

CITY OF BINGHAMTON CIVIL SERVICE COMMISSION

MINUTES OF MEETING HELD DECEMBER 18, 2013

The meeting was called to order at 3:04 P.M. at the office of Binghamton Civil Service Commission at City Hall.

Present: Commissioners, Patrick O'Day, Eileen Fox, Dara Silberstein and Director of Personnel, Trish Keppler

Absent: None

The minutes of the previous meeting, held on November 7, 2013 were read and approved.

Eileen Fox approved. Seconded by Patrick O'Day

Request approval for New Position Duties Statement for Administrative Assistant in the Water Filtration Plant

Motion to approve new position for Administrative Assistant in Water Administration

No one appeared to present the motion.

Moved by: Eileen Fox, seconded by Pat O'Day

Motion carried

Ayes: O'Day, Fox, Silberstein

Request approval to revise Job Descriptions at the JSTP, to read "to obtain and maintain operator license or certificate is required", for the following positions:

Operator Trainee/Operator 1

Shift Lead Operator

Head Operator

Assistant Superintendent

Superintendent

Motor Equipment Operator

Commissioner Silberstein recommended we should consider making a motion to make the change to all job descriptions that require a license or certificate, not just at the JSTP.

Motion to approve adding the following language to all job descriptions that require the individual to obtain or possess a license or certificate: "and maintain the license and/or certificate during the entire length of appointment."

Moved by: Dara Silbestein, seconded by Eileen Fox

Motion carried

Ayes: O'Day, Fox, Silberstein

Adjournment:

Motion to adjourn at 3:15PM

Moved by Dara Silberstein, seconded by Eileen Fox

Motion carried

Ayes: O'Day, Fox, Silberstein

A motion was made at 3:20PM to reopen the meeting.

Present : Commissioners O'Day, Fox, Silberstein and Director of Personnel Trish Keppler

Absent: None

Also Present: Luke Day, Commissioner of Public Works

Moved by : Dara Silberstein, seconded by Eileen Fox

Motion carried

Ayes: O'Day, Fox, Silberstein

A motion was made to take off the table the request to approve the new position for Street Maintenance Supervisor, Public Works. This was tabled at the November 7, 2013 meeting.

Moved by: Dara Silberstein, seconded by Eileen Fox

Motion carried

Ayes: O'Day, Fox, Silberstein

Discussion: Luke Day explained on 1/1/14, the Assistant Supervisor position will not be funded in the budget for Rick Gaska as the plan was to promote him to the Supervisor position, which is funded in the 2014 budget. Commissioner O'Day stated Mayor elect Rich David will be signing the appointment letter and has stated that he does not want to add more supervisors. Commissioner Silberstein stated it is not the commission's responsibility to determine if we need another supervisor, but to determine if the positions and descriptions are classified and written correctly. Commissioner O'Day explained he discussed this with Rob Richardson at the State Civil Service office.

Motion to approve new position for Street Maintenance Supervisor, Public Works

Moved by: Dara Silberstein, seconded by Eileen Fox

Motion carried

Ayes: Fox, Silberstein

Nays: O'Day

Adjournment:

Motion to adjourn at 3:30PM

Moved by: Dara Silberstein, seconded by Eileen Fox

Motion carried

Ayes: Patrick O'Day, Eileen Fox, Dara Silberstein

Attest: Director of Personnel and Safety (Trish Keppler)

- **NEXT MEETING IS SCHEDULED FOR JANUARY 30 AT 3PM**