CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, June 3, 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 Tuesday, June 2, 2020 at 5:00 PM

AGENDA

Approval of Minutes

New Business

1. Update of Job Description: City Chamberlain
2. Clarification of Special Requirement: Chief Water Treatment Plant Operator (Type IA Plant)

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
February 19, 2020

Commissioners Present:  Commissioner Richardson
                          Commissioner Abrams
                          Commissioner Thompson

Staff Present:           Valerie Saul (Deputy Director of Human Resources)
                          Dennis Nayor (Police Chief)
                          Vincent Monticello (Deputy Police Chief)

Commissioner Richardson called the meeting to order at 11:35 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the January 15, 2020 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

Request to Waive Residency Requirement for Police Officer Exam

Police Chief Dennis Nayor and Deputy Police Chief Vince Monticello presented a request to waive the residency requirement for the 2020 Police Officer exam. The Ithaca Police Department is having significant difficulty recruiting candidates, and has been unable to fill all of its vacancies as a result. IPD’s experience is consistent with the national decline in police applicants, which has multiple causes. IPD is trying to remove as many obstacles as possible to increase their applicant pool. The residency requirement for the exam is one such obstacle.

After extended discussion about past recruitment efforts and potential recruitment strategies, Commissioner Richardson made a motion to waive the residency requirement for the 2020 Police Officer exam. Seconded by Commissioner Thompson. Motion carried 3-0.

Physical Fitness Testing for Police Officer Candidates

The discussion with Chief Nayor and Deputy Chief Monticello included an exchange of ideas about the timing of the physical fitness testing of Police Officer candidates. Deputy Human Resources Director Saul recommended that the physical fitness testing be conducted during the period between the administration of the written exam and the receipt of the exam scores, which would allow the maximum recruitment period possible prior to the exam, yet also achieve IPD’s desired goal of having the physical fitness testing completed by the time the eligible list is established. Additionally, this time frame would allow for a retest opportunity for candidates who fail the initial physical fitness test, which could also increase the pool of potential candidates. Commissioner Richardson made a motion to conduct the physical fitness testing during the period between the administration of the written exam and the receipt of the exam scores, and to offer a retest approximately two weeks after the first physical fitness test. Seconded by Commissioner Thompson. Motion carried 3-0.
Revision of Application Fees

Chief Mayor and Deputy Chief Monticello also requested that the Commission reduce the application fee for out-of-county residents, to encourage applications from the extended recruitment area. Currently, there is no application fee for City residents, a fifteen dollar ($15.00) application fee for Tompkins County residents, and a seventy-five dollar ($75.00) application fee for out-of-county residents. The goals of the application fees are:

1. To offset the $12.50 per applicant fee charged by the NYSDSC.
2. To offset the administrative costs associated with the exams.
3. To screen out applicants who apply for the exam then fail to appear for it, and eliminate the corresponding expenses associated with their applications.
4. To screen out applicants from other counties who apply for the Ithaca exams to keep their options open, but subsequently drop out of the hiring process because they have no real interest in employment with the City of Ithaca, and eliminate the corresponding expenses associated with their applications.

IPD requested that the Commission balance the above goals with the obstacle that the $75.00 fee presents to potential applicants, and its impact on their recruitment efforts.

Deputy Director Saul requested that, if the Commission decides to decrease the out-of-county application fee, they also decrease it for the Firefighter exam, which has an identical fee structure. Deputy Director Saul further requested that the Commission eliminate the $15.00 application fee for Town of Ithaca residents for the Firefighter exam, since the Town of Ithaca makes a significant financial payment to the City of Ithaca for fire protection services.

After discussion, Commissioner Richardson made the following motion:

Whereas, Section 50.5(b) of New York State Civil Service Law allows for the establishment of application fees for civil service examinations, and

Whereas, the Ithaca Civil Service Commission wishes to revise the existing schedule of application fees for the Police Officer and Firefighter examinations, and

Whereas, the revision of application fees is subject to the approval of Common Council, now, therefore, be it

Resolved, that the Ithaca Civil Service Commission hereby establishes the following schedule of application fees for the Police Officer and Firefighter examinations:

Tompkins County residents: $15.00
All other applicants: $50.00

and be it further

Resolved, that the above application fees shall be waived for residents of the City of Ithaca, and be it further
Resolved, that the above application fees shall be waived for residents of the Town of Ithaca for the Firefighter exam, and be it further

Resolved, that pursuant to Section 50.5(b) of New York State Civil Service Law, the above application fees shall be waived for candidates who certify that they are unemployed and primarily responsible for the support of a household and for candidates who are receiving public assistance, and be it further

Resolved, that no refunds of application fees shall be provided, and be it further

Resolved, that applications submitted without the required application fee or waiver shall be disapproved, and be it further

Resolved, that the above schedule of fees shall be implemented immediately.

Seconded by Commissioner Thompson. Motion carried 3-0.

New Position Duties Statement: ICSD – Administrative Assistant

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for a new position in the Special Education Department. Commissioner Abrams made a motion to classify the position as Administrative Assistant. Seconded by Commissioner Thompson. Motion carried 3-0.

New Position Duties Statement: City Attorney's Office – Assistant City Attorney

The Commission reviewed and discussed a New Position Duties Statement from the City Attorney's Office. Commissioner Thompson made a motion to classify the position as Assistant City Attorney. Seconded by Commissioner Abrams. Motion carried 3-0.

Change in Title, Update of Job Description, Revision of Minimum Qualifications and Special Requirements: Director of Facilities and Maintenance to Facilities and Maintenance Manager

The position of Director of Facilities and Maintenance is being brought back into use at the Ithaca Housing Authority after several years of dormancy. The Commission reviewed and discussed proposed revisions to the job description, including updates to the relevant qualifying degree fields, allowing a one year period to obtain the appropriate inspection certifications, and the retitling of the position as Facilities and Maintenance Manager. The revisions do not change the overall scope or nature of the position. Commissioner Thompson made a motion to revise the job description as requested and to change the title of the position to Facilities and Maintenance Manager. The revised minimum qualifications and special requirements will read as follows:

"MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Facilities or Building Management, Building Construction Technology, Engineering, Engineering Technology, or a closely related
field, and two (2) years of full-time paid experience, or its part-time paid equivalent, supervising custodial, maintenance or building trades personnel; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate’s Degree in Building Management, Construction Technology or a related field and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

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

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. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months of appointment and must maintain said certifications for the duration of employment."

Seconded by Commissioner Abrams. Motion carried 3-0.

New Position Duties Statement: Ithaca Housing Authority – Facilities and Maintenance Manager

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca Housing Authority. Commissioner Thompson made a motion to classify the position as Facilities and Maintenance Manager. Seconded by Commissioner Abrams. Motion carried 3-0.

Update of Job Description: Housing Inspector (Ithaca Housing Authority)

The Commission reviewed proposed updates to the Housing Inspector (Ithaca Housing Authority) job description, including allowing a one year period to obtain the appropriate inspection certifications. The updates do not change the overall scope or nature of the position. Commissioner Abrams made a motion to update the Housing Inspector (Ithaca
Housing Authority) job description as proposed. The revised special requirements will read as follows:

"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. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months of appointment and must maintain said certifications for the duration of employment."

Seconded by Commissioner Thompson. Motion carried 3-0.

Change in Title, Update of Job Description and Revision of Minimum Qualifications: Director of Housing Operations to Operations Manager

The position of Director of Housing Operations is being brought back into use at the Ithaca Housing Authority. The Commission reviewed and discussed proposed revisions to the job description, including updates to the relevant qualifying degree fields and the retitling of the position as Operations Manager. The revisions do not change the overall scope or nature of the position. Commissioner Abrams made a motion to revise the job description as requested and to change the title of the position to Operations Manager. The revised minimum qualifications will read as follows:

"MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered four-year college with a Bachelor’s degree in Human Services, Psychology, Sociology, Education, Public Administration, Business Administration, Operations Management, Public Policy or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time equivalent, working in a federal or state housing program or agency; or

B. Graduation from a regionally accredited or NYS registered two-year college with an Associate’s degree in Human Services, Psychology, Sociology, Education, Public Administration, Business Administration, Operations Management, Public Policy or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time equivalent, working in a federal or state housing program or agency; or

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time equivalent, working in a federal or state housing program or agency; or
D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.”

Seconded by Commissioner Thompson. Motion carried 3-0.

Approval of Annual Report

The Commission reviewed and discussed the 2019 Annual Report to the New York State Department of Civil Service. Commissioner Richardson made a motion to approve the annual report. Seconded by Commissioner Abrams. Motion carried 3-0.

EXECUTIVE SESSION

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

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Abrams made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 3-0.

Recreation Program Coordinator #64-162
Recreation Program Leader #60-507
School Lunch Director #67-863

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Thompson made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Abrams. Motion carried 3-0.

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Abrams. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, April 1, 2020 at 11:30 am.

With no further business, the meeting was adjourned at 1:20 pm.
CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position in the City Chamberlain’s Office. The work involves supervising and planning highly important account keeping activities, including receiving and accounting for revenues, taxes and the allocation of funds to the proper accounts. General supervision is exercised over the staff of the office. General supervision is received from the City Controller Mayor with considerable leeway for the exercise of independent judgment and in accordance with existing laws, rules and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and collects all taxes, sidewalk fees, water, sewer and storm water fees and sewage charges and rentals due to the City, in person and through an online portal; oversees all accounting processes for such;

Responsible for the custody, receipt and disbursement of city monies in accordance with such procedures and may be prescribed pursuant to law;

Enforces the collection of delinquent property taxes, charges and receives penalties and interest pursuant to law; and conducts tax sales and accounts for the proceeds thereof pursuant to law;

Initiates and monitors Tax Title Installment payment agreements;

Participates in the Municipal Tax Foreclosure auction through Tompkins County as needed and accounts for the proceeds thereof pursuant to law;

Works with the City Attorney to handle legal aspect of delinquent tax collection;

Deposits daily to the credit of the City all monies received or collected on the City’s account in one or more depositories selected by Common Council;

Has custody of all investments and invested funds of the City or in its possession in a fiduciary capacity, except as otherwise provided pursuant to law, and provides for the safe keeping of all bonds and notes for transfer, registration or exchange;

Sets up and manages debt service payments and balances accounting detail;

Invests capital, tax stabilization and other reserve funds, and surplus funds of the City not required for current use, in federal, state or municipal obligations, upon the advice and consultation of an investment advisory council when and if it shall be established by local law or ordinance;

Acts as treasurer of Firefighter’s Funds as required by law;

Disburses City funds by check on the order of the Controller, except that on order shall not be required for payment of debt service;

Prepares annual Chamberlain budget;

Prepares an annual report of City finances;

Prepares an estimate of expenses and unpaid judgments of the current fiscal year and an itemized statement of the principal and interest of all bonded indebtedness of the City that will fall due during the year;

Works closely with the County Assessor on tax rolls and creates annual City and County tax bills;

Performs the collection of bills, special assessments;

Receives funds and manages a software database for parking permits and receives funds for other parking vendors;

Negotiates and monitors other vendor contracts as is necessary;

Conducts interviews for and is responsible for disciplinary actions in the Chamberlain’s Office, which may include union interface.

Conducts tax sales and bidding as required by law.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of financial matters as they apply to taxation; thorough knowledge of investments and interest; thorough knowledge of the methods used in keeping and checking financial records and reports; **thorough knowledge of how to manage, manipulate and produce reports from general ledger and accounts receivable software**; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; ability to plan and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to successfully work with and serve a diverse local community; good judgment in solving complex account keeping problems; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting or a closely related field and six years of experience in maintaining financial accounts and records, two years of which shall have been in a supervisory capacity; or

B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting or a closely related field and eight years of experience in maintaining financial accounts and records, three years of which shall have been in a supervisory capacity; or

C. Graduation from high school or possession of a high school equivalency diploma and ten years of experience in maintaining financial accounts and records, four years of which shall have been in a supervisory capacity; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.
CHIEF WATER TREATMENT PLANT OPERATOR
TYPE I A PLANT

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative, supervisory and technical position of the Water Treatment Plant. The incumbent is responsible for the complete and actual safe and efficient operation and maintenance of a Type I A Water Treatment Plant containing facilities for filtration with pretreatment and the discharge of back wash and sedimentation basin waste. The Chief Operator also has the technical and administrative responsibility for the management of the City watershed area including, but not necessarily limited to, water quality control issues. In this capacity, the incumbent will take into account the needs of private land owners, state and federal regulations, local planning boards and regulatory agencies on all water quality, land use planning, storm water runoff, wetland control and other water resources management issues affecting the watershed area. General supervision is received from the Assistant Superintendent of Public Works with considerable leeway for the exercise of independent judgment in planning, organizing and directing the work methods and in dealing with emergency conditions. Direct supervision is exercised over operators, trainees, laboratory personnel, truck drivers and maintenance workers. The Chief Water Treatment Plant Operator must possess the required certificate for a Type I A plant which he or she supervises in accordance with the provisions of the Sanitary Code for "Operator" in Section 5-4.2. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and directs the operation and maintenance of the water treatment plant, back wash sediment facilities, and pumping stations to assure the most efficient and economical use of equipment, supplies and personnel;
Consults with private land owners and public agencies on water quality management issues;
Makes daily inspection of facilities and equipment;
Makes or supervises necessary tests for control of plant operation;
Issues instructions for the regulation of chlorinators and chemical feeders;
Schedules and supervises the cleaning of basins and washing of filters;
Supervises and instructs operators, trainees and other subordinate employees;
Interviews job applicants, handles first step grievances, reviews employee performance;
Conducts periodic examinations of plant equipment and directs necessary repairs and maintenance;
Conducts special studies for improvement of water quality and plant operations;
Develops appropriate treatment regimens;
Maintains inventory of supplies, chemicals and equipment;
Requisitions materials;
Maintains records and prepares periodic reports on the operation of the plant and the discharge of back wash treatment facilities;
Prepares annual operating budget estimates;
May provide assistance to persons with disabilities in reaching less accessible areas of City facilities.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type I-A Water Treatment Plant containing facilities for filtration with pretreatment and the discharge of back wash and sedimentation basin waste; good knowledge of the operation of a modern water treatment plant; good knowledge of the principles and practices of supervision; good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water quality and purification; excellent oral and written communication skills; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operations; ability to successfully work with and serve a diverse local community; mechanical aptitude, alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a New York State Professional Engineer's License or graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, natural science or a closely related field and two years of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment or chemical softening, or an similar process; and completion of the appropriate level water treatment plant operator courses in accordance with the provisions of the Sanitary Code for "Operator" in Section 5-4.2; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in applied science with major emphasis in Public Health or Environmental Health, including a course in water operations and four years of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, or chemical softening, or any similar process; and completion of the appropriate level water treatment plant operator courses in accordance with the provisions of the Sanitary Code for "Operator" in Section 5-4.2; or

C. Graduation from a regionally accredited or New York State two year college with an Associate's Degree in applied science and six years of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, or chemical softening, or any similar process and completion of the appropriate level water treatment plant operator courses in accordance with the provisions of the Sanitary Code for "Operator" in Section 5-4.2; or

D. Graduation from high school or possession of a New York State Equivalency Diploma and ten years of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, or a chemical softening, or any similar process and completion of the provisions of the Sanitary Code for "Operator" in Section 5-4.2.

SPECIAL REQUIREMENT: Possession of a current 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 at the time of appointment and maintenance of said certification for the duration of employment.