



# Office of the Civil Service Commission

*Richard C. David, Mayor*

*Patricia Keppler, Personnel & Safety Director*  
*Leana Testani, Assistant Director of Personnel & Safety*

*Patrick O' Day, Commissioner*  
*Catherine Furner, Commissioner*  
*Dara Silberstein, Commissioner*

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**CIVIL SERVICE COMMISSION MEETING AGENDA**  
**Personnel/Civil Service Office, 38 Hawley Street, Binghamton**  
**4pm Wednesday, April 24, 2019**

- I. Call to Order
- II. Approve the minutes from the meetings on February 27, 2019 and March 27, 2019
- III. New Business:
  - a. Amend Fire Chief job description to add State Civil Service requirements (see attached). Presented by Leana Testani
  - b. Amend Planner job description (see attached). Presented by Juliet Berling
- IV. Adjournment

## PLANNER

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional planning work in a municipal planning department with assignments and responsibilities in support of the development and implementation of the comprehensive plan, as well as the boards and commissions of the City. Work is performed under the ~~general supervision of the Planning Director~~ supervision of the Assistant Director of Planning, with leeway for independent judgment. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Interprets and applies applicable state, county and local codes, ordinances and regulations.
  - Assists with updates and maintenance of Comprehensive Plan and land development regulations.
  - Conducts review of various development applications including site plan review, variance requests, administrative planning review, subdivision plat review, and rezonings.
  - Conducts extensive research in specific or general project areas.
  - Writes and presents formal and technical reports, working papers, and correspondence.
  - Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
  - Writes, or assists in writing, ordinances and regulations relating to development controls.
  - Writes, or assists in writing, grant applications for federal, state, and private funding, as well as helping ensure compliance with the environmental regulations associated with grants.
  - Attends substantial number of evening and weekend meetings.
  - Performs miscellaneous office work, maintains division records, and provides office coverage.
- ~~Participates in development reviews and compliance with ordinances, zoning, regulations and provides information to the general public and development community. — Assists in preparation of reports, maps and collection, tabulation and analysis of data on census statistics for use in population reports; Assists in studies relating to parking, traffic and other facilities in a municipality; Helps to prepare charts, drafts and other illustrative materials; Performs miscellaneous office work and maintains records of planning unit activities;— Provides office coverage as required.~~

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Oral communication and interpersonal skills to present research findings to boards and committees
- Creative problem-solving skills
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance, and to apply regulations to field conditions
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind
- Good knowledge of the principles, terminology and practices employed in urban planning
- Good knowledge of current methods for collecting, analyzing and interpreting economic, environmental and sociological data
- Working knowledge of Federal programs related to planning
- Working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning and development.
- Ability to plan, train and supervise the work of others

~~—Good knowledge of the purposes, principles, terminology and practices employed in urban planning;— good knowledge of current methods for collecting, analyzing and interpreting economic, environmental and sociological data; —good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; —working knowledge of Federal programs related to planning process;— working knowledge of zoning and sub-division practices;—working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning;— ability to plan, train and supervise the work of others;— ability to prepare written material;— initiative and resourcefulness;— good judgment;— Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed;— physical condition commensurate with the demands of the position.~~

**MINIMUM QUALIFICATIONS:**

a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree, or higher, in planning, environmental studies, urban geography, or similar related field.

**Adopted:** 1/10/83

**Revised:** 3/27/09; 3/04/15; 12/29/17



# Information Bulletin

## CIVIL SERVICE LAW AMENDED TO REQUIRE MINIMUM QUALIFICATIONS FOR CAREER FIRE CHIEFS

Chapter 406 of the Laws of 2018 amends Civil Service Law §58-a to require minimum qualifications for fire chiefs of fire departments that employ five or more career firefighters. These new requirements apply to the provisional or permanent appointment of a paid fire chief, on or after January 20, 2019, in the competitive, non-competitive, unclassified, exempt or other classifications as defined by the New York State Civil Service Law.

Volunteer fire chiefs in volunteer or combination departments are not subject to the Civil Service Law. Therefore, these requirements do not apply to volunteer fire chiefs in volunteer or combination departments.

Effective 1/20/19, except in the City of New York, to be eligible for provisional or permanent appointment as a fire chief, the candidate must meet the following qualifications:

- 1.** Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
- 2.** Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ); and,
- 3.** Meet the minimum qualifications established by the municipal civil service agency having jurisdiction.
- 4.** The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - (a)** NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 or more years of service as fire chief in a civil service position; or
  - (b)** Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
    - i.** 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
    - ii.** 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
    - iii.** 5 or more years of service as fire chief, in a civil service position; or
    - iv.** 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.