



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

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

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

Date: **Wednesday, July 3, 2019**
Time: **11:30 am**
Location: **City Hall, 2nd floor conference room**

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement: Planning Department – Code Inspector

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Addition of Candidates to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions

CIVIL SERVICE COMMISSION
Regular Meeting
May 1, 2019

Commissioners Present: Commissioner Richardson
 Commissioner Abrams
 Commissioner Thompson

Staff Present: Valerie Saul (Deputy Director of Human Resources)
 Vince Monticello (Deputy Police Chief)

Commissioner Richardson called the meeting to order at 12:08 pm.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the April 3, 2019 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

Request to Expand Residency Requirement for Police Officer Exam

Deputy Police Chief Vince Monticello presented his request to expand the residency requirement for the 2019 Police Officer exam beyond the contiguous counties. The Ithaca Police Department would like to include Broome, Onondaga and Steuben Counties. The Ithaca Police Department has relationships with the police academies in all three of these counties, each county has a community college with a recognized criminal justice program, and all three counties are within commuting distance of Ithaca.

The Commission discussed the request. Commissioner Abrams recommended that the residency requirement also be expanded to include Allegany and Cattaraugus Counties. Both counties are home to Indian reservations and would be valuable recruitment sites for Native American applicants.

After further discussion, Commissioner Abrams made a motion to expand the residency requirement for the 2019 Police Officer exam to include Allegany, Broome, Cattaraugus, Onondaga and Steuben Counties. Seconded by Commissioner Thompson. Motion carried 3-0.

Addition of Special Requirement: Fire Chief

Section 58-a of New York State Civil Service Law was recently amended to require that Fire Chiefs in New York State meet minimum qualifications established by the State Fire Administrator. The qualifications are still being developed, and may change over time. In light of this, Commissioner Thompson made a motion to amend the Special Requirements for Fire Chief to read as indicated below. Seconded by Commissioner Abrams. Motion carried 3-0.

“SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. As specified in Section 58-a(7) of New York State Civil Service Law, candidates must meet the qualifications for Fire Chief established by the State Fire Administrator at the time of appointment.”

EXECUTIVE SESSION

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

RECLASSIFICATION REQUEST

The Commission reviewed a DPW employee's reclassification request. The Commission determined that the employee's job duties are within the scope of the employee's existing job classification. No action to reclassify the position was taken, as it was not warranted.

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.

Assistant Supervisor of Streets #69-430
Deputy Director of Planning and Development #78-976
Planner #64-978
School Bus Dispatcher #79-503
School Bus Dispatcher #67-794
Transportation Supervisor #65-446

Establishment of Eligible Lists

Commissioner Richardson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Abrams. Motion carried 3-0.

Assistant Chief Wastewater Treatment Plant Operator #74-766 (1 year)
Assistant Chief Water Treatment Plant Operator #74-760 (1 year)
Chief Wastewater Treatment Plant Operator #78-271 (1 year)
Director of Facilities III #26-536 (valid from 05/15/19-05/14/23)
Senior Wastewater Treatment Plant Operator #74-771 (1 year)
Senior Water Treatment Plant Operator #74-770 (1 year)

Extension of Eligible List

Commissioner Abrams made a motion to extend Firefighter Eligible List #61-148 until August 8, 2020. Seconded by Commissioner Richardson. Motion carried 3-0.

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 Richardson made a motion to approve the Personnel Transactions. Seconded by Commissioner Thompson. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, June 5, 2019 at 11:30 am.

With no further business, the meeting was adjourned at 12:47 pm.

New Position Duties Statement

<p>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</p>	<p style="text-align: center;">City of Ithaca Civil Service Commission 108 East Green Street - Ithaca, NY 14850 New Position Duties Statement</p> <p>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.</p>	
<p>1. Department Planning and Development Department</p>	<p style="text-align: center;">Bureau, Division, Unit or Section Building Division</p>	<p style="text-align: center;">Location of Position City Hall</p>
<p>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.</p>		
<p style="text-align: center;">Job Title: Code Inspector</p>		
<p>Percent of Work Time</p>	<p>Job Duty</p>	
<p>25%</p>	<p>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;</p>	
<p>10%</p>	<p>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;</p>	
<p>20%</p>	<p>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.</p>	
<p>20%</p>	<p>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;</p>	
<p>10%</p>	<p>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;</p>	
<p>5%</p>	<p>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;</p>	
<p>3%</p>	<p>Encourages property owners to improve and rehabilitate their property;</p>	
<p>5%</p>	<p>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;</p>	
<p>2%</p>	<p>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;</p>	

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?		
<p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.</p>		
7.		
<p>Experience: (list amount and type) See Above</p> <p>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.</p>		

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: 6/25/19

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.