will report the establishment of any such eligible lists and addition of continuous recruitment candidates to the Commission at their January 2019 meeting. Seconded by Commissioner Abrams. Motion carried 3-0.

### **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 Thompson. Motion carried 3-0.

### **Approval of Personnel Transactions**

Commissioner Abrams made a motion to approve the Personnel Transactions. Seconded by Commissioner Thompson. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, January 16, 2019 at 11:30 am.

With no further business, the meeting was adjourned at 12:20 pm.