



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, November 15, 2023

- I. Call to Order: 3:08 pm
- II. Present: Catherine Furner, Eileen Fitzgerald, Kent Drake-Deese, Jaime Allen, Jean Westcott and Lesley Cornwall, Pat McGinnis and Jesscia Allen, Chris Schleider, Lori Clift and Wayne Buerkle, Richard Bucci at 3:18 pm
- III. Approve the minutes from the October 18, 2023 meeting.
Motion: Furner
2nd: Fitzgerald
All in favor (2-0)
- IV. New Business:
 - a. New position for Binghamton Housing Authority: **Paralegal/Legal Assistant**, presented by Jean Westcott and Lesley Cornwall
Jean explained they are overwhelmed with the eviction process and Lesley has been handling as much as possible, trying to work with tenants that are behind on payments to avoid eviction. They spoke to other Housing Authorities in NYS and found that many of them have a dedicated person for this process.
Motion to approve: Furner
2nd: Fitzgerald
All in favor (2-0)

Job description update for **Recreation Leader-Senior Citizens**, presented by Pat McGinnis.
Pat explained the job description changes needed to reflect current needs
Motion to approve: Fitzgerald
2nd: Furner
All in favor (2-0)
 - b. New position for Code Enforcement, **Code Supervisor/Vacant Properties Officer**, presented by Chris Schleider
Chris explained the need for his new position, which is 2 positions merged together that will be in the Building and Code department.
Motion to approve: Furner
2nd: Fitzgerald
All in favor (2-0)

- c. New position for IT department, **Senior Digital Technician**, presented by Lori Clift
Lori explained the additional duties and responsibilities that are being added the current Digital Technician position resulting in this new title.
Motion to approve: Furner
2nd: Fitzgerald
All in favor (3-0)

- d. Job description updates for IT department, presented by Lori Clift
Assistant Information Technology Manager - Motion to approve: Furner, 2nd: Fitzgerald
Digital Technician - Motion to approve: Furner, 2nd: Fitzgerald
Hardware-Software Technician - Motion to approve: Furner, 2nd: Fitzgerald
Information Technology Manager - Motion to approve: Furner, 2nd: Fitzgerald
Information Technology Specialist – Public Safety (Police) - Motion to approve: Furner, 2nd: Fitzgerald
Website and Social Media Coordinator - Motion to approve: Furner, 2nd: Fitzgerald
All in favor (3-0)

- e. Job description update: Street Maintainer
Motion to approve: Furner
2nd: Fitzgerald
all in favor (3-0)

- f. Desk Audit Job Description updates:
Account Clerk II - Motion to approve: Furner, 2nd: Fitzgerald
Principal Clerk - Motion to approve: Furner, 2nd: Fitzgerald
Senior Payroll Clerk - Motion to approve: Furner, 2nd: Fitzgerald
Stores Clerk - Motion to approve: Furner, 2nd: Fitzgerald
Stationary Engineer - Motion to approve: Furner, 2nd: Fitzgerald
Zoning Officer - Motion to approve: Furner, 2nd: Fitzgerald
all in favor (3-0)

V. Other Business:

- a. 2024 Calendar Discussion
Calendar set

VI. Adjournment:

Next Meeting: December 13, 2023
Motion: Furner
Second: Fitzgerald
All in favor (3-0)
Adj: 3:34 pm