CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, May 31, 2023
Time: 11:30 am
Location: 2nd floor conference room, City Hall

AGENDA

Approval of Minutes

Public Hearings

Public hearing on proposed amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules - Addition of Food Service Couriers to the non-competitive class

Public hearing on proposed amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules - Addition of Working Supervisor - Stormwater to the non-competitive class

New Business

1. Resolution to Amend Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules – Addition of Food Service Couriers to the non-competitive class
2. Resolution to Amend Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules – Addition of Working Supervisor – Stormwater to the non-competitive class
3. Revision of Special Requirement – Food Service Courier
5. New Position Duties Statement: ICSD – Microcomputer Technician
6. New Position Duties Statement and Adoption of Job Description: IPD – Crime Analyst
7. New Position Duties Statement and Adoption of Job Description: ICSD – School Lunch Specialist
8. New Position Duties Statement and Adoption of Job Description: ICSD – Executive Chef (to be provided)
9. Authorization to Direct Public Hearing
10. Revision of Minimum Qualifications – Supervising Customer Service Representative (to be provided)
Executive Session

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
April 5, 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 11:48 AM.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes from the February 15, 2023 meeting. Seconded by Commissioner Abrams. Motion carried 2-0.

NEW BUSINESS

Revision of Minimum Qualifications and Special Requirement – Electrical Inspector

The Director of Code Enforcement and current Electrical Inspector have reviewed the minimum qualifications and special requirements for the Electrical Inspector position, and have recommended revisions to align the qualifications and special requirements with current practices and standards. After review and discussion, Commissioner Abrams made a motion to amend the minimum qualifications and special requirements to the following:

MINIMUM QUALIFICATIONS:

A. Possession of an Associate’s degree in electrical construction, electrical technology or closely related field AND five (5) years of full-time paid experience, or its part-time paid equivalent, as an electrician; or

B. Graduation from high school or possession of a high school equivalency diploma AND possession of certifications from the International Association of Electrical Inspectors as an Electrical Inspector for one and two family dwellings and as an Electrical Inspector for general construction AND five (5) years of full-time paid experience, or its part-time paid equivalent, as an electrician; 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, as an electrician, at least one (1) year of which must have included inspecting or supervising residential and commercial electrical 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.nv.gov/jobseeker/degrees.cfm](https://www.cs.nv.gov/jobseeker/degrees.cfm). Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENTS:**

A. Candidates must obtain certification from the City of Ithaca as a Licensed Electrician within two years of the date of appointment and must maintain said certification 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 twelve months of permanent appointment, and must maintain said certification for the duration of employment.

C. 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.

Seconded by Commission Thompson. Motion carried 2-0.

**Revision of Special Requirement: Building Inspector, Code Inspector, Housing Code Supervisor, Housing Inspector, Plumbing Inspector, Senior Code Inspector, Senior Plan Examiner**

The positions of Building Inspector, Code Inspector, Housing Code Supervisor, Housing Inspector, Plumbing Inspector, Senior Code Inspector, and Senior Plan Examiner are all required to obtain certification as a Code Enforcement Official from the New York State Department of State. The Department of State has reduced the time period for obtaining this certification from eighteen months to twelve months, effective April 27, 2023. Commissioner Thompson made a motion to amend the relevant special requirement on each of these job descriptions to read as follows:

"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 twelve months of permanent appointment, and must maintain said certification for the duration of employment."

Seconded by Commissioner Abrams. Motion carried 2-0.
Change in Title and Revision of Special Requirement – Director of Code Enforcement

The Commission reviewed and discussed a request to restore the previous title of Director of Code Enforcement to the position that was retitled Supervisor of Buildings and Code Enforcement in April 2021. The Director of Code Enforcement title is more reflective of the managerial status of the position, and the position title has remained Director of Code Enforcement in the City Charter. The time period for the position to become certified as a Code Enforcement Official also needs to be amended to reflect the updated state regulation. Commissioner Abrams made a motion to change the title of the Supervisor of Buildings and Code Enforcement position back to its original title of Director of Code Enforcement, and to amend the time period for obtaining NYS Code Enforcement Official certification to twelve months. Seconded by Commissioner Thompson. Motion carried 2-0.

Reclassification Request: IPD – Financial Clerk to Administrative Assistant

The Commission reviewed and discussed the proposed reclassification of the Financial Clerk position at the Ithaca Police Department to Administrative Assistant. Commissioner Abrams made a motion to reclassify the position to Administrative Assistant. Seconded by Commissioner Thompson. Motion carried 2-0.

New Position Duties Statement: ICSD – Administrative Assistant (3)

The Commission reviewed and discussed New Position Duties Statements from the Ithaca City School District for new positions at Belle Sherman Elementary School, Boynton Middle School and South Hill Elementary School. Commissioner Thompson made a motion to classify all three positions as Administrative Assistants. Seconded by Commissioner Abrams. Motion carried 2-0.

Update of Job Description – Director of Sustainability

The Commission reviewed and discussed proposed updates to the Director of Sustainability job description. The updates do not change the overall scope or nature of the position; they provide more concrete detail on the purpose and goals of the position. Commissioner Thompson made a motion to revise the Director of Sustainability job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: GIAC – GIAC Program Coordinator – Special Initiatives

The Commission reviewed and discussed a New Position Duties Statement from GIAC and the proposed job description for GIAC Program Coordinator – Special Initiatives. Commissioner Abrams made a motion to classify the position as GIAC Program Coordinator – Special Initiatives and adopt the job description as proposed. 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 Abrams made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 2-0.

- Assistant Fire Chief #70-953
- Deputy Fire Chief #79-027
- Deputy Fire Chief #82-723
- Facilities and Maintenance Manager #84-542

Establishment of Eligible Lists

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

- Community Service Officer #62-448 (1 year)
- Electrical Technician #62-347 (1 year)
- Information Management Specialist #62-815 (1 year)
- Parking Operations Supervisor #79-115 (1 year)
- Public Information Specialist – Ithaca City School District #65-725 (1 year)

Addition of Candidates to Continuous Recruitment Eligible Lists

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

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, May 3, 2023 at 11:30 am.

With no further business, the meeting was adjourned at 12:18 pm.
LEGAL NOTICE

CITY OF ITHACA CIVIL SERVICE COMMISSION PUBLIC HEARING

Pursuant to Section 20 of the New York State Civil Service Law, the City of Ithaca Civil Service Commission will hold a public hearing on Wednesday, May 31, 2023 at 11:30 am in the 2nd floor conference room, City Hall, 108 East Green Street, Ithaca NY, for the purpose of amending the City of Ithaca Civil Service Rules by adding the title of Food Service Couriers to the non-competitive class.

All interested parties and citizens for or against the adoption of this change to the City of Ithaca Civil Service Rules are invited to attend and be heard.

Valerie W. Saul
Deputy Director of Human Resources
May 10, 11, 12, 2023
LEGAL NOTICE

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All interested parties and citizens for or against the adoption of this change to the City of Ithaca Civil Service Rules are invited to attend and be heard.

Valerie W. Saul
Deputy Director of Human Resources
May 10, 11, 12, 2023
Resolution for Amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules

At a meeting of the Ithaca Civil Service Commission held on May 31, 2023, the following resolution was adopted:

WHEREAS, the Ithaca Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Ithaca Civil Service Rules; and

WHEREAS, the City of Ithaca Civil Service Commission duly advertised and held a public hearing on May 31, 2023 for the purpose of amending Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules by adding the title of Food Service Couriers to the non-competitive class, and

WHEREAS, the Ithaca Civil Service Commission took public comment on the proposed amendment into consideration, and

WHEREAS, the Ithaca Civil Service Commission supports the proposed amendment,

NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the title of Food Service Couriers be added to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules.

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this Commission and are complete and accurate. We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This Commission supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Dated: May 31, 2023

Barbara Abrams, Chairperson

Catherine Thompson, Commissioner

Valerie Saul, Executive Secretary

MAYOR’S APPROVAL:

__________________________________________
Laura Lewis, Mayor

Date: ____________________
Resolution for Amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules

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WHEREAS, the City of Ithaca Civil Service Commission duly advertised and held a public hearing on May 31, 2023 for the purpose of amending Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules by adding the title of Working Supervisor – Stormwater to the non-competitive class, and

WHEREAS, the Ithaca Civil Service Commission took public comment on the proposed amendment into consideration, and

WHEREAS, the Ithaca Civil Service Commission supports the proposed amendment,

NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the title of Working Supervisor - Stormwater be added to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules.

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this Commission and are complete and accurate. We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This Commission supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Dated: May 31, 2023

____________________________  ______________________________
Barbara Abrams, Chairperson  Catherine Thompson, Commissioner

Valerie Saul, Executive Secretary

MAYOR'S APPROVAL:

____________________________  ______________________________
Laura Lewis, Mayor  Date: ____________________
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: Candidates must possess 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 must obtain a 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 within twelve (12) months of appointment. Said licenses must be maintained 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 one typed copy to this Commission.

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### 1. Department
- **Technology**

### 2. Description of Duties:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Systems Administrator</th>
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<tbody>
<tr>
<td>Job Duty</td>
<td>See Attached</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>Zachary Lind</td>
<td>Chief Information Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Peter Stromberg</td>
<td>Assistant Director of Technology</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

<table>
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<th>Name</th>
<th>Title</th>
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### 5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>BOCES STAFF</td>
<td>Network Admin</td>
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</tbody>
</table>

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

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

See description for more specifics

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

See attached position description (on file with Ithaca HR)

**Essential knowledge, skills and abilities:**

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

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: 

Jurisdictional Classification: 

Date: 

Signature: 

Return One Completed Copy to Civil Service Commission
SYSTEMS ADMINISTRATOR

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

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

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

A. Possession of a Bachelor's Degree in Computer Science, Information Science or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; or

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

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; or

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

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.

1. Department: Technology
   Division: Location of Position
   Technology: Technology
   602 Hancock Street

2. Description of Duties:
   Job Title: Microcomputer Technician
   Provides basic help desk support/troubleshooting for all devices, software and tech service.
   25%-Assists with the installation and maintenance of district networking hardware and software.
   25%-Assists with set up and maintenance of labs/chromebooks.
   20%-Sort, fix and maintain chromebook and other tech device inventory.

   (Attach additional sheets if more space is needed)

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

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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)
   Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or
   Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or
   Any equivalent combination of training and experience as defined by the limits of (a) and (b).

   Essential knowledge, skills and abilities:
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: 5/17/23

Signature:

Return One Completed Copy to Civil Service Commission
MICROCOMPUTER TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing technical support for the educational and administrative computer hardware and software maintained by the Ithaca City School District. The position differs from that of Microcomputer Specialist by its more limited scope of responsibility and activity. The work is performed under the general supervision of the Director of Information and Instructional Technology. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with installations, maintenance and troubleshooting of district hardware systems;
Assists with installations, maintenance and troubleshooting of district application software;
Assists with set-ups and maintenance of mini-lab environments;
Assists with the installation and maintenance of district networking hardware and software;
Assists in the maintenance of the annual district-wide hardware and software inventories;
Provides help desk support for computer users for hardware and software;
Assists in software testing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good technical knowledge of micro-computer hardware; good technical knowledge of computer peripherals, including printer types and styles, CD-ROMs, LCD Panels, Laser Disk Players, etc.; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of microcomputer operating systems, including DOS, Windows, Macintosh, Windows NT, etc.; good technical knowledge of District software applications, including word-processing, database, spreadsheet, electronic mail, multimedia, and networking software; excellent interpersonal, oral and written communication skills; ability to establish effective working relationships with others; ability to communicate technical information to others; ability to analyze and solve problems relating to computer operations; versatility; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or

B. Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or

C. Any equivalent combination of training and experience as defined by the limits of (a) and (b).
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 1976.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Division</th>
<th>Location of Position</th>
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<tbody>
<tr>
<td>Ithaca Police Department</td>
<td>Investigations</td>
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</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 last column, estimate how the total working time is divided.

**Job Title**: Crime Analyst

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td><strong>Data Research and Analytics</strong></td>
</tr>
<tr>
<td></td>
<td>Review and gather large amounts of data utilizing crime maps, police reports, computer-aided dispatch, and interviews. Create, maintain and update a database of criminal activity based on various points of information. Utilize data analysis software including GIS. Use database research techniques to identify, predict, and help prevent crime. Provides strategic, statistical, and investigative support to police by developing ways of reducing criminal activities. Interprets data into actionable information.</td>
</tr>
<tr>
<td>30%</td>
<td><strong>Digital Evidence Analysis</strong></td>
</tr>
<tr>
<td></td>
<td>Review and analyze surveillance video, social media content, and other digital evidence in furtherance of adding efficiency to criminal investigations.</td>
</tr>
<tr>
<td>20%</td>
<td><strong>Generating Reports and Presenting Findings</strong></td>
</tr>
<tr>
<td></td>
<td>Compile reports based on research analysis, and Intelligence gathering. Present findings to law enforcement, elected officials and community in an understandable way (graphs, maps, statistics). Prepare reports for IPD Division Leaders as well as the Chief of Police.</td>
</tr>
<tr>
<td>10%</td>
<td><strong>Review Evidence Files</strong></td>
</tr>
<tr>
<td></td>
<td>Review evidence file reports and analyze status for retention, release or destruction at the direction of the Evidence Custodian.</td>
</tr>
</tbody>
</table>
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>Theodore Schwartz</td>
<td>Lieutenant for Investigations</td>
<td>General</td>
</tr>
</tbody>
</table>

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

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

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dana Haff</td>
<td>Investigator</td>
<td>IPD</td>
</tr>
<tr>
<td>Ben Buck</td>
<td>Investigator</td>
<td>IPD</td>
</tr>
<tr>
<td>Greg Herz</td>
<td>Investigator</td>
<td>IPD</td>
</tr>
<tr>
<td>James Balyszak</td>
<td>Investigator</td>
<td>IPD</td>
</tr>
<tr>
<td>Matt Schweiger</td>
<td>Investigator</td>
<td>IPD</td>
</tr>
</tbody>
</table>

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

**Education:**
- High School _______ Years
- College _______ Years, with specialization in Criminal justice, statistics, sociology, computer science, data analytics, or related
- College _______ Years, with specialization in

**Experience:** (list amount and type)
- 4 years working in law enforcement, data analysis, intelligence collection and analysis, data analysis and organization, experience working with confidential information and in a confidential environment.

**Essential knowledge, skills and abilities:**
- Ability to work independent and in a team setting
- Countering crime & GIS and data analytics programs
- A strong grasp of statistical methodologies
- Pattern recognition abilities
- Demonstrated good judgement and logical thinking
- Prepare information and intelligence for investigative leads (confidential) and public dissemination (unrestricted)
- Ability to differentiate between sensitive restricted and unrestricted information and data
- Ability to coordinate with multiple outside organizations
Type of license or certificate required:

The above statements are accurate and complete.

Date: 5/12/23  Title: Acting Chief of Police  Signature: [Signature]

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: ____________________________________

Jurisdictional Classification: ____________________________________

Date: ____________________  Signature: ____________________

Return One Completed Copy to Civil Service Commission
CRIME ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for gathering, interpreting, categorizing, and mapping crime incident data using a variety of techniques. The Crime Analyst creates and maintains an updated database of criminal activity. The Crime Analyst evaluates and analyzes the assembled data to identify patterns and trends in crime and criminal activities, in order to assist operational and administrative personnel in developing strategies to combat, reduce and prevent crime. The Crime Analyst prepares narrative and statistical reports, maps, and presentations, and disseminates crime-related data and information both internally and externally. The work is performed under the general supervision of supervisory law enforcement personnel with leeway allowed for the exercise of independent judgment in the performance of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers and assembles data on criminal activity, utilizing crime maps, police reports, computer-aided dispatch, and related sources;

Creates, maintains, and updates a database of criminal activity;

Analyzes data and identifies crime patterns and trends; interprets data into actionable information;

Identifies emerging or existing crime problems and patterns using statistical calculations, graphing and mapping methods;

Uses database research techniques to identify, predict and help prevent crime;

Prepares maps reflecting crime and criminal activity utilizing GIS and related platforms;

Provides strategic, statistical and investigative support to police to assist in developing strategies to reduce criminal activity;

Reviews and analyzes surveillance video, social media content, and other digital evidence in furtherance of adding efficiency to criminal investigations;

Prepares narrative and statistical reports based on data analysis and intelligence gathering; presents findings to law enforcement, elected officials and community in an understandable way;

Reviews evidence file reports and analyzes status for retention, release or destruction at the direction of the evidence custodian.

Conducts research, analysis, and prepares a variety of studies and reports as requested on topics of interest to law enforcement agencies to assist them in decision-making;

Attends and participates in intra/interagency meetings and conferences as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the criminal justice system and criminal behavior; good knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; pattern recognition abilities; ability to interpret crime statistics; ability to collect, analyze and evaluate data, both qualitatively and quantitatively; ability to effectively use GIS mapping software; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to present data, reports and comments clearly and concisely both orally and in writing; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to establish and maintain effective working relationships; 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 a Bachelor's degree in Criminal Justice, Criminology, Sociology, Public Administration, Statistics, Mathematics, Computer Science, Information Technology, Data Analytics, Geographic Information Systems, Geospatial Technology, or a related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, in data collection and analysis, intelligence collection and analysis, or statistical research; or

B. Possession of an Associate's Degree in Criminal Justice, Criminology, Sociology, Public Administration, Statistics, Mathematics, Computer Science, Information Technology, Data Analytics, Geographic Information Systems, Geospatial Technology, or a related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid equivalent, in data collection and analysis, intelligence collection and analysis, or statistical research; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) 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.
City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement

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

1. Department  
Ithaca School Food Service

Bureau, Division, Unit or Section  
Ithaca City School District

Location of Position  
Food Service

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: School Lunch Specialist

This is an supervisory position that involves responsibility for assistance to the director in managing a school lunch program in a large district. This person is to help efficiently and economically provide safe nutritious meals for students. This person would oversee all satellite sites. Immediate or general supervision is exercised over the work of cooks and satellite sites. The incumbent will perform all related duties as required.

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
</table>
|                      | o Supporting the work of the Director by 60%
|                      | o Coordinating and overseeing training Sanitation to all sites- including site reviews for proper sanitation, health and safety |
|                      | o Coordinating and overseeing staff training on Nutrition, Menus, Ordering, Recipes, and Inventory |
|                      | o Coordinates Orders Food, Supplies and Equipment According to Bids for all sites |
|                      | o Maintains USDA Reporting on School Meal Trainings |
|                      | o Daily Check In with Satellite Buildings to maintain food quality |
|                      | o Schedules Tastings and Surveys on New Menu Items |
|                      | o Research of best practices for recipe development of menus that are inclusive of our culturally diverse population |
|                      | o Personnel Support in collaboration with the Director 30%
|                      | o New Hire Onboarding including what to wear, sanitation training , all required staff trainings and USDA Regulations |
|                      | o Oversee Attendance of all Food Service Staff |
|                      | o Oversee Timesheets of all Food Service Staff |
|                      | o Replacement/Repair Equipment Records 10%
|                      | o Equipment Records Maintaining Records

(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>School Food Service Director</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>
</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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<tr>
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<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</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 or New York State Registered Two-Year college or university with an associates degree in Food Service Administration, Hotel Technology, Nutrition, Dietetics, or a related field AND two years experience as described in (a) above OR

(b) Graduation from high school or possession of a high school equivalency diploma AND four years of institutional food service experience which must have involved large-scale food preparation or service: OR

(c) Any equivalent combination of training and experience as described in (a) and (b) above

**Essential knowledges, skills and abilities:**
- Highly Organized and Able to Multitask
- Effective Communication with Various Stakeholders
- Ability to Make Independent Decisions
- Experience Working Independently

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

7. The above statements are accurate and complete.
6. 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
SCHOOL LUNCH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and professional position responsible for assisting the School Lunch Director with the daily operation and management of the school lunch program of a large school district. The School Lunch Specialist oversees food service programs at satellite locations and performs administrative functions to facilitate the efficient and economic provision of safe, nutritious meals to students. The work is performed under the general supervision of the School Lunch Director in accordance with state and federal guidelines. Supervision may be exercised over the work of Cook-Managers, School Lunch Cooks, and other food service program personnel at satellite locations. Does related work as required.

TYPICAL WORK ACTIVITIES:
Coordinates and oversees staff training on sanitation, health and safety protocols and practices;
Coordinates and oversees staff training at school food service locations, including training on nutrition, menus, ordering, recipes and inventory;
Coordinates and oversees the orientation and training of new food service staff;
Determines needs and orders food, supplies and equipment for assigned sites;
Conducts site inspections for compliance with sanitation, health, and safety protocols;
Visits satellite sites to monitor and verify food quality;
Schedules tastings and surveys for potential new menu items;
Researches best practices for recipe development of menus that are culturally diverse;
Oversees and monitors staff attendance and timekeeping records;
Prepares and maintains a variety of narrative and statistical reports;
Prepares and maintains records of equipment repair and replacement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of sanitary food handling and storage regulations, practices and protocols; thorough knowledge of federal, state and local laws and regulations relating to the food service program including the New York State Sanitary Code; good knowledge of the fundamentals of nutrition and their application to a school food service program; good knowledge of large scale food preparation and menu planning; ability to plan, assign and supervise the work of others; ability to develop effective training programs and effectively train personnel; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate's Degree in Food Service Management, Hospitality Management, Hotel Administration, Nutrition, Dietetics, Restaurant Management, Nutrition Education, Culinary Arts, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in institutional food service, which must have involved large-scale food preparation or service; or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid equivalent, in institutional food service, which must have involved large-scale food preparation or service; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) 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.
City of Ithaca Civil Service Commission  
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Forward one typed copy to this Commission.

1. Department  
Ithaca School Food Service

2. Bureau, Division, Unit or Section  
Ithaca City School District

3. Location of Position  
Boynton

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: Executive Chef</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supporting the production work of the Central Boynton Kitchen - 80%</td>
</tr>
<tr>
<td></td>
<td>• Oversee, Direct, and Assist in the production and planning of all food items and menus for all meals, functions and other culinary activities in the district.</td>
</tr>
<tr>
<td></td>
<td>• Develop, select, and modify recipes to meet high quality standards</td>
</tr>
<tr>
<td></td>
<td>• Coordinate, plan, and purchase food and supplies accounting for the schedule, number of guests, and potential food sensitivities</td>
</tr>
<tr>
<td></td>
<td>• Oversee, Serve and assist with design, decoration and artistic arrangements of all functions and meals in the district</td>
</tr>
<tr>
<td></td>
<td>• Maintain a working knowledge of current cooking trends and best practices</td>
</tr>
<tr>
<td></td>
<td>• Ensure compliance with nutrition and sanitation regulations as well as safety standards</td>
</tr>
<tr>
<td></td>
<td>• Perform other related duties as required</td>
</tr>
<tr>
<td></td>
<td>Train Food Service Staff in Culinary Concepts - 20%</td>
</tr>
<tr>
<td></td>
<td>• Plan and oversee the training of staff in cooking, baking, time management, sanitation and knife skills</td>
</tr>
<tr>
<td></td>
<td>• Train staff on service, set-up and production, and current cooking trends</td>
</tr>
<tr>
<td></td>
<td>• Train staff daily on the importance of sanitation and food safety and equipment use</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.)

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<td></td>
</tr>
</tbody>
</table>

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

Education:
- High School: 4 Years, with specialization in Culinary Arts, Food Service
- College: 2 Years, with specialization in Management, or a related field

Experience: (list amount and type)

At least four years of relevant experience in a restaurant, catering business, private chef, or other commercial setting.

Preferred Experience:
- A Bachelor's degree from an accredited culinary institute is preferred.
- Experience as a Head Chef with an excellent record in kitchen management
- Experience with performing sensitive tasks discretely and confidentially

**Essential knowledges, skills and abilities:**
Communication and Leadership Skills

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

7. The above statements are accurate and complete.

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**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

- **Title:**
- **Jurisdictional Classification:**

Date: [ ]
Signature: [ ]

**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
SUPERVISING CUSTOMER SERVICE REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the receipt, recording and processing of payments for various City bills and services in the City Chamberlain’s Office. The incumbent provides working supervision and training to Customer Service Representatives and Customer Service Representative Trainees engaged in these functions. The Supervising Customer Service Representative also is responsible for accurately relaying information to the public regarding the diverse and various City functions handled by the City Chamberlain’s Office, and for training new staff to provide public information. The work involves extensive face-to-face interaction with the public, including difficult or irate customers. The work is performed under the general supervision of the Fiscal Manager in accordance with well-established office procedures, with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision as a lead worker is exercised over Customer Service Representatives and Customer Service Representative Trainees; full supervision is exercised in the absence of superiors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the collection of payments for various City bills and services, including tax bills, water and sewer bills, parking tickets, trash tags, bus tokens and parking permits, issues receipts, and records and processes such payments;

Greets and receives the public and provides information to customers regarding diverse and various City functions, policies and procedures pertaining to the Chamberlain’s Office and Traffic Violations Bureau; trains new staff to provide this type of public information;

Posts payment figures to appropriate accounts through a computer and verifies all data entered; assists Customer Service Representatives in posting payment figures;

Maintains a cash drawer and reconciles cash on hand and checks with payment records;

Follows established office procedures to safeguard significant amounts of money until money is deposited;

Prepares financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Provides information to customers regarding City functions, policies and procedures pertaining to the Chamberlain’s Office and Traffic Violations Bureau; trains other Customer Service Representatives to provide information;

Answers phone calls and provides general information and referrals to other City departments;

Uses computer to retrieve information related to parking tickets, water and sewer bills, installation and removal of meters, taxes and liens;

Interacts with other City departments and private vendors to assist in the collection of City funds;

Prepares checks for mailing disbursement,
 Prepares, maintains and files related records such as records related to processing of payments, correspondence, processing parking ticket appeals, maintaining parking permit records, processing parking lot transactions;
Typical Work Activities - continued

Trains staff to receive, sort and distribute incoming mail and ensures proper postage on outgoing mail;
Assists Fiscal Manager in complex accountkeeping tasks related to the collection of City revenues;
Performs daily reconciliation of money received from the collection of City revenues;
Provides training and working supervision to subordinate staff in all facets of office operations;
May perform general clerical duties when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the procedures used in the City Chamberlain's Office to accept, record and process payments; good knowledge of office equipment used to record, receive and process payments, and ability to effectively use such equipment; working knowledge of the organization and functions of City of Ithaca government; working knowledge of office terminology, procedures, equipment and business English; good arithmetic skills; ability to oversee the work of others; ability to train subordinate staff; 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 deal effectively with the public, including irate customers; ability to defuse tense situations as they occur at the counter; ability to communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to analyze and organize data and prepare records and reports; ability to perform close, detail work involving considerable visual effort and concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid equivalent, collecting taxes and other receivables in a municipal office.