CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date:       Wednesday, September 4, 2019
Time:      11:30 am
Location:   City Hall, 2nd floor conference room

AGENDA

Approval of Minutes

New Business

1. Revision of Minimum Qualifications: Wastewater Treatment Plant Operator Trainee
2. Update of Job Description – Recreation Program Coordinator
3. Update of Job Description – Senior Plan Examiner

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Extension of Eligible List
4. Addition of Candidates to Continuous Recruitment Eligible Lists
5. Approval of Personnel Transactions

Commissioner Training
CIVIL SERVICE COMMISSION
Regular Meeting
June 5, 2019

Commissioners Present: Commissioner Richardson
                        Commissioner Abrams

Excused: Commissioner Thompson

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

Commissioner Richardson called the meeting to order at 11:58 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the May 1, 2019 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

Update of Job Description: Fire Chief

The Commission reviewed proposed updates to the “Typical Work Activities” section of the Fire Chief job description. The updates reflect current departmental practices and activities; they do not change the overall scope or nature of the position. Commissioner Richardson made a motion to update the Fire Chief job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

Change in Title and Update of Job Description: Facilities and Project Coordinator to Capital Project Coordinator

The position of Facilities and Project Coordinator is being brought back into use after several years of dormancy, to oversee the Ithaca City School District capital project initiative that was recently approved by district voters. The Commission reviewed and discussed proposed updates to the job description, including revising the supervisory reporting relationships and changing the title to Capital Project Coordinator. The updates do not change the overall scope or nature of the position. Commissioner Richardson made a motion to update the job description as requested and to change the title of the position to Capital Project Coordinator. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: Ithaca City School District – Senior Typist (2 positions)

The Commission reviewed and discussed New Position Duties Statements from the Ithaca City School District for two new half-time, ten month positions. One position is in the Fine and Performing Arts Department; the other position is in the Special Education Department. Commissioner Abrams made a motion to classify both positions as Senior Typists. Seconded by Commissioner Richardson. Motion carried 2-0.
EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 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 Roster of Candidates for Police Sergeant Examination # 70-917. Seconded by Commissioner Abrams. Motion carried 2-0.

Establishment of Eligible List

Commissioner Abrams made a motion to establish Senior Account Clerk-Typist Eligible List #76-095 for two years. 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 Richardson made a motion to approve the Personnel Transactions. Seconded by Commissioner Abrams. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, July 3, 2019 at 11:30 am.

With no further business, the meeting was adjourned at 1:05 pm.
WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Wastewater Treatment Plant. The incumbent in this position undergoes on-the-job training to become qualified as an operator of a Wastewater Treatment Plant. The incumbent assists in the operation and maintenance of a Wastewater Treatment Plant. Does related work as required.

Employees serve a training term, the duration of which is the time period required for the employee to obtain a Grade 3A certificate as an "Assistant Operator" pursuant to the provisions of Part 650 of the NYS Department of Environmental Conservation regulations; provided, however, that the maximum duration of the training term shall be four-and-one-half (4 1/2) years. The employee is required to obtain the Grade 3A Assistant Operator certificate within this four-and-one-half (4 1/2) year period. Once an employee in this class has obtained the appropriate operator's certificate, and successfully completed his/her probationary period, the employee is eligible for promotion to the position of Wastewater Treatment Plant Operator without further examination.

TYPICAL WORK ACTIVITIES:

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a Wastewater Treatment Plant;
Learns and assists in the operation, adjustment, maintenance, and replacement of pumps, valves, screens, and related mechanical equipment;
Attends, participates in and successfully completes the required basic operations, activated sludge, laboratory skills, and technical and management classes required for operator certification;
Trains in the safety procedures required for wastewater treatment plant operators;
Learns and performs a variety of building repair, maintenance and custodial duties in and around the plant;
Learns and assists in the inspection, monitoring, maintenance and repair of pumps, valves, screens, and related mechanical equipment;
Learns how to operate all aspects of the plant processes, including anaerobic digesters, cogeneration equipment, tertiary phosphorus removal facility and activated sludge process;
Learns and assists in the reading, calibrating, adjustment, operation, maintenance, troubleshooting and repair of instruments and controls;
Learns and assists in the making of tests to determine chlorine residual, settleable solids, total solids, total suspended solids and volatile suspended soils;
Cleans channels, screens, tanks and other equipment;
Learns and assists in the preparation and maintenance of activity records and reports;
Performs increasingly responsible duties as assigned in the operation and maintenance of a Wastewater Treatment Plant;
Performs a variety of building maintenance and custodial duties at the plant.
Wastewater Treatment Plant Operator Trainee

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FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Familiarity with and ability to apply the elementary principles of chemistry, biology, microbiology, physics, hydraulics and general science; familiarity with and ability to apply the elementary principles of algebra, geometry, trigonometry and general math; computer literacy, including basic proficiency with word processing, spreadsheet and database programs; good observation skills; mechanical, technical or trades aptitude; ability to learn principles and procedures relating to the operation and maintenance of a Wastewater Treatment Plant; ability to develop skill in the operation and maintenance of instrumentation, pumps, valves, and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions, including technical operation and maintenance manuals; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a NYS registered or regionally accredited college with an Associate’s Degree in Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum; or

B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least twelve (12) eighteen (18) college credit hours of math and/or science coursework; or

C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least two three years of high school mathematics and at least two three years of high school science; or

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

SPECIAL REQUIREMENT: Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.
RECREATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising one or more major segments of recreation programs for the Youth Bureau. An incumbent is assigned responsibility for a particular program area including: athletics programs, summer camps, playground recreation, recreation and park facilities or other recreational programs. Specific tasks and duties will vary according to assignment. In general, the incumbent develops recreational activities and supervises subordinate program employees. The incumbent is also responsible for public relations activities to aid in the promotion and development of the recreation programs. This position differs from that of a Recreation Program Specialist Leader by virtue of the fact that a Recreation Program Coordinator has overall responsibility for an entire program or multiple programs. This position differs from that of Recreation Program Administrator by virtue of the fact that a Recreation Program Coordinator does not have responsibility for all City recreation programs. Direct supervision is exercised over the work of Recreation Program Specialists, Recreation Program Leaders, seasonal staff and volunteers. Work is performed under the general supervision of the Recreation Program Administrator or a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and directs athletic programs, summer camps, recreation activities, playground activities, etc;
Schedules activities at recreation facilities, athletic fields and playgrounds;
Recruits, interviews and assigns seasonal staff and volunteers to work with participants involved in certain recreational or athletic programs;
Evaluates recreation programs throughout the year and conducts a needs assessment of program areas by monitoring enrollment, gathering feedback from staff, volunteers and participants involved;
Promotes sponsored programs by conducting public relation activities such as creating brochures, fliers and press releases;
Plans and promotes special activities or events,
Monitors the registrants for each assigned program;
Makes periodic inspections of recreation facilities, playgrounds and athletic fields to ensure program activities are being carried out properly and that health and safety standards are maintained,
Purchases and maintains supplies and equipment for program activities;
Attends meetings and training related to program area;
Prepares and submits reports related to program activities;
May assist the Recreation Program Administrator in formulating policies or programs and recommends new recreation programs for implementation;
May participate in the preparation of program work plan, program budget and revenue estimates for a specific recreational program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned; good knowledge of planning and equipping recreation facilities and areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; working knowledge of public information and public relations techniques; ability to plan, organize and promote recreation activities and programs; ability to evaluate the effectiveness of recreational program activities; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; 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 recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational field and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, coordinating, coaching or teaching recreation, sports, arts, music, drama, dance, aquatics, or similar recreational activities; 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 recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational field and three (3) years of experience described in (a); or

(c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience described 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 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 REQUIREMENTS:

For Recreation Program Coordinator positions which have responsibility for the oversight or operation of municipal swimming pools, the following requirements apply:

A. Candidates must possess the following certificates at the time of appointment and must maintain the certificates for the duration of employment:

1. American Red Cross Lifeguard Training certificate;
2. American Red Cross Water Safety Instructor certificate;
3. American Red Cross CPR for the Professional Rescuer certificate.

NOTE: For all of the above certificates, an equivalent certificate accepted by the New York State Department of Health will be accepted in place of the American Red Cross certificate. Additionally, higher level certifications may be substituted for the required lower-level certifications.

B. Candidates must be certified as Lifeguard Training Instructors at the time of appointment and must maintain certification for the duration of employment.
SPECIAL REQUIREMENT FOR POSITIONS AT GIAC:

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.
Senior Plan Examiner

**Distinguishing Features of the Class:** This is a supervisory and technical position responsible for the review of construction documents and building plans and the supervision of plan review and staff engaged in code inspection activities. Under the general supervision of the Director of Code Enforcement, departmental superiors, the Senior Plan Examiner enforces and supervises the enforcement of State and City laws and ordinances related to buildings and land use, including, but not limited to, the New York State Uniform Fire Prevention and Building Code, the New York State Multiple Residence Law, the New York State Energy Code, the City of Ithaca Building and Housing Code, the City of Ithaca Zoning Ordinance, the Historic Preservation Ordinance, the Flood Damage Prevention Ordinance, and the City of Ithaca Sign Ordinance. The Senior Plan Examiner acts as the Secretary to assigned City boards, such as the Building Code Board of Appeals, in the absence of superiors and in conjunction with superiors. The Senior Plan Examiner also provides assistance to the public, architects, engineers, developers, contractors, property owners, and tenants in the area of codes, building construction and occupancy issues. The review and approval of construction plans for, and inspection and approval of, projects as assigned all buildings is the responsibility of this position. The Senior Plan Examiner supervises, reviews and approves projects assigned to inspection staff. The duties of the Senior Plan Examiner are supervisory rather than administrative and, while the Senior Plan Examiner possesses the authority to interpret policy and implement departmental procedures, the Senior Plan Examiner does not establish departmental policies or create departmental procedures. Working supervision is exercised over code inspection and clerical staff as on assigned projects assigned. Does other related work as required.

**Typical Work Activities:**
Revises, checks and approves plans and specifications submitted with building permit applications for compliance with building codes, housing code, zoning ordinance, environmental review law, energy code, plumbing and electrical codes, and other applicable life safety codes prior to issuing permits;
Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;
Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;

**Staffs the public permit hours;**
Issues building permits and Certificates of Compliance;
Explains the requirements of the City of Ithaca Building Code, the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, the City of Ithaca Housing Code, the New York State Multiple Residence Law, the City of Ithaca Plumbing Code, the National Electric Code, other life safety codes and local ordinances to the public, architects, engineers, developers, contractors, property owners, and all other interested parties;
Inspects or directs the inspection of existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in preparation of materials for abating violations of the building codes and housing codes;

**Participates in required code enforcement training;**
Maintains records of acts and decisions;
Assists in the preparation of cases for prosecution for violations of codes and ordinances relating to buildings and the use and occupancy of land and buildings;
Testifies in court actions involving building and housing codes;
Typical Work Activities - continued
Assists in the preparation of periodic reports of buildings and structures erected or altered, of permits issues, of fees collected and estimated costs of work covered by such permits; for presentations to the Common Council;
Refers inquiries to other public and private agencies or offices for questions outside the jurisdiction of the Planning, Building Division, and Development Department;
Provides project-based supervision to inspection staff; Supervises the work of code inspectors, trains staff, and provides input into the hiring and/or evaluation of staff;
Reviews all permit applications before delegating work to the Code Inspectors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of, and the ability to read and interpret, building plans and specifications; thorough knowledge of the modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; thorough knowledge of the New York State Multiple Residence Law, the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, The City of Ithaca Building and Housing Code, Zoning Ordinance, Landmark Preservation Ordinance, and Flood Plain Ordinance;
working knowledge of governmental organization and jurisdiction; ability to teach the application of codes to inspectors; computer literacy; excellent reading, writing, and research skills; ability to establish and maintain cooperative and effective relationships with other public officials, building contractors and the public;
ability to maintain confidentiality; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; thoroughness; good judgment; good attention to detail; 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 Engineering, Architecture, 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and seven (7) 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. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; 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 seven (7) 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. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

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