

CITY OF BINGHAMTON CIVIL SERVICE COMMISSION

**MINUTES OF MEETING HELD WEDNESDAY, JANUARY 30, 2013**

The meeting was called to order at 3:06 P.M. at the office of Binghamton Municipal Civil Service Commission at City Hall.

**Present:** Commissioners Patrick O'Day and Eileen Fox

**Absent:** None

**Also present:** Patricia Keppler, Personnel Director  
Luke Day, Commissioner of Public Works

The minutes of the previous meeting, held on December 12, 2012 were read and approved.

Eileen Fox approved, Patrick O'Day approved.

**Revision of job description for Electrician.**

Motion to revise the job description of the Electrician.

**Presented by:** Luke Day.

Luke Day explained the reason for the revisions which were clarification of the duties rather than an addition to the duties. He explained the UFPO process and that it is done by many employees at the water plant, but has never been described in any one job description.

Moved by Eileen Fox, seconded by Pat O'Day

**Motion carried.**

Ayes: Fox, O'Day

**Revision to the distinguishing features of the class for Electrician/Signal Electrician.**

Motion to revise the distinguishing features of the class for Electrician/Signal Electrician.

**Presented by:** Luke Day, Commissioner of Public Works.

Luke Day explained the reason for the changes stating that the Teamsters Union requested

Moved by Eileen Fox, seconded by Pat O'Day

**Motion carried.**

Ayes: Fox, O'Day

**Approval of New Position Duties Statement.**

Motion to approve new position duties statement for Assistant Water Meter Supervisor.

**Presented by:** Luke Day, Commissioner of Public Works.

Luke day explained the need for the new position. The Bureau Chief is retiring and this position will replace the Bureau Chief position with the ability to gain experience to move up to the Supervisor Position which is unfunded at the present time.

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

**Motion carried.**

Ayes: Fox, O'Day

**Request for Extend Residency Waiver.**

Motion to extend residency waiver for Scott Snyder, City Assessor

**Presented by:** Patricia Keppler for Mayor Ryan

Motion to extend residency waiver for Scott Snyder. Commission agreed to approve a permanent waiver for Scott Snyder.

Moved by Eileen Fox, seconded by Pat O'Day

**Motion carried.**

Ayes: Fox, O'Day

**Approval of Eligible Lists.**

Motion to approve eligible lists for: Licensing Clerk and Sr. Licensing Clerk

**Presented by:** Patricia Keppler

Moved by Eileen Fox, seconded by Pat O'Day

**Motion carried.**

Ayes: Fox, O'Day

**Adjournment:**

Motion to adjourn at 3:30 pm.

Moved by Eileen Fox, seconded by Pat O'Day

**Motion carried.**

Ayes: Fox, O'Day

Attest: Personnel Director (Patricia Keppler)