



Mayor Jared M. Kraham

Office of the Civil Service Commission

Kent Drake-Deese, Personnel & Safety Director

Catherine Furner, Commissioner

Eileen Fitzgerald, Commissioner

Richard A. Bucci, Commissioner

CIVIL SERVICE COMMISSION MEETING MINUTES Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3pm Wednesday, October 18, 2023

- I. Call to Order: 3:00 pm
- II. Present: Richard Bucci, Eileen Fitzgerald, Catherine Furner, Kent Drake-Deese, Jaime Allen, Ron Lake, Eric Wilson and Dawne Anna-Adams
- III. Approve the minutes from the October 4, 2023 special meeting
Motion to approve: Fitzgerald
Second: Bucci
- IV. New Business:
 - a. New Position for Binghamton City School District: **Director of Aquatics**, presented by Eric Wilson, Executive Director of Human Resources and Operations.
Eric explained the need for this position to be able to expand pool services to kids and families year round.
Motion to approve: Furner
Second: Fitzgerald
 - b. **Desk Audit Job Description updates:**
Finance Accounts Payable Clerk - Motion to approve: Furner; Second: Fitzgerald
Historic Preservation and Neighborhood Planner - Motion to approve: Furner; Second: Fitzgerald
Housing Specialist - Motion to approve: Furner; Second: Fitzgerald
Program Assistant - Motion to approve: Furner; Second: Fitzgerald
Senior Engineer - Motion to approve: Furner; Second: Fitzgerald
- V. Second Read Business:

Request for 3rd provisional appointment for Administrative Assistant in Engineering, by Ron Lake
Ron stated how valuable the current Admin is to the office, as she has caught the office up to date on work that the office was behind on about 2 years when she started. Ron stated that she also does some duties for some of the other offices on the floor as well when needed. He mentioned that without her the office will not function as it should and they will get behind again. Jaime stated that the Admin started in another position and was moved into the Admin spot and they eliminated that other position after she was able to keep up with the work for both positions and bring the office up to date. Kent also mentioned

she had 2 deaths in family just days before the exam which could have had an impact on testing. Commissioners stated they understand why Ron wants her to stay but they do not want to set a bad example for future requests and questioned how they could quantify an exception each time this is asked. Ron stated it would be a lot to train someone again on all the stuff she does. Commissioners stated suggestions for help with training issues, such as maybe could be a consultant to come in to help train.

Motion to Disapprove request: Furner

Second: Fitzgerald

All in favor (3-0)

VI. Other Business:

Eligible lists established: Fire Lieutenant, Fire Captain, Account Clerk Typist, Payroll Assistant and Finance Accounts Payable Clerk – all accepted

VII. Adjournment: Discussion to change December meeting from 12/20 to 12/13.

Next Meeting: November 15, 2023

Adj: 3:28 pm