



CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574

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

Date: **Wednesday, May 1, 2019**
Time: **11:30 am**
Location: **City Hall, 2nd floor conference room**

AGENDA

Approval of Minutes

New Business

1. Request to Expand Residency Requirement for Police Officer Exam #67-955
2. Addition of Special Requirement: Fire Chief

Executive Session

1. Reclassification Request

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Extension of Eligible List
4. Addition of Candidates to Continuous Recruitment Eligible Lists
5. Approval of Personnel Transactions

CIVIL SERVICE COMMISSION
Regular Meeting
February 27, 2019

Commissioners Present: Commissioner Richardson
 Commissioner Abrams

Excused: Commissioner Thompson

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

Commissioner Richardson called the meeting to order at 11:50 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the January 16, 2019 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement: Planning – Database Specialist

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

Authorization to Direct Public Hearing: Updates to Rule XIV – Probationary Term of the City of Ithaca Civil Service Rules

Commissioner Abrams made a motion to direct a public hearing for Wednesday, April 3, 2019 at 11:30 am 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. Seconded by Commissioner Richardson. Motion carried 2-0.

Procedure for the Release of Exam Results – Update

The Commission discussed the need to update the procedure for releasing examination results to reflect the current technology that issues exam results electronically. Commissioner Abrams made a motion to update the procedure for the release of examination results to the following:

1. Exam results will be sent electronically to candidates' email addresses of record, immediately following the Civil Service Commission meeting during which an eligible list is established. Should a candidate not have an active email address, a hard copy of the candidate's exam results will be mailed to the candidate's home address.

2. Eligible lists will become available for public viewing on the Monday following the establishment of the eligible list. This will allow ample time for candidates to receive their exam results directly and privately.
3. Exam results will not be provided over the phone.
4. Complimentary copies of eligible lists will continue to be provided to department heads and union presidents upon request. They will become available on the Monday following the establishment of the eligible list.
5. If individual employees or members of the public wish to receive a copy of an eligible list, it can be obtained by submitting a FOIL request through the City website.

Seconded by Commissioner Richardson. Motion carried 2-0.

Approval of Annual Report

The Commission reviewed and discussed the 2018 Annual Report to the New York State Department of Civil Service. Commissioner Richardson made a motion to approve the annual report. Seconded by Commissioner Abrams. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 2-0. 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 Abrams. Motion carried 2-0.

Assistant Chief Wastewater Treatment Plant Operator #74-766
Assistant Chief Water Treatment Plant Operator #74-760
Chief Wastewater Treatment Plant Operator #78-271
Deputy Police Chief – Type C #78-372
Deputy Police Chief – Type C #69-032
Police Chief – Type C #78-322
Police Chief – Type C #67-924
Senior Account Clerk-Typist #76-095
Senior Wastewater Treatment Plant Operator #74-771
Senior Water Treatment Plant Operator #74-770

Establishment of Eligible Lists

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

Permit Clerk #79-064 (1 year)
Tenant Relations Assistant #61-884 (1 year)

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, April 3, 2019 at 11:30 am.

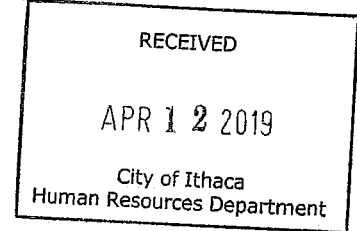
With no further business, the meeting was adjourned at 12:48 pm.



Ithaca Police Department
120 East Clinton Street
Ithaca, New York 14850 USA

Pete Tyler, Chief of Police
Police Administration 607-272-9973

Vincent Monticello, Deputy Chief of Police
Dennis Naylor, Deputy Chief of Police
April 12, 2019



Commissioner Arlene Richardson
City of Ithaca Civil Service Commission
108 E. Green Street
Ithaca, NY 14850

Dear Commissioner Richardson,

The Ithaca Police Department like many other law enforcement agencies throughout the United States is facing hiring challenges. These challenges makes it increasingly difficult to recruit, hire, train and retain new police officers.

Our Recruitment Team does a fine job in their efforts but are limited to the residents of Tompkins and adjoining counties under the current civil services requirements for the Entry Level Civil Service Examination.

The Ithaca Police Department has ties with Police Academies in Broome, Onondaga and Steuben Counties. These three counties also have Criminal Justice Programs at SUNY Broome, Onondaga Community College and Corning Community College. These counties are also within a reasonable 1 hour commute to Tompkins County. However under the current civil service requirements, residents from these three counties are precluded from taking our civil service entry level police examination. We are missing out on recruiting officers from these 3 colleges as a result.

I am requesting that Broome, Onondaga and Steuben Counties be added to the list of counties that would be eligible to take the City of Ithaca Police Officer Civil Examination scheduled for September 2019.

I am willing to discuss this further at the May Civil Service Meeting and request that it be put on the agenda.

Thank you for your consideration into this matter.

Sincerely,

Vincent P. Monticello Sr.
Senior Deputy Chief of Police

cc: Commissioner Catherine Thompson
Commissioner Barbara Abrams
Val Saul

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 05/16/72

Revised: 06/15/93, 09/09/09, 09/15/10, **05/01/19**

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position of the Ithaca Fire Department. The Fire Chief is responsible for planning, directing, managing and overseeing the activities and operations of the Fire Department, including fire suppression, fire prevention, emergency medical response, hazardous materials incident response, emergency management operations, fire code enforcement, training and related fire service activities. The Fire Chief also performs a broad range of administrative duties, including the recruitment, selection and promotion of personnel, the purchase of equipment, the preparation and presentation of the annual budget and subsequent oversight and control of expenditures, long-range operational planning, and the development and implementation of operational policies and procedures. The Fire Chief also actively participates in labor contract negotiations and labor contract administration. The work is performed under the administrative direction of the Mayor, with wide latitude permitted for the exercise of independent judgment in directing departmental activities and operations. General supervision is exercised over all departmental personnel, including managerial, supervisory and direct service firefighting and emergency medical personnel, volunteer firefighting personnel, and technical and clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs and administratively supervises the daily operation of the Fire Department, including fire suppression, fire prevention, emergency medical response, hazardous materials incident response, emergency management operations, fire code enforcement, training and related fire service activities;
- Assumes command at all major fires and emergency incidents;
- Develops and implements operational policies, procedures, standards and goals;
- Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
- Reviews departmental performance and effectiveness;
- Supervises the investigation and determination of causes of fires;
- Directs the inspection of buildings for fire hazards to insure compliance with fire prevention codes and ordinances;
- Directs and inspects the maintenance and repair of all firefighting equipment;
- Directs the preparation and maintenance of operational records and reports;
- Directs the training of Fire Department personnel;
- Prepares and presents the annual budget for the Fire Department; oversees and manages departmental expenditures;
- Reviews and recommends the implementation of new technology and equipment;
- Participates in labor negotiations as a member of the City's bargaining team;
- Responds to labor union grievances; participates in labor-management meetings;
- Develops emergency preparedness plans for the City, works with local emergency planning committees; oversees and participates in emergency preparedness training;
- Meets with elected and appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Fire Department's activities;
- Coordinates with other public and private providers on fire prevention, fire protection and emergency response strategies and activities;

Typical Work Activities – continued

Attends conferences, seminars and trainings to remain current on fire service and emergency medical service trends, developments and initiatives;
Addresses interested groups regarding fire prevention and firefighting activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern firefighting, fire prevention, emergency medical service and emergency management principles, practices, methods and equipment; thorough knowledge of the principles and practices of the planning, budgeting, administration, supervision and coordination of a fire department; thorough knowledge of the City's building code and fire prevention laws and regulations; thorough knowledge of the geography, building conditions and major fire hazards of the City; thorough knowledge of safety precautions used in firefighting and emergency medical service; thorough knowledge of current trends regarding fire service administration; familiarity with the aims and purposes of a fire mobilization and mutual aid plan, and available fire service in the community; demonstrated ability to lead, plan, coordinate and direct fire service activities; ability to plan, supervise, direct, coordinate and evaluate the work of subordinate personnel; ability to lead and command effectively in emergency situations; ability to establish and maintain effective working relationships; ability to communicate effectively with others, both orally and in writing; ability to successfully work with and serve a diverse local community; sound judgment in emergencies; ability and willingness to respond to emergencies during non-traditional work hours and in all types of weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Ten (10) years of progressively responsible paid, professional firefighting experience in a municipal fire department, at least three (3) years of which must have been at or above the second-line supervisory level.

NOTE: "Second-line" supervision refers to the second level of supervisory authority in an agency. For the purpose of these qualifications, it must include the supervision of paid, supervisory firefighting personnel. In the Ithaca Fire Department, for example, it would equate to the level of Assistant Fire Chief. Second-line supervisory experience must have been gained through an actual appointment into a second-line supervisory position. "Acting" or "out-of-title" second-line supervisory experience is not qualifying experience.

SPECIAL REQUIREMENTS:

1. 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. **As specified in Section 58-a(7) of New York State Civil Service Law, candidates must meet the qualifications for Fire Chief established by the State Fire Administrator at the time of appointment.**