CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date:       Wednesday, April 3, 2019
Time:       11:30 am
Location:   City Hall, Pistachio Room

AGENDA

Approval of Minutes

Public Hearing

Public hearing on proposed amendments to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules

New Business

1. Resolution to Amend Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules
2. New Position Duties Statement and Adoption of Job Description: ICSD – Coordinator of Human Resources
3. Revision of Driver License Requirement – Motor Equipment Mechanic
4. Revision of Driver License Requirements – Wastewater Treatment Plant Positions: Wastewater Treatment Plant Operator Trainee, Wastewater Treatment Plant Operator, Assistant Chief Wastewater Treatment Plant Operator, Chief Wastewater Treatment Plant Operator, Laboratory Technician, Laboratory Director
5. New Position Duties Statement: Public Information and Technology – Network Integration Specialist
6. Update of Job Description: Network Integration Specialist

Continuing Business

1. Establishment of Eligible Lists
2. Addition of Candidates to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions
LEGAL NOTICE

CITY OF ITHACA CIVIL SERVICE COMMISSION PUBLIC HEARING

Pursuant to Section 20 of the New York State Civil Service Law, the City of Ithaca Civil Service Commission will hold a public hearing on Wednesday, April 3, 2019 at 11:30 am in the second floor conference room, City Hall, 108 East Green Street, Ithaca NY, 14850, for the purpose of amending the City of Ithaca Civil Service Rules by updating the probationary term rule to clarify that (1) promotions made pursuant to NYSCSL 52.7 are subject to a probationary term of not less than eight nor more than twenty-six weeks, and (2) probationers who do not successfully complete their probationary terms shall be given written notice of termination.

All interested parties and citizens for or against the adoption of these changes to the Rules are invited to attend and be heard.

Valerie W. Saul
Deputy Director of Human Resources
March 7, 8, 9, 2019
Resolution to Amend Rule XIV - Probationary Term of the City of Ithaca Civil Service Rules

At a meeting of the Ithaca Civil Service Commission held on April 3, 2019, the following resolution was adopted:

WHEREAS, the Ithaca Civil Service Commission deems it necessary to make certain changes to the Text of the City of Ithaca Civil Service Rules; and

WHEREAS, the City of Ithaca Civil Service Commission duly advertised and held a public hearing on April 3, 2019, for the purpose of amending Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules by updating the language to clarify that promotions made pursuant to New York State Civil Service Law 52.7 are subject to a probationary term of not less than eight nor more than twenty-six weeks, and that probationers who do not successfully complete their probationary terms shall be given written notice of termination, and

WHEREAS, the Ithaca Civil Service Commission took public comment on the proposed amendment into consideration, and

WHEREAS, the Ithaca Civil Service Commission supports the proposed amendment,

NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be deleted from Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

1. c. Every permanent appointment from a promotion eligible list shall be for a probationary term of not less than eight nor more than twenty-six weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be added to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

1. c. Every permanent appointment from a promotion eligible list, and every promotion made pursuant to Section 52.7 of the New York State Civil Service Law, shall be for a probationary term of not less than eight nor more than twenty-six weeks. Upon written notice of the appointing authority the probationary period upon promotion may be waived and the appointee given a permanent appointment.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be deleted from Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

Initialed by Valerie W. Saul, Executive Secretary to the Ithaca Civil Service Commission
5. **Report on Probationer's Service**

The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall be given written notice prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

and be it further

RESOLVED, that subject to the approval of the State Civil Service Commission, the following text be added to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules:

5. **Report on Probationer's Service**

The appointing authority and supervisor of a probationer will carefully evaluate the probationer's work performance of the duties and responsibilities of the position. A probationer whose services are to be terminated for unsatisfactory service shall be given written notice of such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

**Certification of Submission**

We attest that this resolution and supporting documents have been reviewed by this Commission and are complete and accurate. We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This Commission supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Dated: April 3, 2019

_____________________________           _____________________________
Arlene Young Richardson, Chairperson        Barbara Abrams, Commissioner

_____________________________          _____________________________
Catherine Thompson, Commissioner            Valerie Saul, Executive Secretary

**MAYOR’S APPROVAL:**

_________________________________                          _____________________________
Svante Myrick, Mayor                                      Date: _______________________
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
   Human Resources

Bureau, Division, Unit or Section
   Ithaca City School District

Location of Position
   Administration Bldg, 400 Lake Street Ithaca, NY

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: Coordinator of Human Resources- Confidential Management

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>45%</td>
<td>Assist the Director of Human Resources and Labor Relation in the oversight and management of Human Resources. Duties including, but not limited to the following:</td>
</tr>
<tr>
<td></td>
<td>Manage and supervise HR staff and daily HR bureaucratic operations and procedures.</td>
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<tr>
<td></td>
<td>- Direct and supervise HR staff in daily operations</td>
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<tr>
<td></td>
<td>- Maintains and processes complex records including computerized records requiring advanced knowledge of district policies, procedures, and protocols.</td>
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<tr>
<td></td>
<td>- Prepares and maintains office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database and spreadsheet software;</td>
</tr>
<tr>
<td>5%</td>
<td>Includes the following:</td>
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<td></td>
<td>- Provides information regarding district policies, procedures, and protocols by phone, electronic communications, or in person;</td>
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<td>5%</td>
<td>- Assists individuals in processing their employment documents</td>
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<td>5%</td>
<td>- Schedules appointments</td>
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<tr>
<td>5%</td>
<td>- Compiles department reports</td>
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<tr>
<td>2%</td>
<td>- Posts information to appropriate accounts, files, databases;</td>
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<tr>
<td>3%</td>
<td>- Verifies data</td>
</tr>
<tr>
<td>10%</td>
<td>- Prepares and posts job postings</td>
</tr>
<tr>
<td>10%</td>
<td>- Independently composes correspondence</td>
</tr>
<tr>
<td>10%</td>
<td>- Supervises assigned clerical staff</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)
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>Robert Van Keuren</td>
<td>Director of Human Resources and Labor Relations</td>
<td>Direct</td>
</tr>
<tr>
<td>Lily Talcott</td>
<td>Deputy Superintendent</td>
<td>Direct</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>Gladira Velazquez Simms</td>
<td>Administrative Assistant</td>
<td>Direct</td>
</tr>
<tr>
<td>Karen Barden</td>
<td>Administrative Assistant</td>
<td>Direct</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>
</table>

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

- **Education:**
  - High School
  - College
  - College
  - Years: 2
  - Years, with specialization in

- **Experience:** (list amount and type)
  - Please see attached

- **Essential knowledges, skills and abilities:**
  - Please see attached

- **Type of license or certificate required:**
  - Please see attached

7. The above statements are accurate and complete.

- **Date:** 2/27/96
- **Title:** Director of Human Resources
- **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:**

9. Creation of described position

- [ ] Approved
- [ ] Disapproved

- **Date:**
- **Signature:**

Return One Completed Copy to Civil Service Commission
Hi Valerie,

This is the information that was meant to be attached; see below. Please let me know if this is sufficient. We currently do not have an internal job description for this.

Thank you,

(A) 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 Human Resources, Labor Relations, Personnel Administration, Public Administration, Business Administration or a related field and two (2) years of responsible experience involving human resource coordination/management OR

(B) 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 degrees in Human Resources, Labor Relations, Personnel Administration, Public Administration, Business Administration or related field and four (4) years of responsible experience involving: human resource coordination/management OR

(C) An equivalent combination of training and experiences as defined by the limits of (A) and (B) above; AND

(D) Civil Service Examination and Appointment Protocols, OR

(E) Possession of a New York State School Administrator’s Certificate OR School District Leader.

**Desired Characteristics:**

- Experience in a Human Resources office, either in a school district or elsewhere; and

- High levels of professionalism, along with excellent people skills; and

- Experience managing structures and systems within an organization.

**Minimum Salary Range:** $65,000 to $75,000 (full-time base, commensurate

https://mail.cityofithaca.org/owa/?ae=Item&t=1PM.Note&id=RgAAAAD65J... 3/5/2019
COORDINATOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the daily administration of the Human Resources Department. The Coordinator of Human Resources directs and supervises human resources staff in their daily activities and oversees routine departmental operations and functions, including the management and maintenance of employment data and records, pre-employment procedures, the communication of District policies, procedures and protocols, and the preparation and distribution of information regarding recruitment activities. The work is performed under the general supervision of the Director of Human Resources and Labor Relations, with considerable latitude given for the exercise of independent judgment and discretion. Supervision is exercised over the work of departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages and supervises the work of office staff engaged in departmental administrative activities; Supervises and participates in the creation, processing and maintenance of employee personnel records; Supervises and participates in the preparation, processing and maintenance of a variety of records and reports, including staffing data, leave time records, employment statistics, and recruitment statistics; Provides information and guidance regarding District policies, procedures and protocols by phone, electronic communications, or in person; Assists new and current employees with the completion of employment and enrollment documents; Prepares and distributes job postings and recruitment materials; Schedules, assigns and reviews the work of office staff; trains new employees in their duties; Establishes office policies and procedures, and trains staff accordingly; Independently performs a variety of administrative activities, such as departmental account-keeping activities, database entry, and scheduling activities; Prepares a variety of narrative and statistical reports regarding departmental activities and District employment; Prepares correspondence concerning policies, procedures, and protocols; Attends meetings as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of the human resource functions, policies, procedures and protocols of the Ithaca City School District; good knowledge of the principles and practices of office management; good knowledge of office record-keeping practices and systems, including electronic records management; ability to supervise and train staff; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships, including with people of various cultures, races and socioeconomic levels; ability to use computerized office management tools, including database, word processing and spreadsheet software; ability to prepare a variety of narrative and statistical reports; ability to maintain confidentiality; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a NYS registered or regionally accredited university with a Master's degree in Human Resources Management, Labor Relations, Public Administration, Business Administration or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in human resources management; or

B. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's degree in Human Resources Management, Labor Relations, Public Administration, Business Administration or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in human resources management; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
Val.
As Brian Carman and I discussed the future needs of the Garage we have come to the conclusion that the requirement of a Class B commercial drivers license is not necessary for the mechanics as long as it remains a requirement for the Motor Equipment Mechanic Supervisor position. The supervisors would be key in diagnosing / testing performance. It will also make recruiting of Mechanics/Certified technicians much easier to do. So please remove the CDL requirement from the Motor Equipment Mechanic title.
Thanks
Ray

Ray Benjamin
Assistant Superintendent of Public Works
Streets & Facilities Division
City of Ithaca
rbenjamin@cityofithaca.org
607 272 1718

"It’s never too late to give up your prejudices."

Henry David Thoreau (American philosopher and abolitionist, 1817-1862)
MOTOR EQUIPMENT MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the skilled maintenance and repair of a wide variety of motor and other public works equipment. The incumbent performs both skilled mechanical and bodywork maintenance and repair tasks. The incumbent also inspects motor equipment to ensure compliance with the New York State Motor Vehicle Inspection Code. This position differs from that of a Motor Equipment Mechanic Helper by virtue of the fact that a Motor Equipment Mechanic performs skilled maintenance and repair work a majority of the time as well as directs activities of Helpers. The work is performed under the direct supervision of a Motor Equipment Maintenance Supervisor with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and/or diesel powered motor equipment including trucks, lawn mowers, snow plowing equipment and buses;
Performs mechanical work including repair and replacement of engines and engine components, repairs to ignition systems, transmissions, hydraulic and brake systems, power trains, bearings and axles and suspension systems;
Performs body work including sandblasting rusted surfaces, cutting and welding vehicle bodies, straightening vehicle chassis and bodies, and preparing and painting vehicle surfaces;
Fabricates, repairs, attaches and removes snow plow blades and other auxiliary equipment;
Inspects equipment for safety and effective operation including inspecting motor vehicles for compliance with the New York State Motor Vehicle Inspection Code;
Inspects, repairs and adjusts other equipment and machinery including jackhammers, generators and compressors;
Contacts paint and body shops, tow companies, tool supply companies and new and used auto parts stores to obtain materials and information relative to the work performed;
Operates a variety of hand and power tools including wrenches, socket sets, screwdrivers, meters, torches, welders, diagnostic computers, measuring devices, grinders, paint guns and tire balancer;
Performs manual labor including lifting equipment and parts, climbing ladders, and sweeping floors;
Creates and maintains basic records and reports relative to the work;
May direct a Motor Equipment Mechanic Helper in motor and equipment maintenance and repair.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of standard gasoline and diesel motor equipment repair methods and of the terminology, tools and safety precautions of the trade; good knowledge of inspection requirements relative to the New York State Vehicle Inspection Code; skill in performing gasoline and diesel motor equipment maintenance and repair tasks; skill in the safe and efficient operation of motor equipment; ability to correctly diagnose and resolve mechanical, electrical, hydraulic and other equipment problems; ability to understand and follow 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 or certificate in gasoline and diesel motor equipment repair technology or a closely related field; or

(b) Graduation from a high school technical or other vocational program in motor equipment repair and one (1) year of experience in gasoline and diesel motor equipment repair under the supervision or direction of a skilled motor equipment mechanic; or

(c) Graduation from high school or possession of a high school equivalency program and two (2) years of experience described in (b);

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

SPECIAL REQUIREMENTS:

1. Candidates must possess 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 must obtain a New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License within six (6) months of appointment. Said license must be maintained for the duration of employment.

   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.

2. Applicants must obtain an appropriate level New York State Motor Vehicle Inspector’s License within six months of appointment and must maintain said license for the duration of employment.
Val,

I’d like to use the language across the board for all except Maintenance Worker. Maint. Worker has to plow and make trips to solid waste in city vehicles, for instance. So this language would apply to:

- WWTPO
- WWTPO/Trainee
- Senior WWTPO
- Asst. Chief WWTPO
- Chief WWTPO
- Lab Techs
- Lab Director

Thanks for your help.

CJ Kilgore
Chief Operator
Ithaca Area Wastewater Treatment Facility
PH. 607.273.8381
ckilgore@cityofithaca.org

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From: Valerie Saul
Sent: Wednesday, March 06, 2019 10:45 AM
To: Carl Kilgore
Subject: FW: Senior Operator NPDS

Please see below, as we discussed. Thanks, Val

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From: Valerie Saul
Sent: Tuesday, June 05, 2018 9:44 AM
To: Carl Kilgore
Subject: RE: Senior Operator NPDS

Hi CJ -

I would use the language:

"Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment."

Thanks,
WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Wastewater Treatment Plant. The incumbent in this position undergoes on-the-job training to become qualified as an operator of a Wastewater Treatment Plant. The incumbent assists in the operation and maintenance of a Wastewater Treatment Plant. Does related work as required.

Employees serve a training term, the duration of which is the time period required for the employee to obtain a Grade 3A certificate as an "Assistant Operator" pursuant to the provisions of Part 650 of the NYS Department of Environmental Conservation regulations; provided, however, that the maximum duration of the training term shall be four-and-one-half (4 1/2) years. The employee is required to obtain the Grade 3A Assistant Operator certificate within this four-and-one-half (4 1/2) year period. Once an employee in this class has obtained the appropriate operator's certificate, and successfully completed his/her probationary period, the employee is eligible for promotion to the position of Wastewater Treatment Plant Operator without further examination.

TYPICAL WORK ACTIVITIES:

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a Wastewater Treatment Plant;
Learns and assists in the operation, adjustment, maintenance, and replacement of pumps, valves, screens, and related mechanical equipment;
Attends, participates in and successfully completes the required basic operations, activated sludge, laboratory skills, and technical and management classes required for operator certification;
Trains in the safety procedures required for wastewater treatment plant operators;
Learns and performs a variety of building repair, maintenance and custodial duties in and around the plant;
Learns and assists in the inspection, monitoring, maintenance and repair of pumps, valves, screens, and related mechanical equipment;
Learns how to operate all aspects of the plant processes, including anaerobic digesters, cogeneration equipment, tertiary phosphorus removal facility and activated sludge process;
Learns and assists in the reading, calibrating, adjustment, operation, maintenance, troubleshooting and repair of instruments and controls;
Learns and assists in the making of tests to determine chlorine residual, settleable solids, total solids, total suspended solids and volatile suspended solids;
Cleans channels, screens, tanks and other equipment;
Learns and assists in the preparation and maintenance of activity records and reports;
Performs increasingly responsible duties as assigned in the operation and maintenance of a Wastewater Treatment Plant;
Performs a variety of building maintenance and custodial duties at the plant.
FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Familiarity with and ability to apply the elementary principles of chemistry, biology, microbiology, physics, hydraulics and general science; familiarity with and ability to apply the elementary principles of algebra, geometry, trigonometry and general math; computer literacy, including basic proficiency with word processing, spreadsheet and database programs; good observation skills; mechanical, technical or trades aptitude; ability to learn principles and procedures relating to the operation and maintenance of a Wastewater Treatment Plant; ability to develop skill in the operation and maintenance of instrumentation, pumps, valves, and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions, including technical operation and maintenance manuals; 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 Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum; or

B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least eighteen (18) college credit hours of math and/or science coursework; or

C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least three years of high school mathematics and at least three years of high school science; or

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

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. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates wastewater treatment plant equipment and machinery including belt presses, chlorinators, and sludge and effluent pumps;

Performs permit sampling on influent and effluent, records results and informs supervisor of adverse results;

Inspects plant equipment and machinery on a daily basis and performs basic maintenance and repairs;

Performs a variety of basic laboratory tests and other analyses including testing for chlorine levels, respiration rates and pH testing;

Performs basic repairs to plant equipment and machinery and performs scheduled and preventative maintenance on equipment and machinery;

Monitors meters and gauges and records readings;

Keeps a log of plant operations and related records.

Maintains inventory of equipment and machinery parts, bulk chemicals and other plant supplies and orders parts, chemicals and supplies as necessary;

Monitors sludge deliveries from other municipalities and treats and disposes of sludge;

Trains new plant operators as required;

May install and manage wastewater treatment systems including biological, mechanical and electrical systems;

Performs custodial duties in connection with the cleaning and maintenance of plant buildings and grounds.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant; good knowledge of federal, state and local laws and regulations applicable to a wastewater treatment plant; working knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater treatment systems; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; skill in the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operations; ability to analyze and organize data and prepare records and reports; ability to understand and follow oral and written instructions; ability to successfully work with and serve a diverse local community; mechanical aptitude; physical condition commensurate with the demands of the job.
MINIMUM QUALIFICATIONS:

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or

3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or

4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

And

B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation.

And

C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

SPECIAL REQUIREMENTS:

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.

2. 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. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
ASSISTANT CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position which involves assisting the Chief Wastewater Treatment Plant Operator in the safe and efficient operation and maintenance of a Type 4A wastewater treatment plant utilizing an activated sludge process. The incumbent assists the Chief Operator in scheduling and assigning operators to shifts; training and supervising operators, trainees and other plant employees; overseeing the treatment and disposal of sludge; developing, implementing and evaluating plant programs; and overseeing the conduct of laboratory tests and other analyses. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision is exercised over operators, trainees, laboratory staff, and other plant personnel. The Assistant Chief Wastewater Treatment Plant Operator acts for and in place of the Chief Wastewater Treatment Plant Operator in the Chief Operator's absence or as otherwise assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Chief Operator in supervising and directing the operation and maintenance of the Wastewater Treatment Plant to assure the most efficient and economical use of equipment, supplies and personnel;
Schedules, assigns and oversees the work of operators, trainees, laboratory staff and other plant personnel;
Trains and instructs plant operators, trainees and other plant personnel;
Inspects plant facilities and equipment daily;
Assists Chief Operator in overseeing the treatment and disposal of sludge;
Assists Chief Operator in overseeing the maintenance and repair of machinery;
Contacts representatives from federal, state and local agencies as required including the Environmental Protection Agency and the New York State Department of Conservation;
Assists Chief Operator with the preparation of the annual operating budget estimates and monitors budget expenditures for approved budgets;
Creates and maintains a variety of records and reports relative to the operation of the plant;
Inventories and requisitions supplies, chemicals, equipment and materials;
Acts for and in place of the Chief Wastewater Treatment Plant Operator as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant; thorough knowledge of federal, state and local laws and regulations applicable to wastewater treatment; good knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater treatment systems; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; ability to plan and supervise the work or others; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; 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.
**MINIMUM QUALIFICATIONS:** For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

(a) Either:

1. 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 including at least 30 credit hours of math and/or science; or

2. 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 a New York State Department of Environmental Conservation approved curriculum, and eighteen (18) months operating experience at a wastewater treatment plant; or

3. 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 three (3) years operating experience at a wastewater treatment plant; or

4. 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 which must have included at least thirty (30) credit hours of math and/or science, and three years operating experience at a wastewater treatment plant; or

5. Graduation from high school or possession of a high school equivalency diploma and six (6) years operating experience at a wastewater treatment plant;

And

(b) Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation;

And

(c) Two (2) years operating experience at an activated sludge wastewater treatment plant with a point score of 76 or greater [Note: this experience is in addition to that required in sections A(2), A(3), A(4) and A(5)].

**SPECIAL REQUIREMENTS:**

1. Possession of a current grade 4A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said certificate for the duration of employment.

2. 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. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
CHIEF WASTEWATER TREATMENT PLANT OPERATOR (TYPE 4-A PLANT)

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative, supervisory and technical position of the Ithaca Area Wastewater Treatment Facility, which is a Type 4-A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications) with a plant point score of 76 points or greater. The incumbent supervises and directs the operation and maintenance of the Ithaca Area Wastewater Treatment Facility (IAWWTF) in a manner which meets or exceeds all environmental regulatory compliance standards and ensures an efficient and economical use of personnel, resources, energy, equipment, materials and supplies. In addition to supervising daily operational activities, the incumbent also oversees the administration of specialized programs, including industrial pretreatment, trucked waste, sludge disposal, head works loading analyses, chemical bulk storage, petroleum bulk storage, and anaerobic digestion. The work is performed under the general supervision of the Assistant Superintendent of Public Works (Water and Sewer), with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance assistants. The Chief Wastewater Treatment Plant Operator must possess the required certificate for a Type 4-A plant which he or she supervises in accordance with the provisions of Part 650 of the New York State Department of Environmental Conservation regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and directs IAWWTF operational processes and maintenance procedures to ensure all performance and regulatory requirements and standards for the wastewater plant operation are met and optimized;
Plans, budgets, schedules and coordinates all projects, work and maintenance of the IAWWTF;
Instructs, mentors, trains, evaluates and supervises operators, trainees and other subordinate employees;
Interviews job applicants, handles first step employee grievances, reviews employee performance, handles first step employee counseling;
Supervises, conducts or otherwise ensures the training for professional development of all subordinates to keep them current in the principles, practices, procedures, standards and equipment for all work performed at the IAWWTF;
Oversees and ensures the maintenance of required certifications and corresponding standards for the IAWWTF laboratory; ensures the laboratory performs all necessary sampling, analytical, documentation and reporting regimen to meet the requirements for regulatory permit compliance and wastewater plant process and quality control;
Supervises, supports and implements policies to maintain compliance with worker safety programs, including OSHA and PESHA; oversees and enforces work site safety practices, procedures, training and policies;
Supervises and directs administrative operations including budget, planning, purchasing, accounts payable and receivable, agency reporting, permitting, and employee work records;
Inventorys pollutant loading, reductions, treatability and costs, and prepares an annual report that illustrates the reserve capacity for pollutants of concern and the cost per unit of pollutant removal;
Reviews and determines the acceptability of new direct and indirect discharges and prepares permits for such sources including the applicability of regulatory agency involvement in the permitting process;
Typical Work Activities - continued

Assists and works collaboratively with professional consultants and contractors with capital project planning, assessment, scope, development, design, implementation, administration, construction, installation, troubleshooting, start-up operation, etc.

Manages programs involving energy production from local carbon resources;
Applies for and implements energy savings programs and grants;
Manages optimization efforts and develops capital planning solutions that reduce energy consumption while improving plant performance;
Develops and manages efforts to meet goal of a net zero energy treatment plant with the potential to supply energy beyond treatment plant boundaries;
Manages programs for public outreach that emphasize plant’s role in discharging safe water and providing green energy;
Coordinates public outreach and education for community tours;
Manages and develops programs for the beneficial disposal of biosolids;
Prepares a protocol and supervises the implementation of a routine program of data production (i.e. laboratory analyses, pollutant reductions, etc.) towards the preparation of regulatory reports;
Prepares, maintains and submits narrative and statistical reports for federal, state and local agencies and regulatory authorities as required, including the Environmental Protection Agency and the New York State Department of Environmental Conservation, and assists in regulatory audits and reviews;
Manages the development of computer systems integration for operations, controls and monitoring of all wastewater plant systems;
Prepares annual operating budget estimates; makes recommendations regarding projected needs of facility; coordinates all project funding with all three municipal governing boards;
Facilitates the development of new revenue streams, the enhancement of existing revenue streams, and provides input for operational or process improvements that minimize expenditures and/or increase revenues;
Represents the IAWWTF at a variety of meetings; coordinates the monthly meetings held on behalf of the three municipal owners via the Special Joint Committee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles governing, and practices and equipment used in, the operation and maintenance of a Type 4-A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications); thorough knowledge of pertinent Federal, State and local laws, rules, regulations, standards and procedures governing the operation of a Type 4-A Wastewater Treatment Plant; good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and biology as applied to wastewater treatment and disposal; good knowledge of anaerobic digester systems and biogas derived energy production systems; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operations; ability to plan and supervise the work of subordinates; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: For a Type 4A activated sludge Wastewater Treatment Plant with a Plant Point Score of 76 points or greater:
All candidates must qualify under Sections A, B, C and D:

A. Either:
   a. A Bachelor of Science degree from a duly accredited university or school. This degree is not restricted to an engineering or natural science major; or
   b. A Bachelor of Arts or Bachelor of Science degree from a duly accredited university or school, with thirty (30) credit hours of math and/or science courses; or
   c. An Associate in Applied Science degree from a duly accredited university or school in a NYSDEC approved curriculum and eighteen (18) months operating experience at a wastewater treatment plant; or
   d. An Associate in Applied Science degree from a duly accredited university or school and three (3) years operating experience at a wastewater treatment plant; or
   e. An Associate of Arts degree from a duly accredited university or school, with thirty (30) credit hours of math and/or science courses, plus three (3) years operating experience at a wastewater treatment plant; or
   f. Graduation from high school or possession of a high school equivalency diploma and six (6) years operating experience at a wastewater treatment plant;

AND

B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner of the Department of Environmental Conservation;

AND

C. Twenty-four (24) months of satisfactory experience in the actual operation of an activated sludge wastewater treatment plant with a plant point score of 76 or greater. [Note: this experience is in addition to that required in Sections A(b), A(c), A(d) and A(e)];

AND

D. Five (5) years of full-time paid supervisory experience in a Type 4-A activated sludge Wastewater Treatment Plant, or its part-time paid equivalent.

SPECIAL REQUIREMENTS:

1. Possession of a Grade 4-A certificate issued under the provisions of Part 650 of the New York State Department of Environmental Conservation regulations at the time of appointment, and maintenance of said certificate for the duration of employment.

2. 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. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
LABORATORY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independent sampling, testing and laboratory analyses associated with municipal water and wastewater treatment plant laboratories. The works involves the physical, chemical, bacteriological and microscopic examination of raw and treated water and wastewater. The work may also include testing related to the watershed program requirements for Cayuga Lake, its tributaries and the potable water source, Six Mile Creek. When assigned to the Water Treatment Plant, the incumbent may assist with the development and implementation of the watershed management program. The work is performed under general supervision in accordance with prescribed procedures requiring a high degree of accuracy. Guidance and oversight may be provided to plant operators who assist with laboratory work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects samples and conducts tests and analyses of raw and treated water and wastewater to ensure federal and state plant permit compliance including sampling, testing and analysis for residue, dissolved oxygen, phosphorus, fecal material, sediments, bacteria, etc;
Collects samples, tests and analyses to determine permit compliance of industrial users of an area wastewater collection system to ensure the safety of operators and that the treatment plant is not compromised by toxicity, untreatable loading, and loading above design;
Collects wet chemistry samples for shipment and/or pickup by contract laboratories; prepares associated paperwork for these samples;
Prepares chemical and bacteriological media, reagents and solutions;
Assembles, calibrates, operates and maintains laboratory, field and autosampling equipment, along with the related records required for the equipment;
Calibrates and maintains laboratory equipment including drying ovens, incubators, balances, oxygen meters and a spectrophotometer;
Contacts water distribution system personnel to resolve problems or assist with water laboratory operations including flushing of the water distribution system and snow clearing of access roads;
Monitors the dechlorination building for the water treatment plant;
Analyzes data and creates and maintains a variety of records and reports relative to laboratory operations;
Assists water distribution and wastewater collection crews with sampling and analysis that may be required when troubleshooting problems in the water distribution and wastewater collection systems;
Assists in the development of laboratory budgets;
Assists with training operators in laboratory techniques, procedures and quality control requirements;
Participates in development and implementation of lab procedures and safety programs;
When assigned to the Water Treatment Plant, assists with the quality control program;
When assigned to the Water Treatment Plant, assists with the development and implementation of watershed, water quality and land use programs;
May prepare technical reports, materials for professional conferences and may give presentations related to work activities, as assigned.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern laboratory practices and procedures related to water and wastewater treatment including sampling, testing and analytical techniques; good knowledge of analytic chemistry and microbiology related to water and wastewater treatment; good knowledge of federal, state and local requirements applicable to acceptable limits of water and wastewater pollutants; good knowledge of laboratory equipment and materials related to water and wastewater treatment; good knowledge of the materials, equipment and chemicals involved in operating and maintaining water and wastewater treatment plants; good knowledge of federal, state and local laws and regulations applicable to a water and/or wastewater treatment plant; working knowledge of water distribution and wastewater collection systems; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position (may be required to lift up to 50 pounds, climb stairs and ladders, and enter confined spaces such as vaults and manholes).

MINIMUM QUALIFICATIONS:  Either:

A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in chemistry, microbiology, laboratory technology, water or wastewater technology, or a closely related field with similar course curriculum; or

B. Completion of a minimum of sixty (60) credit hours at a NYS registered or regionally accredited college or university including twenty-four (24) credit hours in chemistry, biology, laboratory technology, water or wastewater technology, or a closely related field with similar course curriculum; or

C. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in performing physical, chemical, microbiological or bacteriological tests involving water or wastewater analysis; or

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

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.  Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining required environmental and sanitary standards in the treatment of wastewater. The incumbent supervises and participates in the physical, chemical and bacteriological examination of wastewater in a municipal wastewater treatment facility. The incumbent also assists in the determination of plant procedures which will produce the most efficient and effective results within the plant design limitations. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with considerable latitude permitted for the exercise of independent judgment in carrying out the technical aspects of the work. Supervision is exercised over subordinate laboratory personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the regular collection and physical, chemical, bacteriological and microscopic examination of raw and treated water or wastewater for compliance with regulatory agency requirements and efficient plant operations;
Performs more difficult and advanced physical, chemical, bacteriological and microscopic examinations of water and wastewater;
Establishes and implements chemical treatment procedures to ensure the most effective and efficient results possible;
Plans, assigns, and reviews the work of subordinate laboratory personnel;
Instructs subordinates in laboratory procedures and in the proper care and use of laboratory equipment;
Reviews, analyzes and interprets technical data and reports submitted by subordinates;
Supervises the calibration, operation, maintenance and repair of laboratory and automatic sampling equipment;
Maintains quality control of all laboratory procedures according to Federal and State guidelines;
Controls inventory of laboratory materials and supplies, requisitions needed additions and recommends budgetary requests for laboratory operations;
Oversees, tests and is responsible for accepted chemical and biological oxygen demand levels of plant effluent;
Conducts research and special studies to increase plant efficiency and to obtain improved results;
Oversees analytical programs and develops appropriate improvements;
Recommends budgetary requests for laboratory operation and for chemical supplies required for treatment processes;
Keeps accurate records and submits required reports to federal, state and local agencies;
Confers regularly with the Chief Operators regarding ongoing operations and problems encountered;
Confers with municipal officials, industry representatives and other interested parties in regard to wastewater treatment matters, where appropriate;
Consults with municipal engineers, local industries and administrative superiors for development of an adequate industrial pretreatment program;
Keeps informed on the latest developments in sanitary chemistry and microbiology by the study of professional literature;
Attends laboratory related courses, workshops, seminars, etc. And participates in in-service training of plant personnel;
May testify in court proceedings regarding methods of sampling and analysis.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of modern laboratory principles, practices, techniques, terminology, equipment and safety precautions; thorough knowledge of the modern practices, techniques and equipment used in physical, chemical and bacteriological analysis of water and wastewater; thorough knowledge of applicable Federal, State and local regulations and required sanitary standards; thorough knowledge of sampling techniques; a high degree of technical skill in the operation and care of modern laboratory equipment and apparatus; ability to plan for, train and supervise others in the methodology of laboratory procedures; ability to understand and interpret complex written material; ability to understand and carry out complex technical directions; ability to prepare narrative and statistical reports and presentations; ability to successfully work with and serve a diverse local community; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a New York State registered or regionally accredited university with a Master's degree in Water Chemistry or a related field with similar course curriculum, with a minimum of four college credit hours in General Microbiology; or

B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in an appropriate field of the sciences or applies sciences, with a minimum of four college credit hours in General Microbiology and sixteen college credit hours in Chemistry, and two (2) years of full-time paid experience, or its part-time equivalent as a laboratory director or technician in a municipal or industrial water or wastewater treatment plant; or

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

SPECIAL REQUIREMENTS:

1. Candidates must become certified by the New York State Department of Health as a Laboratory Director, within one (1) year of the date of appointment.

2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained 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.

## 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

- **Division:** Public Information & Technology

### 2. Location of Position

- **2nd Floor, City Hall**

## 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: Network Integration Specialist |
|---|---|

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Provide on-site and remote technical support and training to City staff.</td>
</tr>
<tr>
<td>20%</td>
<td>Maintain case notes via the Help Desk software, update and maintain equipment inventory data, arrange for the purchase, delivery, and disposal of computing equipment and peripheral devices.</td>
</tr>
<tr>
<td>15%</td>
<td>Install, customize and test desktop and mobile computing equipment including printers and scanners.</td>
</tr>
<tr>
<td>10%</td>
<td>Install, configure, test, and troubleshoot, network, telecommunication, and audio/visual equipment.</td>
</tr>
<tr>
<td>5%</td>
<td>Participate in regular training to maintain professional skills and keep current on emerging and relevant Information technology trends.</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)

## 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>Scott Kronenbitter</td>
<td>Information Systems Manager</td>
<td>Direct</td>
</tr>
<tr>
<td>Julie Conley Holcomb</td>
<td>City Clerk</td>
<td>General</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
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</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>
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<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Van Wormer</td>
<td>Network Integration Specialist</td>
<td>2nd Floor, City Hall</td>
</tr>
</tbody>
</table>

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

**Education:**
- High School: 4 years
- College: 4 years, with specialization in Computer Science, Information Systems, Network Engineering or a closely related field.

- College: _______ years, with specialization in

**Experience:** (list amount and type)
Two or more years as a computer support specialist, network support specialist, microcomputer technician, or any equivalent combination of education and experience.

**Essential knowledges, skills and abilities:**
Mastery of Windows operating systems; working knowledge of Mac/Apple operating systems, working knowledge of data communications hardware and protocols, working knowledge of various types of computer hardware and peripheral equipment, working knowledge of spreadsheets, databases, and word processing software, skills in troubleshooting and repair, ability to learn on-the-job, ability to communicate clearly and diplomatically verbally and in writing.

7. The above statements are accurate and complete.

Date: 03/22/19  Title: City Clerk  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:

Return One Completed Copy to Civil Service Commission
NETWORK INTEGRATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing technical support for the computer hardware and software maintained by the City of Ithaca, and for assisting with data networking activities. The incumbent is also responsible for training and assisting City staff in the use of City computer systems. The position is distinguished from that of User Support Analyst in that it requires a working knowledge of data networking equipment and protocols in addition to mastery of the desktop computing environment. The work is performed under the general supervision of the Information Systems Manager Senior Network Integration Specialist with latitude allowed for the exercise of independent technical judgment in the performance of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides technical support to City staff using City computer systems;  
Trains City staff in the use of City software, including word-processing, database, spreadsheet and electronic mail software;  
Provides Help Desk support for computer users for hardware and software;  
Installs, customizes and tests desktop and mobile computing equipment, printers and scanners;  
Installs, configures, customizes and tests network, telecommunication and audiovisual equipment;  
Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;  
Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;  
Maintains a library of PC-related manuals, documentation, publications, etc.;  
Maintains case notes via Help Desk software;  
Updates and maintains equipment inventory data;  
Arranges for the purchase, delivery and disposal of computing and peripheral equipment;  
Keeps professional skills updated and consistent with current networking and desktop computing technology.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:  
Good technical knowledge of Windows and Mac/Apple Macintosh operating systems; good technical knowledge of desktop computer hardware and peripheral equipment; good technical knowledge of City application software, including word-processing, database, spreadsheet, electronic mail, and networking software; working knowledge of network data communications hardware and protocols; working knowledge of network resources, including printers, scanners and audiovisual equipment; working knowledge of network security protocols, including installation of software patches and updates, and anti-virus/anti-spam software;  
Strong skills in desktop computer troubleshooting and repair; excellent interpersonal and oral and written communication skills; ability to effectively communicate technical information in an easily understood manner; ability to instruct and train others in the use of computers and computer software; ability to analyze and solve problems relating to desktop computer operations; ability to successfully work with and serve a diverse local community; versatility; reliability; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a NYS registered or regionally accredited college with a Bachelor's Degree in Computer Science, Information Systems, Network Engineering or a closely related field with similar course curriculum; or

B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Computer Science, Computer Technology or a closely related field with similar course curriculum AND one (1) year of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or

C. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or

D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C).
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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<tr>
<th>1. Department</th>
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<th>Location of Position</th>
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</thead>
<tbody>
<tr>
<td>Public Works Department</td>
<td>Engineering</td>
<td>City Hall Room 204</td>
</tr>
</tbody>
</table>

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>Percent of Work Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction Season:</strong></td>
<td></td>
</tr>
<tr>
<td>80%</td>
<td>Construction Inspection: Conducts field surveys and inspects projects for conformance with specifications, measuring quantities, correct use of materials, local and state codes and completion schedules; creates and maintains a variety of records and reports relative to the work; communicates with the general public and explain basic information relative to construction and/or survey projects;</td>
</tr>
<tr>
<td>20%</td>
<td>Maintains contact with public officials, consultants, contractors, public utilities, and property owners to anticipate potential field problems and develop solutions to avoid delays and cost overruns; operates a vehicle in the performance of duties; operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheets and database software;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>50%</th>
<th>Non-Construction Season:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares and/or reviews preliminary design specifications, drawings, cost estimates and schedules prior to and during projects; Perform computer aided drafting work; queries a computer database and retrieves data for use in engineering projects; performs and verifies algebraic, geometric, and trigonometric calculations;</td>
<td></td>
</tr>
</tbody>
</table>

| 50% | Operates optical and satellite-based survey equipment; gathers survey information and creates maps or other documents; may serve as the lead person in a survey crew; performs survey and other field work to gather information and data related to municipal engineering; operates a vehicle in the performance of duties; operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheets and database software; |

(Append any additional sheets if more space is needed)
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Johnathan Licita</td>
<td>Sidewalk Program Manager</td>
<td>Direct</td>
</tr>
<tr>
<td>Tim Logue</td>
<td>Director of Engineering</td>
<td>General</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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<th>Location of Position</th>
</tr>
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6. What minimum qualifications do you think should be required for this position?

**Education:**
- High School __________ Years
- College ________ Years, with specialization in Engineering, construction technology or related field
- College __________ Years, with specialization in __________________________

**Experience:** (list amount and type) Graduation from a regionally accredited college or university or accredited by the NYS Board of Regents to grant degrees with an Associate's degree in construction technology, engineering technology or related field; or Graduation from a high school or possession of a high school equivalency diploma and two years of full-time paid experience, or its part-time paid equivalent, performing technical engineering tasks such as design, drafting, surveying or inspecting highways, buildings, or bridges

**Essential knowledges, skills and abilities:** Good knowledge of modern engineering practices and techniques; working knowledge of the common practices, tools, equipment, terminology and safety precautions associated with construction projects and/or installations to water and wastewater systems; working knowledge of federal, state and local rules and regulations relative to construction projects; good knowledge of surveying practices, techniques, tasks, equipment and terminology; skill in operating optical and satellite-based surveying instruments and equipment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; 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.

7. The above statements are accurate and complete.

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<th>Date:</th>
<th>Title:</th>
<th>Signature:</th>
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**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:

<table>
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<tr>
<th>Title:</th>
<th>Jurisdictional Classification:</th>
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<th>Date:</th>
<th>Signature:</th>
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Return One Completed Copy to Civil Service Commission
ENGINEERING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating the various aspects of engineering projects to ensure that all specifications are met, all applicable regulations and codes are adhered to, and that projects are properly completed on a timely, cost effective basis. The incumbent works in the field, performing technical engineering work in connection with on-going inspections of job sites, as well as in the office developing cost estimates, schematics, preliminary project drawings and project specifications. The incumbent also acts as a liaison with contractors, consultants, public utilities, and property owners regarding projects. This position differs from that of an Assistant Civil Engineer by virtue of the fact that an Engineering Technician performs technical work rather than professional engineering tasks. The work is performed under direct supervision of a higher level Engineer in accordance with standard engineering principles, practices and techniques. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Superintendent of Public Works or other project manager by meeting with consulting Engineers and contractors to gather information regarding construction projects;
Prepares and/or reviews preliminary design specifications, drawings, cost estimates and schedules prior to and during projects;
Conducts field surveys and inspects projects for conformance with specifications, correct use of materials, local and state codes and ordinances and completion schedules;
Queries a computer database and retrieves data for use in engineering projects and water/wastewater installations;
Operates optical and satellite-based survey equipment, gathers survey information and creates maps or other documents;
Contacts a variety of public and private agencies or employees to obtain and relay information relative to construction and/or survey projects including building code information;
Creates and maintains a variety of records and reports relative to the work;
Operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheet and database software;
Maintains contact with public officials, consultants, contractors, public utilities and property owners to anticipate potential field problems and develop solutions to avoid delays and cost overruns;
Performs a variety of physical activity including entering confined spaces, climbing ladders and using and carrying tools and materials such as shovels, picks and survey stakes;
Utilizes a variety of standard office equipment including a fax machine and photocopier;
Operates a vehicle in the performance of duties;
May perform computer aided drafting work;
May serve as the lead person in a survey crew;
May have contacts with the general public and explain basic information relative to construction and/or survey projects.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of surveying practices, techniques, tasks, equipment and terminology; good knowledge of modern engineering practices and techniques; working knowledge of the common practices, tools, equipment, terminology and safety precautions associated with construction projects and/or installations to water and wastewater systems; working knowledge of federal, state and local rules and regulations relative to construction projects and installations to water and wastewater systems; skill in operating optical and satellite-based surveying instruments and equipment; ability to operate optical and satellite-based surveying instruments and equipment; ability to lead a survey crew; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; 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.

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 in construction technology, engineering technology or related field; or

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its part-time paid equivalent, performing technical engineering tasks such as design, drafting, surveying or inspecting highways, buildings or bridges; or

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

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.
Commissioner Thompson called the meeting to order at 12:00 pm.

**APPOINTMENT OF ACTING CHAIR**

Commissioner Abrams made a motion to appoint Commissioner Thompson as Acting Chair of the meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

**ELECTION OF CHAIRPERSON**

Commissioner Abrams made a motion to elect Commissioner Richardson as Chairperson of the Civil Service Commission. Seconded by Commissioner Thompson. Motion carried 2-0.

**APPROVAL OF MINUTES**

Commissioner Abrams made a motion to approve the minutes of the December 12, 2018 meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

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

Commissioner Abrams made the following motion:

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.

Seconded by Commissioner Thompson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement: DPW – Heavy Equipment Operator (2)

The Commission reviewed and discussed a New Position Duties Statement from the Department of Public Works for two new positions. Commissioner Thompson made a motion to classify both positions as Heavy Equipment Operators. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: ICSD – Administrative Assistant (2)

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for two new positions in the Human Resources Department. Commissioner Thompson made a motion to classify both positions as Administrative Assistants. Seconded by Commissioner Abrams. Motion carried 2-0.
EXECUTIVE SESSION

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

CONTINUING BUSINESS

Establishment of Eligible Lists

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

Employee Health and Safety Coordinator #65-037 (1 year)
Police Lieutenant #70-899 (2 years)

Report on Eligible Lists Established in December 2018

Deputy Human Resources Director Saul reported that the following eligible lists were established in December 2018, on the dates indicated, for the time period indicated:

Assistant Property Manager #64-349, established on December 14, 2018, for 1 year
Ithaca Commons Maintenance Supervisor #78-682, established on December 26, 2018, for 1 year
Public Information Specialist #66-335, established on December 26, 2018, for 1 year

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 Abrams. Motion carried 2-0.

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, February 27, 2019 at 11:30 am.

With no further business, the meeting was adjourned at 12:40 pm.