CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, June 1, 2022
Time: 11:30 am
Location: Pursuant to NYS bill S.50001/A.40001, this meeting will be conducted via Zoom

Public Comment: Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Tuesday, May 31, 2022 at 5:00 PM

AGENDA

Approval of Minutes

New Business

2. Update of Job Description and Revision of Minimum Qualifications: Police Chief
3. Revision of Minimum Qualifications: Microcomputer Specialist
4. Reclassification Request: IPD – Office Assistant to Administrative Assistant
5. New Position Duties Statement and Adoption of Job Description: Police Records Supervisor
6. New Position Duties Statement and Adoption of Job Description: Assistant Planner
7. Revision of Minimum Qualifications: Planner and Senior Planner

Executive Session

Continuing Business

1. Establishment of Eligible Lists
2. Addition of Candidates to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION  
Regular Meeting  
April 6, 2022

Commissioners Present:  Commissioner Richardson  
Commissioner Abrams

Excused:  Commissioner Thompson

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

Pursuant to NYS bill S.50001/A.40001, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Richardson called the meeting to order at 11:33 AM.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the February 23, 2022 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement and Adoption of Job Description: ICSD – Public Information Specialist

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Public Information Specialist. Commissioner Abrams made a motion to classify the position as Public Information Specialist and adopt the job description as proposed. Seconded by Commissioner Richardson. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: ICSD – Communications Coordinator (2)

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for two new positions and the proposed job description for Communications Coordinator. Commissioner Abrams made a motion to classify both positions as Communications Coordinators and adopt the job description as proposed. Seconded by Commissioner Richardson. Motion carried 2-0.

Addition of Special Requirement – Deputy City Chamberlain

The Commission reviewed and discussed a request to add a notary public license as a requirement for Deputy City Chamberlain. Commissioner Richardson made a motion to add the following special requirement to the Deputy City Chamberlain job description:

“SPECIAL REQUIREMENT: Candidates must obtain a Notary Public license within one year of appointment and must maintain said license for the duration of employment.”

Seconded by Commissioner Abrams. Motion carried 2-0.
New Position Duties Statement: ICSD – Groundskeeper (2)

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

Request to Expand Residency Requirement – Stock Room Manager

The Commission discussed a request from the Department of Public Works to expand the residency requirement for the Stock Room Manager vacancy to New York State. The City has been experiencing recruitment difficulties for most of its positions for over a year. Both the Stock Room Manager and Stock Room Clerk positions are currently vacant. The residency requirement for Stock Room Clerk was expanded to New York State in December 2020 due to recruitment difficulties. Commissioner Richardson made a motion to expand the residency requirement for the Stock Room Manager vacancy to New York State, through the completion of the exam process. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: ICSD – Assistant School Business Executive

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Assistant School Business Executive. Commissioner Richardson made a motion to classify the position as Assistant School Business Executive and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: Fire Department – Financial Management Assistant

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

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session and pause recording of the meeting 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.

   Firefighter #64-837
   Hospitality Employment Training Program Coordinator #62-100

Establishment of Eligible Lists

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

   Assistant Fire Chief #74-138  (2 years)
   Deputy Fire Chief # 70-425  (2 years)

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, May 4, 2022 at 11:30 AM.

With no further business, the meeting was adjourned at 11:56 AM.
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: Technology
   Division: Location of Position
   Technology
   602 Hancock Street

2. Description of Duties:
   Job Title: Microcomputer Technician
   Percent of Work Time:
   30%—Provides basic help desk support/troubleshooting for all devices, software and tech services
   25%—Assists with the installation and maintenance of district networking hardware and software
   25%—Assists with set up and maintenance of labs/chromebooks
   20%—Sort, fix and maintain chromebook and other tech device inventory
   (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>Zachary Lind</td>
<td>Chief Information Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Peter Stromberg</td>
<td>Assistant Director of Technology</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>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
</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 Years
   College Years, with specialization in
   College Years, with specialization in

   Experience: (list amount and type)
   Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or
   B. Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or
   C. Any equivalent combination of training and experience as defined by the limits of (a) and (b).
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
MICROCOMPUTER TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing technical support for the educational and administrative computer hardware and software maintained by the Ithaca City School District. The position differs from that of Microcomputer Specialist by its more limited scope of responsibility and activity. The work is performed under the general supervision of the Director of Information and Instructional Technology. Does related work as required.

TYPICAL WORK ACTIVITIES:
- Assists with installations, maintenance and troubleshooting of district hardware systems;
- Assists with installations, maintenance and troubleshooting of district application software;
- Assists with set-ups and maintenance of mini-lab environments;
- Assists with the installation and maintenance of district networking hardware and software;
- Assists in the maintenance of the annual district-wide hardware and software inventories;
- Provides help desk support for computer users for hardware and software;
- Assists in software testing.

FULL PERFORMANCE KNOWLEDGES/SKILLS/ABILITIES/PERSONAL CHARACTERISTICS: Good technical knowledge of micro-computer hardware; good technical knowledge of computer peripherals, including printer types and styles, CD-ROMs, LCD Panels, Laser Disk Players, etc; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of microcomputer operating systems, including DOS, Windows, Macintosh, Windows NT, etc.; good technical knowledge of District software applications, including word-processing, database, spreadsheet, electronic mail, multimedia, and networking software; excellent interpersonal, oral and written communication skills; ability to establish effective working relationships with others; ability to communicate technical information to others; ability to analyze and solve problems relating to computer operations; versatility; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or

B. Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or

C. Any equivalent combination of training and experience as defined by the limits of (a) and (b).
DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position of the Police Department. The position provides administrative oversight to the Police Department and maintains collaborative relationships with the County-wide public safety dispatch center and other regional law enforcement agencies. The work involves significant community engagement and public involvement with elected officials, educational institutions, residents (especially communities disproportionately impacted by law enforcement), neighborhood groups, and other governmental agencies and City departments. The Police Chief has work involves complete charge and responsibility for all police functions and requires exceptional ability to plan and direct law enforcement activities on a large scale. This position is responsible for transformational leadership for police operations and is focused on community and law enforcement partnerships, and problem solving. The Police Chief is also responsible for seeing that the police force is recruited, thoroughly trained and that high standards are maintained. As a member of the City’s senior management team, the Police Chief collaborates with the Mayor's Office, City Council, and other City departments on strategy and policy to ensure that the City’s mission and core values are incorporated into operational activities and services. The work is performed under the general direction of the Mayor, in accordance with federal and state law and regulations, inter-local and agency agreements, the City’s municipal code, policies, and procedures, and the objectives and priorities of the Mayor and Common Council. The work is reviewed through conferences and reports. General supervision is exercised over the activities of all subordinate members of the police force and civilian personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and administratively supervises the daily operation of the Police Department, including budget, staffing, field operations, reporting and communications, and community/customer service activities;
Actively leads by planning, organizing, directing and evaluating work of the Police Department;
Promotes and institutionalizes a strong community policing structure with a customer service approach in accordance with the most current thinking and best practices, and effectuates the culture change within the department necessary to carry out effective community policing;
Develops, implements and updates operational policies, rules and regulations, procedures, standards and goals; ensures that they remain current and in conformity with the changing needs of the City as well with applicable federal and state laws and the City Charter;
Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
Oversees crime reduction, violence intervention, crime prevention, and community policing programs designed to improve public safety and ensure the highest possible quality of life for all individuals;
Directs the preparation and maintenance of operational records and reports;
Prepares and presents the annual budget for the Police Department; oversees and manages departmental expenditures;
Reviews and recommends the implementation of new technology and equipment;
TYPICAL WORK ACTIVITIES – continued:
Coordinates programs and activities of the Department with other City Departments and local
citizen groups to ensure that programs and activities are in place to meet the law
enforcement needs of the community;
Facilitates and promotes ongoing research on new approaches, technologies and trends, and
recommends implementation of programs and equipment to help the Department
achieve its and the Common Council’s objectives;
Briefs the Mayor and elected officials on developments which might affect overall public safety
and/or other dimensions of public and community relations;
Works with elected officials, department heads, staff, community members, and other agencies
to develop long-range plans for meeting the law enforcement needs of the community;
Responds to emergency incidents and assumes direct command when appropriate;
Directs the investigation of major criminal offenses;
Responds to labor union grievances; participates in labor-management meetings;
May participate in labor negotiations as a member of the City’s bargaining team;
Attends conferences, seminars and trainings to remain current on professional law
enforcement trends, developments and initiatives.
Makes minor rules and issues orders as are not inconsistent with the state law and local ordinances;
Assigns officers to posts;
Reviews activities and reports of officers;
Enforces disciplinary measures when necessary;
Assures that recruits and regular officers receive adequate training in police methods and procedures;
Supervises the activities of the police force at all serious fires, riots, and other large assemblages;
Oversees the preparation of reports for the Mayor, State Police Department and the Federal Bureau of
Investigation;
Reports on the condition and needs of the department to the Mayor and Police Commissioners;
Prepares budget estimates;
Directs budget control and financial operations of the department;
Delivers speeches on safety and other law enforcement problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Comprehensive knowledge of the principles and practices of the planning, budgeting,
administration, supervision and coordination of a police department; comprehensive
knowledge of police administration and of police operations and methods; thorough knowledge of
scientific methods of crime detection and criminal identification; thorough knowledge of relevant
controlling laws and ordinances; good knowledge of community infrastructure, neighborhoods,
institutions and oversight agencies; working knowledge of principles and practice of general
business management; understanding of current departmental and related city issues and
stakeholders, both internal and external; understanding of the needs of the City’s most
vulnerable and marginalized populations; excellent interpersonal skills for establishing and
maintaining effective working relationships; highly effective team building and leadership skills
including consensus building to resolve conflicts, negotiate agreements and gain cooperation
among competing interest groups; strong problem analysis and decision making skills;
demonstrated ability to lead and direct the activities of a police force Police Officers; ability to plan,
supervise, direct, coordinate and evaluate the work of subordinate personnel; ability to lead
and command effectively in emergency situations; ability to maintain cooperative relationships
with other City officials and with the general public; ability to communicate effectively, both orally
and in writing; ability to successfully work with and serve a diverse local community with a strong high
social intelligence; resourcefulness and sound judgment in emergencies; social justice lens;
demonstrated integrity; adaptability and flexibility; tact; stress tolerance in highly visible public
environment; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Police Science, Criminology or a closely related field with similar course curriculum and four (4) years of progressively responsible law enforcement experience, at least two (2) years of which must have been at or above the second-line supervisory level; or

B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Criminal Justice, Police Science, Criminology or a closely related field with similar course curriculum and six (6) years of progressively responsible law enforcement experience, at least two (2) years of which must have been at or above the second-line supervisory level; or

C. Graduation from high school or possession of a high school equivalency diploma and eight (8) seven (7) years of progressively responsible law enforcement experience, at least two (2) 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 supervisory law enforcement officers. In the Ithaca Police Department, for example, it would equate to the level of Police Lieutenant. 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. Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article V of the Constitution of the State of New York, or has previously served as a member of the New York State Police.
MICROCOMPUTER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing technical support for the educational and administrative computer hardware and software maintained by the Ithaca City School District. The incumbent is also responsible for training and instructing District personnel in the use of District computer systems. The work is performed under the general supervision of the Chief Information Officer and/or Assistant Director of Technology Systems Administrator, with latitude allowed for the exercise of independent technical judgment in the performance of the work. Informal supervision may be exercised over student computer lab assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs, configures, maintains and troubleshoots District hardware systems;
Installs, configures, maintains and troubleshoots District application software;
Trains District staff in the use of District software, including educational software, word-processing, database, spreadsheet, and utility software;
Works with staff members and teachers to assist them in learning a variety of computer operations and multimedia techniques;
Sets up and maintains mini-lab environments, and trains and supervises student lab assistants;
Assists with the installation and maintenance of District, local and area-wide network application software;
Tests and modifies new system software;
Maintains the annual District-wide hardware and software inventories;
Maintains and documents knowledge base of district technology and related a library of PC-related manuals, documentations, publications, etc.;
Communicates with vendors and other technical support personnel to aid in the solution of problems regarding micro-computer hardware and software;
Troubleshoots District access control and video systems;
Evaluates computer systems, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;
Provides Help Desk support for computer users for hardware and software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good technical knowledge of micro-computer hardware and related software, particularly iOS/Apple, Chrome and Windows based devices IBMs and Macintoshes; good technical knowledge of computer peripherals, including printers and scanner types and configurations styles; good technical knowledge of CD-ROMs, LCD Panels, Laser Disk Players, etc; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of micro-computer operating systems, including DOS, Windows, Apple and Chrome/Google Macintosh systems, etc; good technical knowledge of District application software, including Google Suite, word-processing, database, spreadsheet, electronic mail, multimedia, and networking software; excellent interpersonal and oral and written communication skills; ability to establish effective working relationships with others; ability to effectively communicate technical information in an easily understood manner; ability to instruct others in the use of computers and computer software; ability to analyze and solve problems relating to 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 or university with a Bachelor'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, in the management or support of computer systems including substantial experience in the setup and installation of computer hardware and software; or

B. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree AND a repair or proficiency certification from relevant technology companies (Apple, Google, Microsoft, JAMF, Aruba, CompTIA, or other comparable company) AND one (1) year of full-time paid experience, or its part-time paid equivalent, in the management or support of computer systems including substantial experience in the setup and installation of computer hardware and software, or

C. Graduation from a NYS registered or regionally accredited junior or community college with an Associate's Degree in Computer Science, Computer Technology or a closely related field with similar course curriculum AND three (3) years of full-time paid experience, or its part-time paid equivalent, in the management or support of computer systems including substantial experience in the setup and installation of computer hardware and software; or

D. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time paid experience, or its part-time paid equivalent, in the management or support of computer systems including substantial experience in the setup and installation of computer hardware and software; or

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

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ithaca Police Department</td>
<td>Records/Administrative</td>
<td>Ithaca Police Department</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>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participates in the selection, motivation, training, and performance evaluation of the records team members; develops and implements goals and work objectives; oversees and regularly evaluates the data entry specialists training program.</td>
</tr>
<tr>
<td></td>
<td>Handles day-to-day procedural questions and personnel issues that arise. Maintains and manages schedules of Data Entry Specialists. Prioritizes and assigns tasks to data entry specialists. Conducts annual performance evaluations for Data Entry Specialists.</td>
</tr>
<tr>
<td></td>
<td>Supervises and participates in the management and dissemination of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms as collected and submitted by sworn officers. Facilitates data transfer and system functioning through Spillman, Tracs, Laserfiche, live scan, and E-Justice. Ensures that all required documentation is provided to the City Attorney’s Office, the local courts and the District Attorney’s Office in accordance with state law and department policies and procedures.</td>
</tr>
<tr>
<td></td>
<td>Supervises and participates in the preparation and maintenance of department records and data on a regular basis. This includes, but is not limited to, IBR reporting, collecting and compiling data for departmental reports, monthly officer arrest data, Narcan usage, use of force data, and others as directed.</td>
</tr>
<tr>
<td></td>
<td>Supervises and participates in the quality control process of officer reports and paperwork.</td>
</tr>
<tr>
<td></td>
<td>Supervises and participates in the preparation and management of Taxi License issuing and Local Background Check procedures.</td>
</tr>
<tr>
<td></td>
<td>Maintains communication with city contracted tow companies and coordinates bi-annual tow auctions.</td>
</tr>
<tr>
<td></td>
<td>Establishes, maintains, and reviews workflow processes between The Ithaca Police Department and New York State Courts.</td>
</tr>
</tbody>
</table>
This position is required to be proficient in the use of Microsoft Office software, and will include duties such as data entry, answering telephones, and greeting citizens that need assistance from the Records unit. This position reports directly to the Administrative Sergeant assigned to the Records and Community Outreach position.

Any other tasks assigned by Records and Community Outreach Sergeant.

(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>Mary Orsaio</td>
<td>Community Outreach/ Records Sgt.</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>Alex Clark</td>
<td>Data entry specialist</td>
<td>Direct</td>
</tr>
<tr>
<td>Kiandra Phillips</td>
<td>Data entry specialist</td>
<td>Direct</td>
</tr>
<tr>
<td>TBD</td>
<td>Data entry specialist</td>
<td>Direct</td>
</tr>
<tr>
<td>TBD</td>
<td>Data entry specialist</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>
<tbody>
<tr>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Education:</th>
<th>High School</th>
<th>4 Years</th>
<th>College</th>
<th>Years, with specialization in</th>
<th>College</th>
<th>Years, with specialization in</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Experience:</th>
<th>(list amount and type)</th>
<th>2 years of experience in law enforcement or government administrative work</th>
</tr>
</thead>
</table>

| Essential knowledge, skills, and abilities: | Office management, supervision, training, Familiarization with NYS court procedures, FOIL laws, Experience with Spillman, E-justice, TraCS, Microsoft word, and excel |

| Type of license or certificate required: | High School diploma, certified notary |

7. The above statements are accurate and complete.

Date: 05/18/22  Title: Acting Police Chief  Signature: John Joly

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>
<thead>
<tr>
<th>Title:</th>
<th>Jurisdictional Classification:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

Return One Completed Copy to Civil Service Commission
POLICE RECORDS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the input, management, and dissemination of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms. The incumbent provides working supervision and training to Data Entry Specialists engaged in these functions. The Police Records Supervisor is also responsible for preparing and maintaining a variety of records and data related to departmental activity. The Police Records Supervisor may also be assigned responsibility for related activities and functions of the Records Division that can be appropriately handled by civilian personnel. The work is performed under the general supervision of a Police Sergeant or other supervisory law enforcement officer in accordance with well-established office procedures, with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision as a lead worker is exercised over Data Entry Specialists; full supervision is exercised in the absence of superiors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the input, management and dissemination of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms as collected and submitted by sworn officers;
Prioritizes and assigns tasks to data entry specialists; maintains and manages schedules of Data Entry Specialists;
Supervises and participates in the preparation and maintenance of department activity records and data, including incident-based reporting, collecting and compiling data for departmental reports, monthly officer arrest data, Narcan usage, use of force data, and others as directed;
Handles day-to-day procedural questions and personnel issues that arise;
Develops and implements goals and work objectives;
Facilitates data transfer and system functioning through Spillman, Tracs, Laserfiche, live scan, and E-Justice;
Ensures that all required documentation is provided to the City Attorney’s Office, the local courts, and the District Attorney’s Office in accordance with state law and department policies and procedures;
Oversees and regularly evaluates the data entry specialist training program;
Participates in the selection, motivation, training, and performance evaluation of the records team members;
Supervises and participates in the quality control process of officer reports and paperwork;
Supervises and participates in the preparation and management of Taxi License issuing and Local Background Check procedures;
Maintains communication with City-contracted tow companies and coordinates bi-annual tow auctions;
Establishes, maintains, and reviews workflow processes between the Ithaca Police Department and New York State Courts;
Answers telephone calls, greets visitors, and responds to emails, providing excellent customer service when doing so.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the procedures and systems used by the Ithaca Police Department Records Division to record, maintain, manage and disseminate confidential law enforcement records; good knowledge of database and records management software used by the Ithaca Police Department; good knowledge of the laws, rules, regulations and procedures governing the storage of, and access to, law enforcement records; good knowledge of the principles and practices of office management; good knowledge of office equipment used to input, maintain and produce law enforcement records and reports, and ability to effectively use such equipment; working knowledge of the organization and functions of City of Ithaca government and the Tompkins County criminal justice community; working knowledge of office terminology, procedures, equipment and business English; good organizational skills; good data entry skills; ability to oversee the work of others; ability to train subordinate staff; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to extract data from records management systems and prepare statistical reports; ability to communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to interact effectively with the public; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time paid equivalent, working in a records management program, which must have included the use of an automated database.
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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Development</td>
<td>Planning</td>
<td>Planning</td>
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</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>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Assists in the review and preparation of materials for the Planning and Development Board, and the Board of Zoning Appeals</td>
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<tr>
<td>20%</td>
<td>Assists in the review and analysis of applications including site plans, subdivisions sign permits, zoning appeals and other related permits</td>
</tr>
<tr>
<td>15%</td>
<td>Assists in the design, preparation and oversight of planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, and demographic characteristics of the City of Ithaca;</td>
</tr>
<tr>
<td>10%</td>
<td>Compiles, analyzes and tabulates relevant data on issues related to land use, development, economics, current demographic characteristics, population growth, economic trends, business activities, residential and other development and planning projects and assists in and/or conducts field and site studies; prepares graphics, site designs, maps and reports based on findings;</td>
</tr>
<tr>
<td>10%</td>
<td>Researches field data, site studies and relevant literature to aid in the preparation of reports regarding proposed changes in local zoning, and related regulatory requirements, proposed construction programs, and other proposals which may affect the City's general development or specific assets;</td>
</tr>
<tr>
<td>5%</td>
<td>Researches, collects and analyzes data for the preparation of reports concerning environmental issues relating to the physical development of the City;</td>
</tr>
<tr>
<td>5%</td>
<td>Assists in the design and implementation of community outreach activities for planning projects;</td>
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<tr>
<td>5%</td>
<td>Researches and assists in the preparation of applications for grants from federal, state or regional programs; assists in the administration of grant funds;</td>
</tr>
<tr>
<td>10%</td>
<td>Receives and responds to requests from City staff and officials, local officials and the private sector for information related to area of assignment; routes more complex requests to supervisor for direction or resolution;</td>
</tr>
<tr>
<td>5%</td>
<td>Keeps abreast of current trends in the field and reviews relevant literature, documents and basic texts for purposes of referrals;</td>
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* (Attach additional sheets if more space is needed)
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
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<tbody>
<tr>
<td></td>
<td>Deputy Director of Planning</td>
<td>Direct</td>
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</table>

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

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<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
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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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
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6. What minimum qualifications do you think should be required for this position?

**Education:**
- High School
- College

**Years Graduation or equivalent:**
- 4 years: Planning, architecture, landscape architecture, urban design, historic preservation, community development, geography, public administration, public policy, economic development, urban studies, urban affairs, environmental studies or a closely related field with similar course curriculum.

**Experience:** (list amount and type) None

**Essential knowledges, skills and abilities:**
- Working knowledge of the principles, methods, techniques and terminology used in municipal planning, including: working knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development.
- Working knowledge of the techniques used to gather data for statistical analyses and reports.
- Working knowledge of the principles and practices of mapping and graphic visual methods as applied to planning.
- Familiarity with census or other demographic databases and related applications; ability to analyze data and statistics and prepare graphs, diagrams, and reports effectively; ability to organize and conduct research and planning studies.
- Ability to interpret visual data from maps and charts; ability to ability to produce visual materials and maps in support of planning projects.
- Ability to understand, interpret and analyze complex oral and detailed written material and quantitative data.
- Ability to conduct field studies and research projects in development of community planning projects.
- Ability to effectively use computer applications such as the Microsoft Office...
Suite, GIS, and graphic software,
Ability to communicate effectively both orally and in writing;
Ability to successfully work with and serve a diverse local community;

**Type of license or certificate required:**

<table>
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<tr>
<th>Date</th>
<th>Title</th>
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</table>

7. The above statements are accurate and complete.

**Signature:**

Lisa Nicholas

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>
<thead>
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<th>Title</th>
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<th>Jurisdictional Classification</th>
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<th>Date</th>
<th>Signature</th>
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</table>

Return One Completed Copy to Civil Service Commission
ASSISTANT PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the development, implementation and management of municipal planning projects. An Assistant Planner participates in planning studies and the preparation of detailed reports by performing work that includes statistical research and analysis, physical plans, design plans, physical and/or environmental analyses of proposed projects, and/or community outreach. The work is performed under general supervision and close mentorship, and is intended to enable the Assistant Planner to develop sufficient professional planning skills and experience to become eligible for promotion to the position of Planner after one year. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the design, preparation and oversight of planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, and demographic characteristics of the City of Ithaca;

Compiles, analyzes and tabulates relevant data on issues related to land use, development, economics, current demographic characteristics, population growth, economic trends, business activities, residential and other development and planning projects;

Assists in and/or conducts field and site studies; prepares sketches, site designs, maps and reports based on findings;

Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to urban, regional and community planning;

Researches field data, site studies and relevant literature to aid in the preparation of reports regarding proposed changes in local zoning and related regulatory requirements, proposed construction programs, and other proposals which may affect the City’s general development or specific assets;

Researches, collects and analyzes data for the preparation of reports concerning environmental issues relating to the physical development of the City;

Assists in the design and implementation of community outreach activities for planning projects;

Researches and assists in the preparation of applications for grants from federal, state or regional programs; assists in the administration of grant funds;

Assists with the preparation and administration of professional service agreements with consultants or contractors, for planning and development contracts;

Receives and responds to requests from City staff and officials, local officials and the private sector for information related to area of assignment; routes more complex requests to supervisor for direction or resolution;

Keeps abreast of current trends in the field and reviews relevant literature, documents and basic texts for purposes of referrals;

Participates in staff meetings for the purposes of work review, planning of projects and to keep abreast of departmental operations;

Assists in the review and preparation of materials for the Planning and Development Board and the Board of Zoning Appeals;

Assists in the review of applications including site plans, subdivisions sign permits, zoning appeals and other related permits;

Uses computer applications or other automated systems such as spreadsheets, word processing, geographic information system, calendar, e-mail and database software.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Working knowledge of the principles, methods, techniques and terminology used in municipal planning; working knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development; working knowledge of the techniques used to gather data for statistical analyses and reports; familiarity with census or other demographic databases and related applications; ability to analyze data and statistics and prepare graphs, diagrams, and reports effectively; ability to organize and conduct research and planning studies; ability to interpret visual data from maps and charts; ability to produce visual materials and maps in support of planning projects; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to conduct field studies and research projects in development of community planning projects; ability to effectively use computer applications such as the Microsoft Office Suite, GIS and graphic software; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree in planning, architecture, landscape architecture, urban design, community development, geography, urban studies, urban affairs, urban development, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum.
PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing, implementing and managing municipal planning projects. The incumbent performs a variety of professional planning activities and services either as project manager or support staff for planning projects. The incumbent also conducts multifaceted research and analysis, community outreach, provides technical advice to municipal officials, and prepares applications for and administers grant funds. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Supervision may be exercised over student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the design, preparation and oversight of a variety of planning studies;
Compiles, analyzes and applies relevant data on issues related to land use, development, economics, public and private finance, current demographic characteristics, population growth, economic trends, business activities, residential and other development and planning projects;
Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects;
Collects information, prepares materials for, and attends meetings of Common Council, the Planning and Development Board, the Board of Zoning Appeals, the Board of Public Works, and other City boards and committees, including planning reports, site plan reviews, zoning appeals, community outreach, and economic development activities;
Researches and prepares applications for grants from federal, state or regional programs and administers grant funds;
Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to urban, regional and community planning;
Assists in the design and implementation of community outreach activities for planning projects;
Solicits, evaluates, prepares and administers professional services agreements with consultants or contractors, for planning and development contracts; monitors professional consultant and contractor work, and manages project expenditures, budget, and fund recovery;
Attends and participates in informational meetings and conferences with municipal officials, providing technical assistance and guidance with respect to planning projects and design;
Supervises, trains and mentors interns and other student or volunteer staff;
Performs miscellaneous office work and maintains written and digital records of planning division activities.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the principles, methods, techniques and terminology used in municipal planning; good knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development; good knowledge of the techniques used to gather data for statistical and analyses and reports; good knowledge of the principles and practices of mapping and graphic visual methods as applied to planning; good knowledge of the principles and practices in administering and monitoring grant funds; ability to plan, coordinate and implement planning and development projects; ability to analyze data and statistics and prepare graphs, diagrams, and reports effectively; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to conduct field studies and research projects in development of community planning projects; ability to use geographic information systems; ability to produce visual materials in support of planning projects; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; ability to organize and implement a project or study from concept to completion; 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 university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum; or

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, engineering, environmental studies or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, in municipal, community or regional planning; or

(c) An equivalent combination or training and experience as defined by limits of (a) and (b).
Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 06/13/07, 06/01/22

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional planning position responsible for developing, implementing and managing complex or specialized municipal planning projects with minimal direction. Assignments may be in one or more specialty areas, including economic development, environmental planning, geographic information systems, neighborhood planning, quantitative methods, site plan review and/or zoning. The incumbent also conducts multifaceted research and analysis, community outreach, provides technical advice to municipal officials, and prepares applications for and administers grant funds. The position of Senior Planner is distinguished from that of Planner by both the complexity and level of professional work performed, and the independence with which it is performed. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Supervision may be exercised over student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:
Conducts complex feasibility, cost/benefit and other economic analyses of proposed departmental projects and actions;
Prepares economic estimates and forecasts in support of grant writing and project proposals;
Prepares schedules for complex economic development and public works projects;
Performs complex cartographic and other spatial analyses, using Geographic Information System (GIS) technology in support of departmental projects, including transportation, housing, recreation, facility siting, service delivery and impact studies; conducts analyses for City departments using GIS functions such as buffering, network flow, route analysis, 3D analysis and visualization;
Prepares simple and complex maps for presentations, reports, analyses, web publication and distribution to the public; prepares charts, and other illustrative materials; responds to public requests for data, maps and reports; provides technical assistant to other City departments on GIS and GIS-related projects;
Compiles departmental requests for capital improvement monies and facilitates the development of the City’s annual capital improvement program;
Drafts zoning amendments, conducts environmental reviews for zoning amendments, manages zoning amendments through the review and approval process;
Prepares and updates sections of the departmental website, including publishing studies and reports and maintaining webpages with up-to-date information; translates text, image, map and other formats of information into webpage and portable digital format (PDF) format for distribution and publication on the website;
Researches, collects and analyzes planning related data including data relative to land use regulations, design controls, historic preservation, neighborhood analysis, demographic surveys, parking and transportation, and planning and environmental studies, and prepares reports on research, investigation and analysis;
Collects information and prepares documents for Common Council, the Planning and Development Board, the Board of Public Works, and other city boards and committees, including planning reports, site plan reviews, community outreach, and economic development activities;
Develops landscape and architectural design aspects of plans for large-scale development proposals;
Designs and conducts community outreach for planning projects;
Solicits, evaluates, prepares and administers professional services agreements with consultants or contractors, for planning and development contracts;

Senior Planner
Typical Work Activities – continued
Prepares, manages and administers contracts for assigned capital projects, including preparing bid specifications, reviewing bids, evaluating and recommending contractors, coordinating and scheduling design and construction work, monitoring professional consultant and contractor work, and managing project expenditures, budget and fund recovery;
Participates and represents department in meetings with legislative bodies, public officials and neighborhood groups;
Supervises, trains and mentors interns and other student or volunteer staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles, methods, techniques and terminology used in municipal planning; thorough knowledge of zoning, site plan review, and subdivision principles and practices, with an understanding of their legal basis and the administration of regulatory controls; thorough knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in City planning; thorough knowledge of GIS tools and personal computing as they apply to planning and development studies and projects, and data and statistical analysis; thorough knowledge of current accepted methods of data collection, analysis and interpretation of statistical data; thorough knowledge of cost benefit analysis as it applies to real estate and public capital improvement projects; thorough knowledge of the public approval process for real estate projects; thorough knowledge of research methods and techniques; thorough knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; good knowledge of the principles and practices in administering and monitoring grant funds; good knowledge of the business and economic conditions of the region; ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work; ability to plan, coordinate and implement planning and development projects; ability to analyze factual data and prepare graphs, diagrams, and reports effectively; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to conduct field studies and research projects in development of community planning projects; ability to use a personal computer to analyze data and statistics; ability to use geographic information systems; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; ability to organize and implement a project or study from concept to completion; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, engineering, environmental studies or a closely related field with similar course curriculum and one (1) year two (2) years of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning; or

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, engineering, environmental studies or a closely related field with similar course curriculum and two (2) four (4) years of full-time
paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning; or

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