CITY OF ITHACA  
CIVIL SERVICE COMMISSION  
Regular Meeting

Date: Wednesday, July 6, 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, July 5, 2022 at 5:00 PM

AGENDA

Approval of Minutes

New Business

1. Request to Waive Residency Requirement for Police Officer Exam  
2. New Position Duties Statement and Adoption of Job Description: Police Support Specialist (4)  
6. Update of Job Description - GIAC Program Coordinator  
7. Update of Job Description - GIAC Program Leader  
8. Revision of Minimum Qualifications – Greater Ithaca Activities Center Director  
9. Request to Waive Residency Requirement – Sidewalk Program Manager

Executive Session

1. Request to Accept Late Application

Continuing Business

1. Approval of Rosters of Candidates for Examination  
2. Establishment of Eligible Lists  
3. Addition of Candidates to Continuous Recruitment Eligible Lists  
4. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION  
Regular Meeting  
May 4, 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 11:32 AM.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the April 6, 2022 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

Request to Expand Residency Requirement – Recreation Program Specialist

The Commission discussed a request from the Youth Bureau Director to expand the residency requirement for the current Recreation Program Specialist vacancy to New York State. The recent recruitment effort among Tompkins County residents did not yield a sufficient applicant pool. Commissioner Abrams made a motion to expand the residency requirement for the Recreation Program Specialist vacancy to New York State, through the completion of the exam process. Seconded by Commissioner Richardson. Motion carried 2-0.

Revision of Medical Standards for Firefighter Candidates

The Commission reviewed proposed updates to the Medical Standards for Firefighter Candidates. The updates reflect the standards prescribed in the 2022 version of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments. The medical standards were last updated in 2014 and currently reflect the NFPA 1582 standards in effect at the time. The proposed revisions will bring the medical standards current. Commissioner Richardson made a motion to update the Medical Standards for Firefighter Candidates to reflect the 2022 edition of NFPA 1582. Seconded by Commissioner Abrams. 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.

- Administrative Assistant #65-555
- Administrative Assistant (DPW) #71-819
- Administrative Assistant (ICSD) #71-813
- Administrative Coordinator #70-714
- Fleet Manager #75-678
- Office Manager #62-745
- Operations Manager #70-089

Establishment of Eligible List

Commissioner Abrams made a motion to establish Information Systems Desktop Specialist Eligible List #21-934 for a one year period. Seconded by Commissioner Richardson. Motion carried 2-0.

Addition of Candidates to Continuous Recruitment Eligible Lists

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

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, June 1, 2022 at 11:30 AM.

With no further business, the meeting was adjourned at 11:43 AM.
Val,

We have invested substantial time and money into our active recruitment efforts for lateral candidates and new officers through the civil service test. We have retained the services of DH Goodall who has developed a website and managed social media ads and messages. We currently have made personal contact with 12 NYPD officers that have committed to taking the civil service test and indicated their intention to join IPD. This, in addition to our goal and need to diversify the department, necessitates that we lift the residency requirements for future exams. Please take whatever measures available to expedite this process. I will have DH Goodall prepare supporting information for the Civil Service Board.

Thank you,

John Joly
Acting Chief
Ithaca Police Department
Office (607)216-3210
1. Department
   The Ithaca Police Department

2. Division
   Records/Administrative

3. Location of Position
   Ithaca Police Department

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>
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<tbody>
<tr>
<td></td>
<td>Manages and disseminates 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. Provides all required documentation 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. This includes, but is not limited to, preparing documents and materials for Freedom of Information Law Requests, and processing Accusatory Instruments and materials for Ithaca City Court and the District Attorney’s Office. Preparing and maintaining 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. Enters and manages warrant, subpoena, and order of protection data files and logs. Maintains and updates databases and spreadsheets for various departmental records Performs quality control of officer reports and paperwork. Prepares, manages, and collects fees for services rendered such as Taxi License issuing and background checks for government agencies, other law enforcement agencies, and individuals. Assists with found property management to include intake, location management, and releasing property from the agency and creating walk-in reports for found or lost property, vehicle repossession, etc. Responsible for purging documents and materials in accordance to New York State guidelines.</td>
</tr>
</tbody>
</table>
Assists with city contracted tow companies and coordination bi-annual tow auctions.

Acting as the first point of contact for the agency by staffing the front desk. This includes extensive face-to-face and telephone contact with the public. Also performs radio communications with officers and dispatch as needed or requested.

Performs receptionist and clerical duties, such as typing, filing, copying, and faxing.

Any other tasks assigned by Records and Community Outreach Sergeant.

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.

(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 Orsalio</td>
<td>Community Outreach/ Records Sgt.</td>
<td>Direct</td>
</tr>
<tr>
<td>Pending</td>
<td>Police Records Supervisor</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

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

**Education:**
- High School: 4 Years
- College: _____ Years, with specialization in ____________________________
- College: _____ Years, with specialization in ____________________________

**Experience:** (list amount and type) – Customer Service Experience preferred

**Essential knowledge, skills, and abilities:** Working knowledge of Microsoft Word and Excel

**Type of license or certificate required:** High School diploma

7. The above statements are accurate and complete.

Date: Title: Signature:

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**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
POLICE SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the input, updating, and retrieval of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms, using computer software. Police Support Specialists also serve as the first point of contact with the Ithaca Police Department, including staffing the front desk, and thus have extensive face-to-face and telephone contact with the public. Police Support Specialists perform clerical duties such as filing, copying, and faxing, and may be assigned related clerical functions and activities that can be appropriately handled by civilian personnel. The work is performed under general supervision in accordance with well-established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enters sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms into electronic records software; updates, edits and retrieves records in accordance with established procedures and guidelines;
Facilitates data transfer through interagency software systems, such as Spillman, TraCS, Laserfiche, Live Scan and eJusticeNY;
Acts as the first point of contact for the agency, including staffing the front desk; answers telephone calls, greets visitors, and responds to emails, providing excellent customer service when doing so;
Retrieves, compiles and provides requested records and supporting documentation 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;
Prepares and maintains 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;
Enters and updates warrant, subpoena, and order of protection data files and logs;
Maintains and updates databases and spreadsheets for various departmental records;
Reviews reports and entries to ensure they are properly coded and complete; corrects typographical and clerical errors; returns incomplete reports to supervisors for completion;
Collects fees for services rendered, such as taxi licensing fees and background investigation fees;
Assists with found property management, including intake, location management, and the release of property to its owner; accepts and prepares walk-in reports for found or lost property, vehicle repossession, etc.;
Purges electronic and physical records and materials in accordance with New York State records retention standards and established procedures and guidelines;
Assists with vehicle auctions by running data searches and compiling and verifying VIN numbers, registration information, and other data to ensure accuracy;
Performs various clerical duties, such as typing, filing, copying, and faxing;
May perform radio communications with officers and the dispatch center as needed or requested;
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Working knowledge of the procedures and systems used by the Ithaca Police Department Records Division to record, maintain, manage and disseminate confidential law enforcement records; working knowledge of database and records management software used by the Ithaca Police Department; working knowledge of modern office equipment used to input, maintain and produce law enforcement records and reports, and ability to effectively use such equipment; working knowledge of modern office terminology, procedures, equipment and business English; good data entry skills; good organizational skills; 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 learn agency software programs; ability to extract data from records management systems and prepare statistical reports; ability to understand and follow oral and written instructions; ability to communicate both orally and in writing; ability to interact effectively with the public; ability to successfully work with and serve a diverse local community; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.
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  
2. Description of Duties:
   Job Title: Microcomputer Specialist
   Percent of Work Time: 100%
   Job Duty: Providing direct teacher, staff and student technical support for district hardware and software 40%
             Troubleshooting device based problems 25%
             Repairing or escalating basic LAN and PC problems 20%
             Answering helpdesk calls and providing basic training or instructions to users 15%
   (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>Direct</td>
</tr>
</tbody>
</table>

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

<table>
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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

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<tr>
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</thead>
<tbody>
<tr>
<td>BOCES STAFF</td>
<td>LANTech</td>
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</tr>
</tbody>
</table>

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

   Education: High School 5 Years  
   College 1 Years, with specialization in CS OR Certification

   Experience: (list amount and type)
   See attached position description

   Essential knowledge, skills and abilities:
   Good technical knowledge of computer hardware/software, particularly iOS/Apple, Chrome and Windows based devices; good technical knowledge of computer peripherals, including printers and scanner types and configurations; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of operating systems, including, Windows, Apple and Chrome/Google systems, etc; good technical knowledge of District application software, including Google Suite, database, spreadsheet, email, 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.
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
Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
 Adopted: 03/11/96
Revised: 04/08/96, 06/01/22

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, with latitude allowed for the exercise of independent technical judgment in the performance of the work. 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;
 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 manuals, documentations, publications, etc.;
 Communicates with vendors and other technical support personnel to aid in the solution of problems regarding 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 computer hardware and related software, particularly iOS/Apple, Chrome and Windows based devices; good technical knowledge of computer peripherals, including printers and scanner types and configurations; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of operating systems, including Windows, Apple and Chrome/Google systems, etc; good technical knowledge of District application software, including Google Suite, 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 systemsincluding 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.
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
2. Description of Duties:
   **Job Title:** Network Specialist
   **Job Duty:**
   - 40% Network management LAN and WAN (Servers, switches, Access Points, UPS)
   - 25% Security Devices configurations and troubleshooting (Badge access, cameras)
   - 15% System and Network Documentation management, security (Flowcharts, instructions, check lists)
   - 10% Project managing and support (assisting with planning and execution of upgrades to server / switch / wifi / UPS / security)

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

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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

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<tr>
<td>BOCES STAFF</td>
<td>Network Admin</td>
<td></td>
</tr>
</tbody>
</table>

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

**Education:**
- High School: 7 Years
- College: 3 Years, with specialization in CS/IT
- College: Years, with specialization in CS/IT

See description for more specifics

**Experience:** (list amount and type)
See attached position description
(on file with Ithaca HR)

**Essential knowledges, skills and abilities:**
Thorough knowledge of computer networking hardware, including network cabling, routing, bridging and concentrator hardware and microcomputer/workstation hardware; thorough knowledge of computer network operating systems; thorough knowledge of local area networks and wide area networks used by the Ithaca City School District; thorough knowledge of network management software; thorough knowledge of network security management; thorough knowledge of data communication protocols; thorough knowledge of advanced protocol/trace analysis and performance analysis; thorough knowledge of access and authentication management; strong skills in computer troubleshooting and repair; analytical skills; excellent interpersonal and oral and written communication skills; ability to establish and maintain effective working relationships with others; demonstrated aptitude for learning new technology/techniques; possesses demonstrated willingness to work off-hours as needed; physical
Type of license or certificate required: N/A

Date: 6/9/22    Title: CIO    Signature: [Signature]

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
**NETWORK SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The Network Specialist has technical responsibility for the installation, configuration, operation and maintenance of the Local Area Network (LAN) and Wide Area Network (WAN) hardware and software for the Ithaca City School District computer network system. The Network Specialist may also be assigned responsibilities related to the design, specification and evaluation of network systems. The position is distinguished from that of Network Engineer by its greater emphasis on network installation and maintenance activities and decreased emphasis on planning, design and evaluation activities. The work is performed under the general supervision of the Director of Information and Instructional Technology with latitude allowed for the exercise of independent technical judgment in the performance of the work. Supervision may be exercised over the work activity of subordinate technical personnel in the computer networking area. Does related work as required.

**TYPICAL WORK REQUIRED:**

- Installs, maintains and troubleshoots Local and Wide Area Networks;
- Installs, customizes and tests network communication equipment;
- Maintains up-to-date network documentation;
- Audits and monitors network usage; prepares reports as needed;
- Analyzes, monitors and enhances network protection;
- Evaluates network capacity in relation to current and anticipated needs;
- Participates in the development and implementation of network design and capacity improvements;
- Coordinates changes to network systems with district staff to ensure minimal interruption of services;
- Works with the Director of Information and Instructional Technology and Network Engineer on the design, configuration and implementation of file servers, network operating systems, networked applications, and other network related software components;
- Meets with network hardware and software vendors to obtain technical specifications, and, once equipment is acquired, as needed for training and technical support;
- May supervise work activity of subordinate technical personnel in the computer networking area by scheduling assignment of work, evaluating performance and making recommendations to supervisors;
- Maintains awareness and knowledge of technological changes in the fields of networking hardware and software;
- Keeps professional skills updated and consistent with current server and networking technology.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**
Thorough knowledge of computer networking hardware, including network cabling, routing, bridging and concentrator hardware and microcomputer/workstation hardware; thorough knowledge of computer
Network operating systems; thorough knowledge of local area networks and wide area networks used by
the Ithaca City School District; thorough knowledge of network management software; thorough
knowledge of network security management; thorough knowledge of data communication protocols;
thorough knowledge of advanced protocol/trace analysis and performance analysis; thorough knowledge
of access and authentication management; strong skills in computer troubleshooting and repair;
analytical skills; excellent interpersonal and oral and written communication skills; ability to establish
and maintain effective working relationships with others; demonstrated aptitude for learning new
technologies; resourcefulness; ingenuity; demonstrated willingness to work off-hours as needed; physical
condition 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 Computer Sciences, Information Systems Management, or a closely related field with
similar course curriculum; or

B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of
experience in the design, implementation and support of large heterogeneous LANs, WANs, and
networked systems; or

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

2. Description of Duties:
   Job Title: Systems Administrator

   Percent of
   Work
   Time

   Job Duty: See Attached

   (Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

   Name           Title                      Type of Supervision
   Zachary Lind   Chief Information Officer  Direct
   Peter Strom    Assistant Director of Technology Direct

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

   Name            Title               Type of Supervision
   TBD

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
   BOCES STAFF  Network Admin

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

   Education:  High School 7 Years
                College 3 Years, with specialization in CS/IT

   Experience: (list amount and type)
   See attached position description
   (on file with Ithaca HR)

   Essential knowledges, skills and abilities:
   Thorough knowledge of computer hardware and software, including all elements of a heterogeneous computer network; through knowledge of computer operating systems, including Microsoft Windows, Apple, VMWare, and GNU/Linux; thorough knowledge of computer applications software, including productivity software, email, databases, multimedia, browser-based, and scripting tools; thorough knowledge of the protocols including CP/IP, HTTP, HTTPs, FTP, FTPs, Streaming, SSL; thorough knowledge of file server security practices, including SAN and Microsoft best practices; excellent interpersonal and oral and written communication skills; ability to integrate and address the needs of diverse groups while multitasking; ability to establish and maintain effective working relationships with technology coworkers; ability to establish and maintain effective service provider relationships with all network constituents; ability to effectively communicate technical information in an easily understood manner; ability to present thoughts and to document procedures in a clear, concise and organized manner; ability to problem solve logically while mitigating risks and to work collaboratively; resourcefulness; ingenuity; capability to consistently demonstrate these virtues successfully; respect, responsibility, cooperation, collaboration and positive attitude; physical condition commensurate with the demands of the
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
Testing and developing program instructions to support district network and software functions 25%
Providing support to other team members on maintaining and administering district telecommunication systems and data systems 10%
Supporting helpdesk and individual user escalation tickets 10%
Managing, supporting, upgrading and troubleshooting district network operations center and services 20%
Imaging, configuring, troubleshooting and maintaining district device profiles and supporting software 25%
Supporting colleagues and providing project updates, documentation and feedback to department 10%
Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
Adopted: 07/25/95
Revised: 09/14/05, 04/02/08, 02/29/12

SYSTEMS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The Systems Administrator has shared technical responsibility for the specification, selection, installation, configuration, system management and operation of file server hardware and software for the Ithaca City School District. The Systems Administrator works as part of the Server Team to maintain all file server related assets and services. The work is performed under the general supervision of the Senior Network Administrator with leeway allowed for the exercise of independent technical judgment in the performance of the work. Strategic goals are established by the Chief Information Officer. Does related work as required.

TYPICAL WORK ACTIVITIES:
As part of the Server Team, installs, configures, maintains, troubleshoots and manages File Server assets and related services;
Develops strategic goals and planning objectives under the general direction of the Chief Information Officer and through team-based collaborations with the Server Team, the Network Team, the Desktop Team and the Data Team;
Develops tactical goals and weekly objectives under the general direction of the Chief Information Officer and through team-based collaborations with the Server Team, the Network Team, the Desktop Team and the Data Team;
Reviews email queues and backup error logs daily;
Proactively scans for vulnerabilities in systems and remediates vulnerabilities;
Prepares and maintains a variety of written reports, including inventory record updates, configuration updates, weekly reports, maintenance notifications, and emergency bulletins;
Practices life-long learning as a strategy to maintain awareness and refresh knowledge in Systems Administration and File Server Management Best Practices;
Coordinates all aspects of installation and delivery of File Server assets and related services;
Serves as a liaison to all File Server asset vendors for defining technical requirements and obtaining cost information, resolving technical issues, supervising onsite work installation or repair work by facilitating remote warranty or contracted maintenance, and for renewing periodic software licensure.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of computer hardware and software, including all elements of a heterogeneous computer network; through knowledge of computer operating systems, including Microsoft Windows, Apple, VMWare, and GNU/Linux; thorough knowledge of computer applications software, including productivity software, email, databases, multimedia, browser-based, and scripting tools; thorough knowledge of the protocols including TCP/IP, HTTP, HTTPs, FTP, FTPs, Streaming, SSL; thorough knowledge of file server security practices, including SAN and Microsoft best practices; excellent interpersonal and oral and written communication skills; ability to integrate and address the needs of diverse groups while multitasking; ability to establish and maintain effective working relationships with technology coworkers; ability to establish and maintain effective service provider relationships with all network constituents; ability to effectively communicate technical information in an easily understood manner; ability to present thoughts and to document procedures in a clear, concise and organized manner; ability to problem solve logically while mitigating risks and to work collaboratively; resourcefulness; ingenuity; capability to consistently demonstrate these virtues successfully: respect, responsibility, cooperation, collaboration and positive attitude; physical condition 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 Computer Science, Information Science 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 systems support or applications development; or

B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Computer Science, Information Science, or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; 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 paid equivalent, in systems support or applications development; or

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

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising multicultural, educational, recreational and/or youth development programs for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). An incumbent is assigned responsibility for a particular program area including after school youth, pre-teen, teen, academic support, senior citizen and recreational programs. Specific tasks and duties will vary depending on specific program area assigned but generally the incumbent plans, develops, implements and coordinates the assigned program(s), and supervises subordinate employees and volunteers assigned to the program. Volunteer recruitment and training, and public relations for the assigned program, are also responsibilities of this position. This position differs from that of GIAC Program Leader by virtue of the fact that GIAC Program Coordinators exercise administrative oversight of an entire program area. This position differs from that of GIAC Program Administrator by virtue of the fact that a GIAC Program Coordinator does not have responsibility for and does not oversee all GIAC youth division programs. The work is performed under general supervision of the GIAC Program Administrator or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision is exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and develops, educational, recreational, multicultural and/or youth development programs, topics, activities, presentations and workshops, to meet the needs of youth, teens, seniors or community groups;
Schedules time, date and location of presentations, workshops or activities or coordinates speakers to provide workshop on variety program topics;
Supervises, schedules, assigns and reviews the work of subordinate personnel, volunteers and seasonal employees;
Recruits, interviews and trains volunteers; monitors performance of volunteers;
Supervises and participates in program, activities and outings designed for program participants;
Evaluates assigned programs throughout the year and conducts a needs assessment of program area by monitoring enrollment, gathering feedback from staff, volunteers and program participants;

**Participates in planning and supervising GIAC special events and community collaboration events and activities;**
Enforces rules and regulations governing personnel;
Meets with youth, teens, seniors, parents, and community officials to conduct a needs assessment of program area;
Develops and prepares all promotional material for marketing program outreach activities including preparing brochures, fliers or newsletters;
Attends meetings with community service agencies, schools for the purpose of promoting programs and enhancing services sponsored by GIAC and acts as a liaison between the program appropriate agencies;
Prepares and submits reports related to program activities;
May participate in the development of applications for funding, preparation of program work plan, program budget and administers funding in accordance with allocation;
May provide or coordinate transportation for program participants.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of the of the policies, procedures, rules and regulations governing the program area to which assigned; good knowledge of the typical problems and needs of modern youth and adults; good knowledge of community resources available to youth, teens and seniors; working knowledge of public information and public relations techniques; ability to plan, develop and coordinate a program; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and/or written directions; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; ability to participate in assigned projects and lay out work for others; ability to formulate a local government needs assessment for programs areas; ability to establish rapport with youth, teens and seniors; ability to deal effectively with the public; 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 Bachelor’s degree in sociology, psychology, social work, counseling, education, recreation, physical education, or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human services agency, educational environment or recreation program in a capacity which involves the provision of direct services to clientele; 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 an Associate’s degree in sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and three (3) years of experience listed in (a); or

(c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (a); or

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

NOTES:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.

2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

   Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

   Provided, however, that in no event shall college coursework toward an Associate’s degree be substituted for more than eighteen months of work experience if the Associate’s degree has not been obtained; nor shall college coursework toward a Bachelor’s degree be
Minimum Qualifications – notes - continued

substituted for more than forty-two (42) months of work experience if the Bachelor’s degree has not been obtained; nor shall college coursework toward a Master’s degree be substituted for more than six (6) months of work experience if the Master’s degree has not been obtained.

SPECIAL REQUIREMENT: 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.
GIAC PROGRAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of multicultural, educational and recreational program activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific tasks vary depending on the program area to which the employee is assigned. The work is performed under direct supervision of a GIAC Program Coordinator with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Working supervision is exercised over program assistants, part-time seasonal staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises and consults with the GIAC Program Coordinator with program planning by organizing administrative details of program activities which may include preparing agenda and in program development;
Assists the GIAC Program Coordinator in the planning of program activities, workshops and presentations by scheduling, arranging meeting rooms, contacting participants, arranging for necessary equipment and setting up, assembling, distributing materials and supplies;
Organizes and conducts a variety of activities and events for program participants;
Oversees program participants and/or volunteers involved in activities, providing assistance as needed;
Accompanies participants on field trips and to special events;
Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes or make referrals to other community agencies;
Acts as liaison for program activities with community service agencies, schools and agencies for the purpose of promoting programs and enhancing services sponsored by GIAC;
Assists the GIAC Program Coordinator in analyzing and evaluating methods, procedures, goals and objectives, etc.;
Assists the GIAC Program Coordinator in preparing any periodic reports by collecting information and data to be used to prepare reports and summaries of program;
Assists GIAC Program Coordinators and the GIAC Administration in planning and implementing GIAC special events and community collaboration events and activities;
Attends meetings, workshops and training related to program area;
May assist the GIAC Program Coordinator in recruiting for volunteers for program activities;
May provide or coordinate transportation to program participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the policies, procedures, rules and regulations governing the program area to which assigned; good knowledge of the typical problems and needs of modern youth; working knowledge of community resources available to youth, teens and seniors; working knowledge of the Greater Ithaca Activities Center programs, objectives and goals; ability to plan, organize, and direct the activities of participants and volunteers; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to establish rapport with youth, teens and seniors; ability to understand and interpret complex oral instructions and/or written directions; 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 Bachelor's degree in sociology, psychology, social work, counseling, education, recreation, physical education, 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 an Associate's degree in sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human services agency, educational environment or recreation program in a capacity which involves the provision of direct services to clientele; or

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (b); or

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

NOTES:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.

2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

   Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

SPECIAL REQUIREMENT: 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.
GREATER ITHACA ACTIVITIES CENTER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position of the Greater Ithaca Activities Center (GIAC). The GIAC Director is responsible for planning, directing, managing and administering the programs offered at the Greater Ithaca Activities Center, and for managing the agency's staff and finances. The GIAC Director is responsible for coordinating the operation of the facility and for the development of cooperative and productive relationships with community groups and organizations for collaborative programming. The GIAC Director also serves as the Executive Officer and chief spokesperson for GIAC, Inc., the not-for-profit organization that oversees the provision of multi-cultural, educational and recreational programs focused on social and individual development to the community. The work is performed under the administrative direction of the Mayor and in accordance with the broad guidelines established by the Board of Directors of the Greater Ithaca Activities Center. Administrative supervision is exercised over the professional, paraprofessional and custodial staff of the Center. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and administratively supervises the daily operations and programs of the Greater Ithaca Activities Center;
Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
Develops and implements effective policies and multicultural, educational and recreational programs to assist with the individual and social development of program participants;
Advocates for the rights and needs of youth, families and underrepresented populations in the greater Ithaca area;
Serves as the principal professional resource to the GIAC, Inc. Board of Directors and its committees, assisting them in matters of strategic needs assessments and planning, and implementation of community development and service priorities;
Makes application for State, Federal and other funds and performs required follow-up or reporting after receipt of grants;
Maintains contact with community residents to develop good relations with those served and to keep GIAC attuned to the needs and wishes of the community;
Coordinates services of GIAC with those outside community groups to provide utmost service to the community;
Works collaboratively with the Ithaca City School District, Youth Bureaus, Southside Community Center, BOCES, and similar organizations serving the greater Ithaca community;
Supervises and controls the use of the GIAC building and adjacent areas in order to promote maximum utilization of facilities by community groups and individuals;
Plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations for the program and controls and accounts for the fiscal management of GIAC;
Provides oversight of the financial affairs of GIAC, Inc., including preparation of the GIAC, Inc. budget, statements of financial position, profit and loss statements and annual audit reports; ensures financial policies and procedures are followed; ensures ongoing financial growth of the organization;
Prepares and distributes publicity materials and speaks to civic organizations to inform them of the GIAC program;
Typical Work Activities – continued

Conducts conferences and workshops for staff to discuss program development and objectives and provide technical assistance;
Oversees the maintenance of the facility and adjacent areas;
Formulates policies of general application and recommends new policies for implementation;
Participates in GIAC, Inc. Board meetings by providing input, information and feedback; serves as staff support to GIAC Board subcommittees;
Serves as liaison with local government committees, Common Council and community agencies, and attends a variety of meetings as the City representative of GIAC.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of area resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; good knowledge of community organization, public administration and management techniques; good knowledge of governmental accounting and budgetary procedures; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of the principles and practices of administrative supervision; working knowledge of public relations techniques; proven ability to work effectively with groups of all ages with diverse interests and cultural backgrounds; ability to administer grants; ability to plan, organize and develop comprehensive cultural, educational and recreational programs; ability to plan, coordinate and direct the work of others; ability to interpret and carry out oral and written policy; ability to effectively communicate and collaborate with civic organizations and the public served; ability to speak before groups; ability to prepare narrative, statistical and financial reports and records; ability to establish and maintain effective working relationships; ability to successfully work with and serve a diverse local community; good judgment; 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 and two (2) years of full-time paid administrative or supervisory experience working with youth, adults and/or families in a community, human service or recreation program, an educational environment, or a similar organization; or

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of full-time paid experience working with youth, adults and/or families in a community, human service or recreation program, an educational environment, or a similar organization, at least three (3) years of which shall have been in a responsible administrative or supervisory capacity; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time, paid experience working with youth, adults and/or families in a community, human service or recreation program, an educational environment, or a similar organization, two (2) years of which shall have been in a responsible administrative or supervisory capacity; or

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

Note: Part-time and/or verifiable volunteer experience may be credited toward the experiential requirement on a pro-rata basis.
Sidewalk Program manager, plus another idea
Tim Logue <TLogue@cityofithaca.org>
Tue 14-Jun-22 1:39 PM
To:
  
  • Valerie Saul <VSaul@cityofithaca.org>

Cc:
  
  • Michael Thorne <MThorne@cityofithaca.org>

Hi Val,
Sounds like we've had a second round of advertisement for the sidewalk program manager and had a couple applications, at least one of which was disqualified due to residency requirement. Of course, I forgot to consider that altogether for the second advertisement. Before advertising again, I'd like to request that we eliminate the residency requirement for this position. Is that something that you can do or does it have to go to the Civil Service Commission?

In talking with Mike about this, he's been wondering if we can request a blanket elimination of the residency requirement for like the next 2 years for all of DPW. Is that something the CSC can do, too? Or would that have to go to Common Council?

Thanks,
Tim

Tim Logue
Director of Engineering
108 East Green Street
Ithaca, NY 14850
607.274.6535

"Children learn from what they see. We need to set an example of truth and action."
Howard Rainer (Taos Pueblo-Creek educator and public speaker)