CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, May 3, 2023
Time: 11:30 am
Location: 2nd floor conference room, City Hall

PLEASE NOTE: The elevator in City Hall is out of service and the meeting room is accessible by stairs only. Remote participation is available and encouraged, however, if you require additional accommodations, please contact the City Clerk at 607-274-6570, option 2.

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement and Adoption of Job Description: DPW – Working Supervisor – Stormwater
2. Authorization to Direct Public Hearing
3. Change in Title: Human Resources Recruitment Specialist to Talent Acquisition Specialist
4. Deletion of Special Requirement: GIAC Program Assistant
5. Addition of Special Requirement: GIAC Program Coordinator – Special Initiatives
6. Revision of Special Requirements: Police Officer
7. New Position Duties Statement and Adoption of Job Description: ICSD - Payroll Supervisor
8. New Position Duties Statement: ICSD - Payroll Coordinator (2)
9. New Position Duties Statement and Adoption of Job Description: ICSD – Food Service Courier
10. Authorization to Direct Public Hearing
11. New Position Duties Statement and Adoption of Job Description: ICSD – Executive Assistant for Athletics

Executive Session

1. Request to Accept Late Application

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
February 15, 2023

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

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

Commissioner Abrams called the meeting to order at 11:37 AM.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes from the January 4, 2023 meeting. Seconded by Commissioner Abrams. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement: ICSD – Administrative Assistant

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District. Commissioner Abrams made a motion to classify the position as Administrative Assistant. Seconded by Commissioner Thompson. Motion carried 2-0.

New Position Duties Statement: Chamberlain’s Office – Deputy City Chamberlain

The Commission reviewed and discussed a New Position Duties Statement from the City Chamberlain’s Office for an overlapping Deputy City Chamberlain position. The overlapping position will end when the current Deputy City Chamberlain retires later this year. Commissioner Thompson made a motion to classify the position as Deputy City Chamberlain. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: DPW – Senior Water Treatment Plant Operator
New Position Duties Statement: DPW – Laboratory Technician

The Commission reviewed and discussed two New Position Duties Statements from the Department of Public Works for two new positions at the Water Treatment Plant. Commissioner Abrams made a motion to classify one position as Senior Water Treatment Plant Operator and the other position as Laboratory Technician. Seconded by Commissioner Thompson. Motion carried 2-0.

New Position Duties Statement: GIAC – GIAC Program Coordinator
New Position Duties Statement: GIAC – GIAC Program Assistant (3)

The Commission reviewed and discussed four New Position Duties Statements from GIAC. Commissioner Thompson made a motion to classify one position as GIAC Program Coordinator and three positions as GIAC Program Assistants. Seconded by Commissioner Abrams. Motion carried 2-0.
Civil Service Commission  
February 15, 2023  
Page 2  

New Position Duties Statement and Adoption of Job Description: HR – Human Resources Recruitment Specialist

The Commission reviewed and discussed a New Position Duties Statement from the Human Resources Department and the proposed job description for Human Resources Recruitment Specialist. Commissioner Abrams made a motion to classify the position as Human Resources Recruitment Specialist and adopt the job description as proposed. Seconded by Commissioner Thompson. Motion carried 2-0.

Approval of Annual Report

The Commission reviewed and discussed the 2022 Annual Report to the New York State Department of Civil Service. Commissioner Abrams made a motion to approve the annual report. Seconded by Commissioner Thompson. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Abrams made a motion to go into executive session to discuss civil service examination and eligible list matters. Seconded by Commissioner Thompson. Motion carried 2-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Thompson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Abrams. Motion carried 2-0.

Assistant Superintendent of Public Works (Water and Sewer) #76-360  
Environmental Engineer #76-669  
Financial Management Assistant #63-264  
Firefighter #68-336  
Police Records Supervisor #78-355  
Police Support Specialist #67-015

Establishment of Eligible Lists

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

Assistant Director of Human Resources and Labor Relations #78-020 (1 year)  
Environmental and Landscape Planner #61-504 (1 year)  
Tenant Relations Assistant #65-870 (1 year)

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the monthly personnel transactions listed below. Seconded by Commissioner Abrams. Motion carried 2-0.
The next Civil Service Commission meeting will be held Wednesday, April 5, 2023 at 11:30 am.

With no further business, the meeting was adjourned at 12:20 pm.
City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  

New Position Duties Statement  
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. 
Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Streets &amp; Facilities</td>
<td>Highway/Stormwater Section</td>
</tr>
</tbody>
</table>

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**Job Title:** Working Supervisor – Stormwater

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>Supervises and participates in the maintenance and repair of municipal stormwater structures and systems.</td>
</tr>
<tr>
<td>10%</td>
<td>Maintains a work completed log and imports that into City GIS and Asset Management Systems</td>
</tr>
<tr>
<td>25%</td>
<td>Supervises and performs cleaning and inspection of City storm drain structures.</td>
</tr>
<tr>
<td>10%</td>
<td>Supervises and performs markout of existing Stormwater structures and piping for DlgSafeNY.</td>
</tr>
<tr>
<td>10%</td>
<td>Operates a variety of trucks in connection with the construction and maintenance of stormwater and other public works projects, including single-axle trucks such as one-ton, three-yard and Vac Truck;</td>
</tr>
<tr>
<td>5%</td>
<td>Transports personnel, equipment, machinery, tools and materials such as sand, stone, gravel, and dirt to work sites;</td>
</tr>
<tr>
<td>15%</td>
<td>Operates sidewalk snow plow trucks, snow blowers and other snow removal equipment;</td>
</tr>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

(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>Alfonso Reyes</td>
<td>Construction Engineer</td>
<td>General &amp; Direct</td>
</tr>
<tr>
<td>Laurie Ervay</td>
<td>Stormwater Engineer</td>
<td>Direct</td>
</tr>
<tr>
<td>Vacant</td>
<td>Supervisor of Streets</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEO’s, Maintainer, LEO’s, Maintenance Workers, and Seasonal Workers</td>
<td>Direct</td>
<td></td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Adams, James Everts, Mike Ellis, Ed Eaton</td>
<td>Working Supervisor, Working Supervisor – Bridges, Working Supervisor – Storm Shop</td>
<td>DPW Streets &amp; Facilities Highway Section</td>
</tr>
</tbody>
</table>

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

- **Education:**
  - High School: 12 Years
  - College: Years, with specialization in [ ]
  - College: Years, with specialization in [ ]

- **Experience:** (list amount and type)
  - 4 year construction experience with rebuilding and replacing storm drain catch basins and performing storm sewer inspection and cleaning.
  - 2 years Sidewalk Snow Removal

- **Essential knowledges, skills and abilities:**
  - Good knowledge of practices, tools and equipment of storm water conveyance infrastructure.

7. The above statements are accurate and complete.

| Date: 03/31/23 | Title: Assistant Superintendent of Public Works | Signature: Mark Verbanic |

**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:**

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

Return One Completed Copy to Civil Service Commission
WORKING SUPERVISOR – STORMWATER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the fabrication, installation, maintenance and repair of municipal stormwater conveyance infrastructure including storm piping, catch basins, and frame and grates. The incumbent plans and oversees the details of assigned work projects, and supervises public works crews and work site activities. The incumbent also directly participates in project work activities, including operating construction equipment, utilizing construction machinery and tools, and performing other manual work as needed. This position differs from that of a Maintainer in that a Working Supervisor – Stormwater has regular supervision of a public works crew, plans out assigned public works projects, and has final responsibility for the successful, efficient, and timely completion of assigned projects. The work is performed under general supervision of a higher-level public works supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of skilled, semi-skilled and unskilled public works employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the fabrication, installation, maintenance, and repair of municipal stormwater infrastructure, including catch basins, storm piping, frame and grates, valves and shutoffs;
Supervises and participates in the lay-out and placement of stormwater conveyance systems including storm piping and catch basins;
Evaluates assigned public works project, selects best approach for completing project, assigns work activities to crew and instructs crew as needed;
Observes the work performed and inspects its final completion in order to ensure safety, effectiveness and efficiency;
Consults with a higher-level public works supervisor regarding the scope, scheduling and progress of work assigned;
Coordinates project work with departmental staff, other work crews, etc.;
Creates and maintains basic records and reports relative to the work performed;
Ensures that the crew is equipped with the appropriate tools, materials and equipment;
Purchases materials for catch basin frame and grate manufacture and installation;
Ensures the security of tools, equipment and materials;
Performs skilled and semi-skilled tasks related to public works projects to which assigned;
Operates motor equipment, machinery and tools related to the work assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the common practices, tools, terminology and safety precautions associated with the fabrication, installation, maintenance and repair of municipal stormwater infrastructure; good knowledge of federal, state, and local laws, regulations, and ordinances related to stormwater collection and conveyance; good knowledge of municipal geography; ability to assign, lay-out and oversee the work of others; ability to perform skilled and semi-skilled tasks related to the public works projects to which assigned; ability to effectively and safely use tools and operate motor equipment; ability to organize and maintain accurate records and files; ability to understand and follow oral and written instructions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

Four (4) years of full-time paid experience, or its part-time paid equivalent, in the fabrication, installation, maintenance or repair of storm piping, catch basins, and/or frame and grates. Such experience must have been at the level of skilled or semi-skilled labor.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License at the time of appointment and maintenance of said license for the duration of employment.
TALENT ACQUISITION HUMAN RESOURCES RECRUITMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional human resources position responsible for developing, implementing, and conducting a comprehensive strategic recruitment program to meet current and future workforce needs and to create a fully inclusive workforce. The Talent Acquisition Human Resources Recruitment Specialist is also responsible for designing and delivering equity-focused trainings on recruitment and hiring practices that are consistent with city-wide diversity, equity, and inclusion goals. Additionally, the Talent Acquisition Human Resources Recruitment Specialist is responsible for all internal and external digital marketing strategies to attract applicants, and serves as the primary social media content creator and maintainer. The work is performed under the general supervision of the Director of Human Resources with considerable leeway allowed for the exercise of independent professional judgment in the performance of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements strategies, programs and practices to successfully recruit skilled staff;
Identifies recruitment barriers and recommends solutions and strategies to attract candidates;
Identifies and recommends improved methods, resources, and strategies to ensure equity in hiring and to achieve diversity and inclusion goals;
Networks and performs community outreach, including representing the City of Ithaca at career fairs, connecting with selected colleges and universities, participating in the Tompkins County Diversity Consortium, and attending community events;
Establishes and maintains open lines of communication with diverse groups in the community for recruitment purposes;
Designs and delivers equity-focused trainings on recruitment and hiring practices that are consistent with city-wide diversity, equity, and inclusion goals; assesses training effectiveness;
Advises managers and supervisors on best practices for creating and maintaining an inclusive and welcoming workplace for all employees;
Advises managers and supervisors on employee development strategies and programs to develop internal candidates for promotion;
Develops and disseminates internal communications on diversity, inclusion and equity events;
Develops, implements and executes internal and external digital marketing strategies to attract applicants;
Serves as the primary social media content creator and maintainer;
Develops and executes inclusive digital strategies;
Works across social media platforms with ability to identify emerging trends and translate to City operational needs;
Prepares and maintains narrative and statistical records on recruitment, hiring and retention;
Serves on search committees as appropriate or assigned;
Conducts exit interviews for exiting employees to continuously improve the City work environment.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of employee recruitment strategies and techniques; good knowledge of federal, state, and local equal opportunity employment and anti-discrimination laws, regulations, case law and policies; good knowledge of the laws, rules and regulations governing public sector hiring in New York State; good knowledge of the principles, strategies and practices of workforce diversification, equity and inclusion; good knowledge of the principles, practices and techniques used in the design and delivery of workforce training; good knowledge of social media platforms and their effective use for workforce recruitment; demonstrated skill in developing and implementing outreach and targeted recruitment programs; strong communication skills; strong interpersonal skills; creative problem-solving skills; equity lens; social media savvy; ability to effectively deliver training programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use human resources software, standard office software, and social media platforms; ability to compile, interpret and analyze recruitment, hiring, and retention data; ability to successfully work with and serve a diverse local community; physical condition commensurate with the responsibilities of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s degree in human resources management, public administration, business administration, marketing, communications, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or

B. Possession of an Associate’s degree in human resources management, public administration, business administration, marketing, communications, or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or

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

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant’s degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.
GIAC PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing entry-level work and routine program duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of the GIAC Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists GIAC program personnel in conducting a wide variety of program activities at the Greater Ithaca Activities Center;
Monitors and supervises youth, teens, children or program participants by maintaining order and ensuring safety;
Assists GIAC Program Coordinator by demonstrating the proper use of equipment to program participants;
Distributes and collects equipment or supplies;
Helps maintain discipline and structure to program;
Organizes and participates in group games and related activities;
Meets with parents or guardians on informal basis;
Assists GIAC program personnel with the chaperoning of trips and other group activities;
Acts as liaison for program activities with parents, community service agencies, schools and agencies for the purpose of promoting programs and enhancing services sponsored by GIAC;
Attends meetings, workshops and training as required;
Maintains records related to program activities;
May provide or coordinate transportation for program participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Working knowledge of the program area assigned and Greater Ithaca Activities Center objectives and goals; ability to maintain program records; ability to establish and maintain effective working relationships with others; ability to understand and follow oral and written instructions; ability to deal effectively with the public; ability to understand and empathize with the needs and concerns of others; ability to establish rapport with youth, teens and seniors; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

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 COORDINATOR – SPECIAL INITIATIVES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, implementing and overseeing community special events at the Greater Ithaca Activities Center (GIAC). The incumbent has primary responsibility for all elements that lead to the successful completion of each event, including planning, staffing, budgeting, funding, and public relations. The GIAC Program Coordinator – Special Initiatives also serves as the School-Aged Child Care (SACC) Program Director. In this role, the incumbent is administratively responsible for ensuring that all staff, programming, and facilities meet the regulations established by the New York State Office of Children and Family Services (OFCS) for licensed after-school programs. The GIAC Program Coordinator – Special Initiatives may also be assigned other programs or initiatives to support and enhance GIAC’s organizational growth and effectiveness. The work is performed under the general supervision of the GIAC Director or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision may be exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns; working supervision may be exercised over additional staff during special events. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a comprehensive strategic plan to ensure the successful implementation of GIAC special events;
Supervises staff teams associated with each special event;
Develops and manages budgets for each special event;
Develops and maintains ongoing relationships with community partners and agencies for participation in GIAC special events;
Develops and manages a pipeline for volunteers, and participates in hiring seasonal staff or interns for special events;
Prepares and disseminates accessible public information and marketing materials to promote special events;
Develops, administers and analyzes methods and procedures to monitor and evaluate program effectiveness and performance improvement;
Serves as GIAC School-Aged Child Care (SACC) Program Director;
Oversees the hiring and training of School-Aged Child Care (SACC) Program staff to ensure compliance with OCF5 regulations;
Ensures all OCF5 compliance documents, staff trainings, background checks, vaccination requirements, health protocols, classroom management regulations, and other requirements are up-to-date and implemented appropriately;
Attends SACC Directors’ meetings and trainings;
Oversees SACC program development and collaborations;
Researches, identifies and applies for local, state and federal grants and sponsorship to support special events and assigned programs;
Manages local, state and federal grants and other financial sponsorship received for timely reporting, accurate spending, and success in meeting proposed outcomes;
Supervises staff utilizing and managing registration and communication systems;
Works with the GIAC Director and other administrators to support the financial development of GIAC and staff development plans;
Manages GIAC’s membership and involvement in the National Recreation and Parks Association.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the concepts, principles, practices, methods, and techniques related to event planning and management; good knowledge of the New York State Office of Children and Family Services regulations, policies, guidelines and procedures governing licensed after-school programs; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of community partners and resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; working knowledge of governmental budgetary procedures; working knowledge of public information and public relations techniques; strong organizational skills; strong technical writing and grant writing skills; effective conflict management skills; ability to plan, organize, implement and promote multicultural community events; 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 establish rapport with people of all ages, diversified interests and cultural backgrounds; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate’s degree (or higher) in child development, elementary education, recreation, physical education, 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 directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

B. Possession of an Associate’s degree (or higher) in human services, sociology, psychology, social work, counseling, education, or a closely related field, with at least eighteen (18) credit hours in child development, elementary education, recreation or physical education, and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

C. Graduation from high school or possession of a high school equivalency diploma and possession of a New York State Children’s Program Administrator Credential, a New York State School-Age Child Care Credential, or similar credential recognized by the New York State Office of Children and Family Services, and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

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

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant’s degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.

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.
POLICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has personal responsibility in an assigned district during a specific period for the enforcement of all laws and ordinances and the protection of lives and property. The work consists primarily of routine patrol tasks. Assists in the investigation of criminal offenses and the apprehension of criminals. There is considerable independent responsibility for the exercise of sound judgment in emergency situations. However, ordinary procedures and special assignments are usually carried out under immediate supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car;
- Checks doors and windows of unoccupied business and residential property;
- Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances;
- Escorts prisoners to jail and to court, and has them booked on charges;
- Watches for and makes investigations of wanted and missing persons, and stolen cars and property;
- Directs traffic and marks cars for overtime parking;
- Maintains order in crowds and attends parades and other public gatherings;
- Answers questions for and directs the public;
- Broadcasts radio messages and sends teletype messages;
- Makes criminal investigations;
- Operates mobile data terminal;
- Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good social and general intelligence; ability to be courteous yet firm with public; ability to understand and carry out complex oral and written directions; ability to successfully work with and serve a diverse local community; a good knowledge of first aid methods; good judgment; ability to drive an automobile or motorcycle; ability or successfully work with a serve a diverse local community; skill in the use of firearms; good powers of observation and memory; excellent moral character; good physical strength; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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.
ADDITIONAL REQUIREMENTS:

1. Candidates must meet all requirements for the appointment of Police Officers which are prescribed in Section 58 of the NYS Civil Service Law, including the following:

   **AGE:** Candidates must be not less than twenty (20) years of age as of the date of appointment, nor more than thirty-five (35) years of age as of the date of the written examination. Time spent on military duty or terminal leave, not exceeding a total of seven (7) six-(6) years, may be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday, as provided for in Section 243.10(a) of New York State Military Law.

   **MEDICAL AND PHYSICAL FITNESS STANDARDS:** Candidates must meet the medical, psychological fitness, and physical fitness requirements prescribed by the Municipal Police Training Council.

2. Candidates must meet all requirements for the appointment of Public Officers which are prescribed in Sections 3 and Section 30 of the NYS Public Officer Law, including the following:

   **CRIMINAL RECORD:** Conviction of a felony will bar candidates from appointment, and conviction of a misdemeanor may bar candidates from appointment.

   **CITIZENSHIP:** Candidates must be a United States Citizen at the time of appointment.
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.

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<th>1. Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Ithaca City School District</td>
<td>Administration Bldg, 400 Lake Street Ithaca, NY</td>
</tr>
</tbody>
</table>

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

<table>
<thead>
<tr>
<th>Job Title: Payroll Supervisor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>· Supervises employees by assigning work to employees and assisting them with unusual or difficult problems;</td>
</tr>
<tr>
<td></td>
<td>· Supervises and assists in the maintenance of a complete payroll record for each employee including all payroll deductions such as health insurance, social security tax, savings bonds, retirement, etc.;</td>
</tr>
<tr>
<td></td>
<td>· Examines and checks payroll deductions;</td>
</tr>
<tr>
<td></td>
<td>· Makes all changes to the master computer payroll file such as address changes, exemptions, budget codes, etc.;</td>
</tr>
<tr>
<td></td>
<td>· Does billing for the Tax Shelter Annuity Program;</td>
</tr>
<tr>
<td></td>
<td>· Prepares a variety of records and reports related to the payroll process, for instance, Federal and State tax reports;</td>
</tr>
<tr>
<td></td>
<td>· Prepares W-2 forms annually;</td>
</tr>
<tr>
<td></td>
<td>· Supervises Payroll Coordinators and other employees within the payroll department;</td>
</tr>
<tr>
<td></td>
<td>· Operates computing, calculating, check writing and other office machines;</td>
</tr>
<tr>
<td></td>
<td>· Files various payroll related information;</td>
</tr>
<tr>
<td></td>
<td>· Answers all written requests from employees concerning payroll related information;</td>
</tr>
<tr>
<td></td>
<td>· Types forms, letters, reports and other materials;</td>
</tr>
<tr>
<td></td>
<td>· Operates an alphanumeric keyboard to transcribe data directly into the computer.</td>
</tr>
</tbody>
</table>

(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>Amanda Verba</td>
<td>Chief Operations Officer/ School Business Executive</td>
<td>Direct</td>
</tr>
<tr>
<td>Sydney Wade</td>
<td>School Business Administrator</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Coordinator 1</td>
<td></td>
</tr>
<tr>
<td>Payroll Coordinator 2</td>
<td></td>
</tr>
<tr>
<td>Deputy Treasurer or Senior Account Clerk Typist</td>
<td></td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kymberlee Zimmer</td>
<td>Central Business Office Executive</td>
<td>TST Boces</td>
</tr>
</tbody>
</table>

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

(Please see "Experience," below)

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

Experience: (list amount and type)

MINIMUM QUALIFICATIONS: Possession of an Associate’s degree or higher awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education and five (5) years of full-time, paid experience, or its part-time equivalent, preparing, processing and/or maintaining payroll accounts and records in the public sector.

NOTE: Successfully completed degree in accounting, business administration, or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for up to two (2) year of the required work experience. Thirty (30) credit hours of college coursework in the above fields may be substituted for one (1) year of full-time work experience.

Essential knowledge, skills and abilities:

The Ithaca City School District is committed to eliminating race, class and disability as predictors of workplace success. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support all efforts of diversity, equity, and inclusion.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 4/19/2023

Title: Chief Operations Officer

Signature: [Signature]

Amanda Verba
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: ____________________________

Action by Legislative Body or Other Approving Authority

9. Creation of described position

   ☐ Approved
   ☐ Disapproved

   Date: ____________________________  Signature: ____________________________

Return One Completed Copy to Civil Service Commission
PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for coordinating, directing and overseeing the preparation of the agency payroll and payroll reports to ensure accurate and timely processing. The work includes the supervision of a small staff and includes assigning and reviewing work, and training and instructing staff, as well as the direct performance of payroll processing tasks as needed. The Payroll Supervisor oversees the management of a computerized payroll system, including the implementation of software updates, the maintenance of parameter tables, and similar tasks. The Payroll Supervisor maintains professional contact with outside agencies, including retirement systems to ensure proper payment and member crediting, as well as local financial institutions and State and Federal Agencies for the purpose of earnings and tax reporting. The work is performed under the general supervision of the School Business Executive with leeway allowed for the exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Supervision is exercised over the work of Payroll Coordinators and other subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises employees by assigning work to employees and reviewing work for accuracy;
Trains and instructs employees, and assists them with unusual or difficult problems;
Supervises and participates in the preparation and maintenance of a complete payroll record for each employee, including all payroll deductions such as health insurance, social security tax, savings bonds, retirement, etc.;
Examines and checks payroll deductions;
Makes all changes to the master computer payroll file such as address changes, exemptions, budget codes, etc.;
Does billing for the Tax Shelter Annuity Program;
Prepares a variety of records and reports related to the payroll process, for instance, Federal and State tax reports;
Prepares W-2 forms annually;
Supervises Payroll Coordinators and other clerical employees;
Operates computing, calculating, check writing and other office machines;
Files various payroll related information;
Answers written requests from employees concerning payroll related information;
Types forms, letters, reports and other materials;
Operates an alphanumeric keyboard to transcribe data directly into the computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern methods used in maintaining and processing payroll accounts and records; good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to supervise the work of others; ability to make complex arithmetic computations accurately; ability to organize and maintain accurate records and files; ability to perform close, detail work involving considerable visual effort and concentration; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration, or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, preparing, processing and/or maintaining payroll accounts and records in the public sector; or

B. 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, preparing, processing and/or maintaining payroll accounts and records in the public sector; or

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

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for up to two (2) years of the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience. The coursework must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's coursework was completed at an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.
City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Ithaca City School District</td>
<td>Administration Bldg., 400 Lake Street Ithaca, NY</td>
</tr>
</tbody>
</table>

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Makes all changes to the master computer payroll file such as wage changes, address changes, exemptions, budget codes, etc.; Reviews weekly payroll entries before transferring file for payroll preparation;</td>
</tr>
<tr>
<td>10%</td>
<td>Maintains a complete payroll record for each employee including all payroll deductions such as social security tax, savings bonds, retirement, credit union, union dues, child support, garnishees, etc.</td>
</tr>
<tr>
<td>5%</td>
<td>Inputs necessary information into computer system to generate checks for payroll; Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions; Operates a personal computer, peripheral equipment and other related office equipment; Performs related clerical and account-clerical duties as required.</td>
</tr>
<tr>
<td>45%</td>
<td>Prepares and maintains a variety of records pertaining to payroll activities;</td>
</tr>
<tr>
<td>2%</td>
<td>Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares monthly retirement report for NYS Retirement System;</td>
</tr>
<tr>
<td>5%</td>
<td>Works in cooperation with departmental payroll preparers in program usage and assists them with unusual or difficult problems; Responds to inquiries from employees, department heads and outside agencies concerning payroll related personnel matters;</td>
</tr>
<tr>
<td>2%</td>
<td>Prepares W-2 forms annually;</td>
</tr>
<tr>
<td>1%</td>
<td>Processes direct deposit transactions for employees electing this payment method;</td>
</tr>
</tbody>
</table>

(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>Emily Shipe</td>
<td>Treasurer/Payroll Supervisor</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
  - Please see attached
  - Graduation from high school or possession of a high school equivalency diploma and two (2) years of full time paid experience, or its part-time equivalent, preparing, processing and/or maintaining payroll payroll accounts and records in a public school district setting.

  - Experience working with employee benefits in a public school district setting is preferred.

- **Essential knowledge, skills and abilities:**

  - The Ithaca City School District is committed to eliminating race, class and disability as predictors of workplace success. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support all efforts of diversity, equity, and inclusion.

- **Type of license or certificate required:** Please see attached

7. **The above statements are accurate and complete.**

   **Date:** 4/19/2023  **Title:** Chief Operations Officer  **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:**

---

9. **Action by Legislative Body or Other Approving Authority**

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9. **Creation of described position**
PAYROLL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the independent performance of specialized account-clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The incumbent coordinates, prepares and processes the weekly City-wide payroll and all related reports. The work is performed under the general supervision of the Controller or Deputy Controller in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. A high degree of accuracy is critical to this position. Supervision is not a responsibility of this class, although direction may be given to payroll preparers from other departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes all changes to the master computer payroll file such as wage changes, address changes, exemptions, budget codes, etc.;
Reviews weekly payroll entries before transferring file for payroll preparation;
Maintains a complete payroll record for each employee including all payroll deductions such as social security tax, savings bonds, retirement, credit union, union dues, child support, garnishees, etc.
Inputs necessary information into computer system to generate checks for payroll;
Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions;
Prepares and maintains a variety of records pertaining to payroll activities;
Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;
Prepares monthly retirement report for NYS Retirement System;
Trains departmental payroll preparers in program usage and assists them with unusual or difficult problems;
Responds to inquiries from employees, department heads and outside agencies concerning payroll related personnel matters;
Prepares W-2 forms annually;
Processes direct deposit transactions for employees electing this payment method;
Operates a personal computer, peripheral equipment and other related office equipment;
Performs related clerical and account-clerical duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern methods used in maintaining and processing payroll accounts and records; good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; working knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to organize and maintain accurate records and files; ability to perform close, detail work involving considerable visual effort and concentration; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its part-time equivalent, preparing, processing and/or maintaining payroll accounts and records.

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for up to one (1) year of the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience. The coursework must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant’s coursework was completed at an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.
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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>Service</td>
<td>Beavlin Middle School</td>
</tr>
</tbody>
</table>

**City of Ithaca Civil Service Commission**  
108 East Green Street - Ithaca, NY 14850

**New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Operates a light delivery truck in connection with the transporting of school district food supplies and equipment</td>
</tr>
<tr>
<td>5</td>
<td>Checks operating condition of vehicle before starting a trip</td>
</tr>
<tr>
<td>5</td>
<td>Reports any mechanical defect to immediate supervisor</td>
</tr>
<tr>
<td>5</td>
<td>Maintains simple records and prepares reports relating to duties</td>
</tr>
<tr>
<td>50</td>
<td>Perform food service helper duties when not involved in driving</td>
</tr>
</tbody>
</table>

(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>Beth Krause</td>
<td>Director of School Lunch</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
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</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Education and Experience:**
  - □ High school graduation and ___ years of experience
  - □ Associate's degree in [ ] and ___ years of experience
  - □ Bachelor's degree in [ ] and ___ years of experience
  - □ Master's degree in [ ] and ___ years of experience

- **Experience:** (list type)
  - One year of experience in the operation of a light motor vehicle

- **Essential knowledges, skills and abilities:**
  - Good knowledge of the operation of light motor vehicle
  - Good knowledge of driving safety practices & traffic laws & regulations
  - Working knowledge of the proper methods of serving food
  - Ability to operate light automotive equipment under all driving & road conditions

- **Type of license or certificate required:** New York State motor vehicle operators license

7. **The above statements are accurate and complete.**

| Date: 3/30/23 | Title: Administration Officer | 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: 3/30/23 | Signature: [ ] |

Return one completed copy to Civil Service Commission
FOOD SERVICE COURIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the collection, transportation and delivery of food supplies and equipment within the Ithaca City School District. Food Service Couriers are also responsible for monitoring the operating condition of the vehicle and reporting mechanical defects to the supervisor. When not performing courier duties, the incumbent performs food service tasks including preparing and serving food in school cafeterias, cashiering, and cleaning kitchens, dining areas, equipment and utensils. The work is performed under the general supervision of a School Lunch Director or School Lunch Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a light delivery truck in connection with the transport of school district food supplies and equipment between schools;
Checks operating condition of vehicle before starting a trip;
Reports any mechanical defects to immediate supervisor;
Cleans vehicle and delivers vehicle for scheduled maintenance and refueling;
Maintains simple records and prepares reports relating to duties;
When not involved in driving, prepares and serves food in school cafeterias;
When not involved in driving, performs cashiering duties in school cafeterias;
When not involved in driving, cleans kitchens, dining areas, equipment and utensils.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Working knowledge of the operation and care of light motor vehicles; working knowledge of safe driving practices and traffic laws and regulations; working knowledge of sanitary practices and procedures of food handling and storage; working knowledge of cleaning techniques and dishwashing methods; ability to drive safely and skillfully under all driving and road conditions; ability to lift deliveries with or without reasonable accommodation; ability to follow simple oral and written instructions; ability to communicate effectively as required in the performance of job duties; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: None

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.
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 typewritten copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics Department</td>
<td>Ithaca City School District</td>
<td>Athletics Office</td>
</tr>
</tbody>
</table>

2. **Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**Job Title:** Executive Assistant for Athletics

The work involves responsibility for performing highly complex administrative support duties and tasks to further the overall work of the department or program assigned. Incumbents typically serve as a personal administrative and business details and resolving day-to-day operational problems. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet and query and generate reports as required to support technical and professional staff involved in a program.

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Supporting the work of the Director by 20%</td>
</tr>
<tr>
<td></td>
<td>◦ Managing the Director’s calendar;</td>
</tr>
<tr>
<td></td>
<td>◦ Coordinating and overseeing all mandatory district trainings including Right to Know, DASA and safety protocols;</td>
</tr>
<tr>
<td></td>
<td>◦ Scheduling staff meetings and preparing agendas/ordering food etc.</td>
</tr>
<tr>
<td></td>
<td>• Maintaining the Athletic Office budget 20%</td>
</tr>
<tr>
<td></td>
<td>◦ Monthly reporting to the Director;</td>
</tr>
<tr>
<td></td>
<td>◦ Processing all budgetary transactions;</td>
</tr>
<tr>
<td></td>
<td>◦ Entering and processing all purchase orders;</td>
</tr>
<tr>
<td></td>
<td>◦ Payment of officials;</td>
</tr>
<tr>
<td></td>
<td>◦ Management of league dues, invitational and postseason participation</td>
</tr>
<tr>
<td></td>
<td>• Event Management 20%</td>
</tr>
<tr>
<td></td>
<td>◦ Scheduling all events;</td>
</tr>
<tr>
<td></td>
<td>◦ Arranging Transportation for all events;</td>
</tr>
<tr>
<td></td>
<td>◦ Facility coordination;</td>
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<td></td>
<td>◦ Use of the Master Library database for scheduling/processing all events;</td>
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<td>◦ Coordination of coaches;</td>
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<td>◦ Develop and implementation of digital ticketing system</td>
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<td>• Personnel support in collaboration with the Director 20%</td>
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<td>◦ New hire posting tasks;</td>
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<tr>
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<td>◦ New hire onboarding;</td>
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<td>◦ Staff evaluation coordination;</td>
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<td>◦ Regular staff meeting scheduling, agenda forming, preparation and notetaking.</td>
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</table>

Additional tasks: **20% for listed tasks in this category**

• Prepares responses to letters concerning programs, policies and procedures for own or supervisor’s signature; 5%

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<tbody>
<tr>
<td>Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;</td>
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</table>
Develops, maintains and updates computerized records containing information required for specialized programs;
Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
- Schedules and arranges travel and accommodations for Director of Athletics and Wellness Coordinates the maintenance of and prepares department, purchasing, personnel and attendance records;5%  
- Establishes and implements office procedures and maintains efficient work flow;10%  
Designs, sets up and maintains files of correspondence, documents and records;  
Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;  
Prepares reports using statistical and narrative information;  
Monitors and tracks the status of various program activities;  
Prepares correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;  
Monitors expenditures to maintain budgetary controls;  
Orders office supplies and maintains an inventory of supplies and equipment.

(Attach additional sheets if more space is needed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha Little</td>
<td>Director of Athletics and Wellness</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrative Assistant</td>
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<tr>
<td></td>
<td>Administrative Assistant</td>
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</tbody>
</table>
5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
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</table>

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

**Education:**

- High School: __________ Years
- College: __________ Years, with specialization in __________
- College: __________ Years, with specialization in __________

**Experience:** (list amount and type)

A. 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 secretarial science, office management, office technology, business administration, sports administration or a closely related field and two (2) years of full-time paid clerical experience, or its part-time and/or volunteer equivalent, which involved event management or similar scheduling coordination with the operation of a various computer software, programs, and website portals;

or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**Essential knowledges, skills and abilities:**

- Experience working independently
- Ability to make independent decisions
- Effective communication with various stakeholders
- Highly organized and able to multitask

**Type of license or certificate required:** none

7. The above statements are accurate and complete.

**Date:** 04/12/23  **Title:** Director of Athletics and Wellness  **Signature:** Samantha Little

**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:** 04/12/23  **Signature:**

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position
EXECUTIVE ASSISTANT FOR ATHLETICS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex administrative support duties and tasks to further the overall work of the Athletics and Wellness Office of the Ithaca City School District. The incumbent supports the work of the Director of Athletics and Wellness by relieving the Director of administrative and business details, scheduling and coordinating athletic events, supervising subordinate clerical staff, and resolving day-to-day operational issues. Additionally, the incumbent is responsible for entering and retrieving information from a computer database/spreadsheet and query and generating reports as required to support the program. The work is performed under the general supervision of the Director of Athletics and Wellness with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the Director's calendar;
Schedules and arranges travel and accommodations for Director of Athletics and Wellness;
Schedules staff meetings, prepares agendas, orders food, takes minutes;
Coordinates and oversees mandatory district trainings, including Right to Know, DASA, and safety protocols;
Maintains the Athletics and Wellness Office budget; monitors expenditures to maintain budgetary control; provides monthly reports to the Director;
Processes all budgetary transactions; enters and processes purchase orders;
Prepares and maintains Athletics and Wellness Office payroll, personnel and attendance records;
Oversees payment of sports officials and maintains appropriate records;
Manages and coordinates league dues, invitations, and postseason participation;
Schedules athletic and wellness events;
Coordinates facilities and arranges transportation for events;
Coordinates coaches for events;
Develops, implements and manages digital ticketing system;
Supervises, instructs and evaluates subordinate clerical staff;
Conducts onboarding of new hires;
Responds to routine inquiries about programs, policies and procedures;
Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate person or office;
Develops, maintains and updates computerized records containing information required for specialized programs;
Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
Establishes and implements office procedures and maintains efficient work flow;
Designs, sets up and maintains files of correspondence, documents and records;
Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;
Prepares reports using statistical and narrative information;
Monitors and tracks status of various program activities;
Prepares correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;
Orders office supplies and maintains inventory of supplies and equipment.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern office terminology, procedures, equipment and business English; good knowledge of the principles and techniques of office management and clerical processing; good knowledge of standard office software applications, including database, spreadsheet, word processing and desktop publishing applications; good knowledge of the department's programs, objectives and goals; good knowledge of the policies, procedures, rules and regulations of the department; working knowledge of methods and procedures of keeping financial accounts and records; working knowledge of public information and public relations techniques; working knowledge of business arithmetic; ability to handle administrative details independently including the composition of letters and memoranda; ability to supervise the work of others; ability to analyze and summarize information in both narrative and numerical form; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to compile data and background information; ability to design and maintain filing systems; ability to maintain program accounts and budgetary data; 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 prepare and maintain complex records; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
A. Possession of a Bachelor's degree in office management, office technology, business administration, public administration, management, sports management, exercise science, recreation, physical education, or a closely related field with similar course curriculum; or

B. Possession of an Associate's degree in secretarial science, office management, office technology, business administration, public administration, sports management, exercise science, recreation, physical education, 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, which involved event management or similar scheduling coordination with the operation of computer software and website portals; or

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or

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

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.