



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
Special Meeting**

Date: **Friday, May 1, 2020**
Time: **11:30 am**
Location: **Pursuant to NYS Executive Order 202.1, this meeting will be conducted via Zoom**

Public Comment: **Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Thursday, April 30, 2020 at 5:00 PM**

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement: Planning – Code Inspector

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Delegation of Authority to Establish Eligible Lists during NYS on PAUSE
4. Addition of Names to Continuous Recruitment Eligible Lists
5. Approval of Personnel Transactions

**CIVIL SERVICE COMMISSION
Regular Meeting
January 15, 2020**

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

Staff Present: Valerie Saul (Deputy Director of Human Resources)
John Joly (Deputy Police Chief)

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

APPOINTMENT OF ACTING CHAIR

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

ELECTION OF CHAIRPERSON

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

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes of the December 11, 2019 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 15, 2020, 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 and Adoption of Job Description: Planning – Director of Sustainability

The Commission reviewed and discussed a New Position Duties Statement from the Planning Department and the proposed job description for Director of Sustainability. Commissioner Thompson made a motion to classify the position as Director of Sustainability and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

Revision of Minimum Qualifications and Special Requirements: Senior Water Treatment Plant Operator

The Commission reviewed proposed revisions to the minimum qualifications and special requirements for Senior Water Treatment Plant Operator. The revisions align with the state licensing requirements for a Grade IA Water Treatment Plant Operator certificate, which will be required within two years of appointment. The revised minimum qualifications and special requirements will be as follows:

“MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Environmental Science, Engineering, Natural Resource Management or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant; or
- B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in an applied science, with at least one semester course in water treatment plant operations, and four (4) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant; or
- C. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in an applied science, and six (6) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant; or
- D. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant.

SPECIAL REQUIREMENTS:

1. Candidates must possess a current Grade IIA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code at the time of appointment, and must obtain a Grade IA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code within two (2) years of appointment. Said licenses must be maintained 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.”

Commissioner Abrams made a motion to revise the minimum qualifications and special requirements as proposed. Seconded by Commissioner Thompson. Motion carried 2-0.

Revision of Minimum Qualifications: Building Maintenance Mechanic (ICSD)

The Commission reviewed proposed revisions to the minimum qualifications for the Building Maintenance Mechanic title at the Ithaca City School District. The revisions reflect the current career paths applicants traditionally follow to reach the journey level in skilled building trades. The revised minimum qualifications will read as follows:

"MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and completion of an approved apprenticeship program in one or more of the mechanical, electrical or construction trades; or
- B. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by completion of a BOCES trades program, VoPro or similar program in one of the mechanical, electrical or construction trades, and two (2) years of full-time experience, or its part-time equivalent, in one or more of the skilled building trades, general building construction work, building maintenance work; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience, or its part-time equivalent, in one or more of the skilled building trades, general building construction work, building maintenance work; or
- D. An equivalent combination of training and experience as defined by the limits of this section."

Commissioner Thompson made a motion to revise the minimum qualifications as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

EXECUTIVE SESSION

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

Disqualification of Candidate

Commissioner Thompson made a motion to disqualify a candidate from Police Officer Eligible List #67-955, pursuant to Section 50.4(a) of New York State Civil Service Law and Rule IX, Section 3 of the City of Ithaca Civil Service Rules. Seconded by Commissioner Abrams. Motion carried 2-0.

CONTINUING BUSINESS

Addition of Candidates to Continuous Recruitment Eligible Lists

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

Approval of Personnel Transactions

Commissioner Abrams made a motion to approve the monthly personnel transactions. Seconded by Commissioner Thompson. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, February 19, 2020 at 11:30 am.

With no further business, the meeting was adjourned at 1:15 pm.

New Position Duties Statement

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

Job Title: Code Inspector

Percent of Work Time	Job Duty
25%	Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;
10%	Enters and inspects existing buildings and structures to determine safe maintenance in compliance with all requirements of applicable codes, ordinances and laws and such specific factors as conditions affecting health and safety, adequacy of size and rooms, light and air, sanitary and heating facilities, fire escapes and other emergency exits and safe fire prevention practices, and recommends certification of same;
20%	Prepares detailed descriptions of buildings and premises; Recommends issuance of Certificates of Occupancy and/or Compliance; Reports suspected violations of the local and State building code to appropriate officials; Prepares appeals for variance for cases being heard before the local Housing Board of Review and Building Code Board of Appeals Board.
20%	Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the local New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, the local housing code, the New York State Multiple Residence Law, and all other applicable building and land use laws prior to issuing permits. Prepares reports of inspections made and violations found, maintains records, and follows up on violations to assure correction by property owner; Corresponds with property owners regarding violations of the various codes and laws and the time permitted for correcting deficient conditions;
10%	Explains the requirements and investigates complaints dealing with the requirements of the New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, local housing code, and the New York State Multiple Residence Law, and other applicable laws to building contractors, property owners, and to the general public;
5%	Assists in prosecuting violations dealing with the New York State Uniform Fire Prevention and Building Code, City Housing Code, Multiple Residence Law, and State Building Construction Code and related laws, codes, and ordinances and prepares reports of inspections made and violations found;
3%	Encourages property owners to improve and rehabilitate their property;
5%	Compiles information and prepares reports for Code variances and rules and regulations amendments; Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
2%	Recommends that superiors order the abatement of unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
Name	Title	Type of Supervision
JoAnn Cornish	Director of Planning and Development	General
Michael Niechwiadowicz	Director of Code Enforcement	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
Name	Title	Type of Supervision
5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position		
Name	Title	Location of Position
James Yarbrough	Code Enforcement Officer	City Hall, Building Division

6. What minimum qualifications do you think should be required for this position?
- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
 - B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
 - C. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
 - D. Graduation from high school or possession of a high school equivalency diploma, and eight (8) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
 - E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

7.

Experience: (list amount and type)
See Above

Essential knowledges, skills and abilities: Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, local zoning ordinance, City Housing Code, New York State Multiple Residence Law, and related laws, ordinances, and codes; good knowledge of the building trade; good knowledge of the practice of property management; basic knowledge of mathematics as it relates to the duties of the position; excellent reading and writing skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations; ability to measure and draw scaled floor plans of buildings and interpret plans and specifications; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to be firm but courteous and tactful; ability to successfully work with and serve a diverse local community; initiative; dependability; good powers of observation; good judgment; thoroughness; excellent physical condition as commensurate with the demands of the position.

Type of license or certificate required:

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.

Candidates must obtain certification as a code official as required by New York State Uniform Fire Prevention and Building Code, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) within eighteen months of permanent appointment and must maintain said certification for the duration of employment.

8. The above statements are accurate and complete.

Date: 2/27/20

Title: Director of Planning & Development

Signature: JOAnn Cornish

Certificate of Civil Service Commission

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

Title: _____

Jurisdictional Classification: _____

Date:

Signature:

Action by Legislative Body or Other Approving Authority

Creation of described position

- Approved
- Disapproved

Date:

Signature:

Return One Completed Copy To Civil Service Commission

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 07/12/94

Revised: 05/19/97, 04/06/05, 07/02/08, 11/12/08, 09/15/10, 02/20/13, 02/19/14, 08/08/18

CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The focus of this position is to facilitate and insure the safe construction, rehabilitation, repair and maintenance of new and existing buildings and dwellings. This includes but is not limited to the plan review for and the inspection of factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, student housing on or off campus, mixed-use buildings, multiple dwellings, and one- and two-family houses. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Ithaca Building and Housing Codes, Zoning Ordinance, Historic Preservation Ordinance, Flood Plain Development Ordinance and all other applicable land use and building codes. Because of the variety and complexity of the work the incumbent may be required to review and inspect, he or she must be familiar with reviewing large-scale projects and have experience in concrete and steel construction as well as wood frame construction. In addition the incumbent must possess technical expertise in construction methods and practices. This position also requires the inspection of dwellings for compliance with health, safety, and habitability as required by the City of Ithaca's Housing Code and the Multiple Residence Law. The work is performed under the general supervision of the Senior Plan Examiner. Leeway is allowed for the exercise of independent judgment in carrying out the details. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;
- Enters and inspects existing buildings and structures to determine safe maintenance in compliance with all requirements of applicable codes, ordinances and laws and such specific factors as conditions affecting health and safety, adequacy of size and rooms, light and air, sanitary and heating facilities, fire escapes and other emergency exits and safe fire prevention practices, and recommends certification of same;
- Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the local New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, the local housing code, the New York State Multiple Residence Law, and all other applicable building and land use laws prior to issuing permits;
- Explains the requirements and investigates complaints dealing with the requirements of the New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, local housing code, and the New York State Multiple Residence Law, and other applicable laws to building contractors, property owners, and to the general public;
- Prepares reports of inspections made and violations found, maintains records, and follows up on violations to assure correction by property owner;
- Corresponds with property owners regarding violations of the various codes and laws and the time permitted for correcting deficient conditions;
- Assists in prosecuting violations dealing with the New York State Uniform Fire Prevention and Building Code, City Housing Code, Multiple Residence Law, and State Building Construction Code and related laws, codes, and ordinances and prepares reports of inspections made and violations found;
- Encourages property owners to improve and rehabilitate their property;

Typical Work Activities - continued

Compiles information and prepares reports for Code variances and rules and regulations amendments;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
Recommends that superiors order the abatement of unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Prepares detailed descriptions of buildings and premises;
Recommends issuance of Certificates of Occupancy and/or Compliance;
Reports suspected violations of the local and State building code to appropriate officials;
Prepares appeals for variance for cases being heard before the local Housing Board of Review and Building Code Board of Appeals Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, local zoning ordinance, City Housing Code, New York State Multiple Residence Law, and related laws, ordinances, and codes; good knowledge of the building trade; good knowledge of the practice of property management; basic knowledge of mathematics as it relates to the duties of the position; excellent reading and writing skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations; ability to measure and draw scaled floor plans of buildings and interpret plans and specifications; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to be firm but courteous and tactful; ability to successfully work with and serve a diverse local community; initiative; dependability; good powers of observation; good judgment; thoroughness; excellent physical condition as commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- C. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

- D. Graduation from high school or possession of a high school equivalency diploma, and eight (8) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENTS:

- A. 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.
- B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within eighteen months of permanent appointment, and must maintain said certification for the duration of employment.