



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

CIVIL SERVICE COMMISSION MEETING MINUTES **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **4pm Wednesday, June 26 2019**

I. Call to Order at 4:32pm

II. Roll Call

Present: Patrick O'Day and Catherine Furner

Also Present: Trish Keppler (Personnel Director), Chuck Shager (Comptroller), Captain Larry Hendrickson, and Leana Testani (Assistant Director of Personnel)

III. Approve the minutes

Motion to approve May 22nd minutes: O'Day

Second: Furner

All in favor

IV. New Business:

- a. Waiver of residency requirement for Lance Brunick, General Equipment Foreman, presented by Trish Keppler

Keppler explained that no person within the City of Binghamton applied for this position and Brunick is highly qualified for the position.

Motion for permanent waiver: O'Day

Second: Furner

All in favor

- b. Waiver of residency requirement for Teresa Arrington, City Treasurer, presented by Trish Keppler

Keppler explained that Arrington was previously granted a six month waiver, but the City is now asking for a permanent waiver.

Motion: Furner

Second: O'Day

All in favor

- c. Amend the Payroll Supervisor job description, presented by Chuck Shager

Shager explained that the Health Insurance job duties were taken out because person no longer will handle.

Motion: O'Day
Second: Furner
All in favor

- d. New Position creation of Payroll Assistant, presented by Chuck Shager

Shager explained that this position would be a clerical position to help the Payroll Supervisor.

Motion: O'Day
Second: Furner
All in favor

- e. Amend the Police Officer job description, presented by Captain Larry Hendrickson

Hendrickson explained the changes to the minimum qualifications and how the changes will help with recruitment.

Motion: O'Day
Second: Furner
All in favor

V. Other Business:

- a. Established Eligible Lists from January to present: Assistant Comptroller, Assistant Fire Chief, Assistant Director of Personnel, Deputy Fire Chief, Director of Facilities I/II/III, Electrical Inspector, Electrician, General Equipment Mechanic, Parent Educator, Personnel Secretary, Program Assistant, Real Property Tax Aide, School Safety Monitor, Supervisor General Equipment Repair, Typist

VI. Adjournment

Next Meeting Scheduled for July 31, 2019

Motion: O'Day
Second: Furner
Time: 4:39pm