



Mayor Jared M. Kraham

## Office of the Civil Service Commission

*Kent Drake-Deese, Personnel & Safety Director*

*Richard A. Bucci, Commissioner  
Catherine Furner, Commissioner  
Eileen Fitzgerald, Commissioner*

### **CIVIL SERVICE COMMISSION MEETING MINUTES Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3:00 pm Wednesday, July 17, 2024**

- I. Call to Order: 3:01 pm
- II. Present: Commissioners Richard Bucci, Catherine Furner & Eileen Fitzgerald and Jaime Allen (Civil Service Administrator)
- III. Approve the minutes from the June 18, 2024 meeting.  
Motion to approve: Furner  
Second: Fitzgerald  
All in favor
- IV. Public Hearing
  - Classification of Senior Crime Analyst and Senior Pump Operator as non-competitive positions as the exams have been ordered for more than 3 years.  
Discussion: Bucci asked for clarification. Jaime explained that the State Civil Service Commission is open to taking requests for titles of exams that have been ordered for more than 3 years to be classified as non-competitive, for either the position or the current employee only. Bucci stated they would like the position to stay competitive and only have the non-competitive status for the current incumbent. Fitzgerald and Furner both agreed for the current employee only.  
3:05 pm - Announcement to open the Public Hearing: Bucci  
Bucci asked if there was anyone that wanted to comment now that the public hearing started. He also stated again that they would only like to have the current employee made non-competitive and not the position.  
No public comment in person, online or submitted in writing.  
3:07 pm - Motion to close the Public Hearing: Bucci  
Second: Furner  
All in favor
- V. Next meeting: August 7<sup>th</sup> at 3 pm
- VI. Adjournment:  
Motion: Furner  
Second: Fitzgerald  
All in favor  
3:08 pm



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### **CIVIL SERVICE COMMISSION MEETING AGENDA** Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3:00 pm Wednesday, August 7, 2024

- I. Call to Order:
  
- II. Approve the minutes from the July 17, 2024 meeting
  
- III. New Business:  
Assistant Corporation Counsel job description update by Corporation Counsel Sophie Bergman.
  
- IV. Other Business:  
Eligible lists established for: Bookkeeper, Account Clerk II, Junior Accountant, Senior Account Clerk Typist and Confidential Senior Account Clerk for the Binghamton Johnson City Joint Sewage Treatment Plant
  
- V. Next meeting: August 21<sup>st</sup>
  
- VI. Adjournment:

**ASSISTANT CORPORATION COUNSEL**

**DISTINGUISHING FEATURES OF THE CLASS:**

The duties of this class are highly professional and confidential in nature consisting of assisting the Corporation Counsel in rendering legal counsel to the Mayor and to the City Council. The work calls for a great deal of legal expertise as well as independent judgment and discretion and is under the general supervision of the Corporation Counsel. ~~The incumbent may give direct supervision to the Research Aide and clerical staff of the Department if needed. Does related work as required.~~

**TYPICAL WORK ACTIVITIES:**

~~Include but are not limited to: Providing Acts as legal interpreter for the counsel to the Binghamton City Council in regard to City code, charter and ordinances regarding the City Charter and Code; Prepares resolutions, ordinances, and local laws for final drafting and approval; Provides legal counsel for to the City of Binghamton in labor relations matters, civil service proceedings, personnel, human rights and EEOC matters, and workers compensation; Represents the City of Binghamton as defendant in claims and suits regarding unemployment insurance, water and sewer bills, any damage claims not covered by insurance; Represents City in its prosecution of City code violations, and as plaintiff in collection and small claims proceedings; may be appointed to serve as a hearing officer for a variety of issues, including condemnation, billing disputes and union matters; does related work as required.~~

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Familiarity with the principles ~~and practices of common law and~~ and practice of City, State and Federal laws, especially in fields of ~~Criminal and Municipal Corporation~~ Law; familiarity with of civil court procedures and of the rules of evidence; familiarity with the general workings and activities of municipal government; skill in preparing drafts of legal ~~instructions documents;~~ ability to analyze and apply legal principles, facts and precedents to legal problems; ~~ability to plan and supervise work of subordinates;~~ ability to speak clearly and effectively; initiative; good independent and professional judgment in carrying out duties; diplomacy; tact; 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:**

~~Possession of a law degree from a regionally accredited law school~~  
~~(a) Admission to the Bar in New York State or;~~  
~~(b) Admission to the Bar in New York State within one year from the time of appointment and currently in good standing.~~

Revised: 9/12/00  
Revised: 3/27/09  
Revised: 04/26/17

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