



CITY OF ITHACA

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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CITY OF ITHACA CIVIL SERVICE COMMISSION Regular Meeting

Date: **Wednesday, July 1, 2020**

Time: **11:30 am**

Location: **Pursuant to NYS Executive Order 202.1, this meeting will be conducted via Zoom**

Public Comment: **Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Tuesday, June 30, 2020 at 5:00 PM**

AGENDA

Approval of Minutes

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Extension of Eligible List
4. Approval of Personnel Transactions

**CIVIL SERVICE COMMISSION
Special Meeting
May 1, 2020**

Commissioners Present: Commissioner Richardson
Commissioner Abrams
Commissioner Thompson

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

Pursuant to NYS Executive Order 202.1, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Richardson called the meeting to order at 11:55 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the February 19, 2020 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

NEW BUSINESS

New Position Duties Statement: Planning Department – Code Inspector

The Commission reviewed and discussed a New Position Duties Statement from the Building Division of the Planning Department. Commissioner Richardson made a motion to classify the position as Code Inspector. Seconded by Commissioner Thompson. Motion carried 3-0.

EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 3-0. 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 3-0.

Administrative Assistant #61-158
Administrative Assistant #75-725
Assistant Property Manager #62-250
Coordinator of Health Services and Wellness #69-455
Firefighter #67-741
Forestry Technician #66-690
Geographic Information System Specialist #74-319
Senior Geographic Information System Specialist #62-117
Senior Water Meter Technician #64-983
Stock Room Clerk #61-240
Water Meter Technician #69-182

Establishment of Eligible Lists

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

- Engineering Technician #62-423 (1 year)
- GIAC Program Coordinator #62-502 (1 year)
- GIAC Program Coordinator #73-257 (1 year)
- GIAC Program Leader #69-442 (1 year)
- GIAC Program Leader #73-453 (2 years)
- Receptionist #65-747 (1 year)
- Youth Program Coordinator #73-360 (1 year)
- Youth Program Leader #66-757 (1 year)
- Youth Program Leader #79-726 (1 year)

Addition of Candidates to Continuous Recruitment Eligible Lists

Commissioner Abrams made a motion to add candidates to continuous recruitment eligible lists. Seconded by Commissioner Thompson. Motion carried 3-0.

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Abrams. Motion carried 3-0.

The next Civil Service Commission meeting will be held Wednesday, June 3, 2020 at 11:30 am.

With no further business, the meeting was adjourned at 12:25 pm.