



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 AGENDA** **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3pm Wednesday, November 15, 2023**

- I. Call to Order:
  
- II. Approve the minutes from the October 18, 2023 meeting.
  
- III. New Business:
  - a. New position for Binghamton Housing Authority: **Paralegal/Legal Assistant**, presented by Jean Westcott and Lesley Cornwall
  
  - b. Job description update for **Recreation Leader-Senior Citizens**, presented by Pat McGinnis.
  
  - c. New position for Code Enforcement, **Code Supervisor/Vacant Properties Officer**, presented by Chris Schleider
  
  - d. New position for IT department, **Senior Digital Technician**, presented by Lori Clift
  
  - e. Job description updates for IT department, presented by Lori Clift  
Assistant Information Technology Manager  
Digital Technician  
Hardware-Software Technician  
Information Technology Manager  
Information Technology Specialist – Public Safety (Police)  
Website and Social Media Coordinator
  
  - f. Job description update: Street Maintainer
  
  - g. Desk Audit Job Description updates:  
Account Clerk II  
Principal Clerk  
Senior Payroll Clerk  
Stores Clerk  
Stationary Engineer  
Zoning Officer

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**IV. Other Business:**

a. 2024 Calendar Discussion

**V. Adjournment:**

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