



**CITY OF ITHACA**  
108 East Green Street Ithaca, New York 14850-5690

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE  
Telephone: 607 / 274-6539 Fax: 607 / 274-6574

**CITY OF ITHACA  
CIVIL SERVICE COMMISSION  
Regular Meeting**

Date: **Wednesday, September 2, 2020**  
Time: **11:30 am**  
Location: **Pursuant to NYS Executive Order 202.1, as extended by NYS Executive Orders 202.14, 202.28, 202.38, 202.48 and 202.55, this meeting will be conducted via Zoom**

Public Comment: **Public comment regarding agenda items may be submitted to [vsaul@cityofithaca.org](mailto:vsaul@cityofithaca.org) until Tuesday, September 1, 2020 at 5:00 PM**

**AGENDA**

**Approval of Minutes**

**Continuing Business**

1. Approval of Roster of Candidates for Examination
2. Establishment of Eligible Lists
3. Approval of Personnel Transactions

**CIVIL SERVICE COMMISSION**  
**Regular Meeting**  
**June 3, 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, as extended by NYS Executive Orders 202.14 and 202.28, 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 11:33 am.

**APPROVAL OF MINUTES**

Commissioner Richardson made a motion to approve the minutes from the May 1, 2020 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.

**NEW BUSINESS**

**Update of Job Description: City Chamberlain**

The Commission reviewed proposed updates to the City Chamberlain job description. The updates reflect the current reporting structure and current departmental activities; they do not change the overall scope or nature of the position. Commissioner Thompson made a motion to update the City Chamberlain job description as proposed. Seconded by Commissioner Richardson. Motion carried 3-0.

**Clarification of Special Requirement: Chief Water Treatment Plant Operator (Type IA Plant)**

The New York State Sanitary Code requires that the Chief Water Treatment Plant Operator possess and maintain a Grade IA Water Treatment Plant Operator certificate. The job description reflects this requirement, but notes it in the "Distinguishing Features of the Class" section rather than specifying it as a special requirement for appointment. The current preferred format for job descriptions would specify the certification as a requirement for appointment in the "Special Requirement" section. Commissioner Richardson made a motion to add the "Special Requirement" section indicated below to the Chief Water Treatment Plant Operator (Type IA) job description. Seconded by Commissioner Abrams. Motion carried 3-0.

"SPECIAL REQUIREMENT: Possession of a current Grade IA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code at the time of appointment and maintenance of said certification for the duration of employment."

## **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 Richardson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 3-0.

Code Inspector #61-254  
Code Inspector #74-798  
Housing Inspector #65-575  
Housing Inspector (Ithaca Housing Authority) #64-734  
Senior Code Inspector #75-728  
Senior Plan Examiner #75-729

### **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 3-0.

Tenant Relations Assistant #62-291 (1 year)  
Tenant Relations Coordinator #73-522 (1 year)

### **Approval of Personnel Transactions**

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

The next Civil Service Commission meeting will be held Wednesday, July 1, 2020 at 11:30 am.

With no further business, the meeting was adjourned at 11:55 am.