



Office of the Civil Service Commission

Mayor Jared M. Kraham

Kent Drake-Deese, Personnel & Safety Director

Richard A. Bucci, Commissioner

Catherine Furner, Commissioner

Eileen Fitzgerald, Commissioner

CIVIL SERVICE COMMISSION MEETING AGENDA
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3:00 pm Wednesday, September 18, 2024

- I. Call to Order:

- II. Approve the minutes from the August 21, 2024 meeting

- III. New Business:
 - a. Job description update: Housing Site Manager for Binghamton Housing Authority by Jean Westcott

 - b. Residency waiver request by Carter Wasley

- IV. Other business:

Eligible lists established: Civil Service Administrator (open competitive), Civil Service Administrator (Promotional), Personnel and Civil Service Assistant and Superintendent of City Streets

- V. Next meeting: October

- VI. Adjournment:



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CIVIL SERVICE COMMISSION MEETING AGENDA **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3:00 pm Wednesday, August 21, 2024**

- I. Call to Order: 3:01 pm
- II. Present: Richard Bucci, Eileen Fitzgerald, Kent Drake-Deese, Jaime Allen and Charles Robinson (Comptroller)
- III. Approve the minutes from the August 7, 2024 meeting
Approve: Fitzgerald
Second: Bucci
- IV. New Business:
Staff Accountant job description update
Changes read by Bucci
Motion to approve: Furner
Second: Fitzgerald
- V. Next meeting: September 18th at 3pm
- VI. Adjournment:
Motion: Furner
Second: Fitzgerald
3:06 pm

HOUSING SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating management services to residents of one or several housing sites while monitoring and enforcing Binghamton Housing Authority rules, regulations and lease provisions for residents. An employee in this class conducts field visits such as the inspection of housing sites and/or apartments, orientation of residents and visitors to agency policies, procedures and services and the receiving and investigation of complaints, **including working with outside agencies as needed**. Work assignments are received from an administrative superior through conference or written directives allowing for some latitude by the employee in their implementation. Work performance is evaluated by observation and through complaints made by tenants. Supervision **of other site staff may be required**. ~~is not exercised by this class. Does related work as required.~~

TYPICAL WORK ACTIVITIES: Checks overall cleanliness and condition of assigned public housing sites; Identifies cleanliness problems; Visually determines damage to buildings and grounds, residents' violations of the terms and conditions of their apartment lease with the Authority, notifying appropriate Authority departments of identified problems and follows through to ensure work orders are issued and problems resolved; Supplies new residents with information and assists with orienting them to the rules, regulations and standards of the agency; Obtains and reviews complaints regarding various tenant problems, including rent collection, makes referrals to appropriate departments for resolution; Reviews daily all agency information on the tenants of the assigned housing site(s) including complaints, security department reports, **reports from outside agencies**, occupancy department recertification appointments, new resident move in listing, vacant apartment listing, lists of outstanding work and lists of delinquent rent payers; Confers with maintenance staff regarding residents with problem housekeeping in order to determine problems and obtain guidance in how to affect tenant compliance with Authority standards. ~~May~~ **Will** perform housekeeping inspections. Assists residents in securing Authority services and resolving problems by acting as liaison with the various Authority departments. Prepares and maintains notes and records on residents' and sites' situations, taking steps to resolve them. May review applications and screen information regarding applicants for subsidized housing programs and recommend approval or disapproval for tenancy. ~~May~~ **Will** lease apartments, including showing apartments to prospective tenants, completion of lease documents with new tenant and providing of keys to tenant. Assures Housing Authority and resident compliance with all lease requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the policies and operations of the Binghamton Housing Authority. Good knowledge of the needs, problems and dynamics associated with low income families, **disabled** and elderly persons. Skill in interviewing; Ability to establish and maintain effective inter-personal relationships with staff and residents; Ability to communicate effectively **with persons from outside agencies**, both orally and in writing; Ability to work in low income public housing neighborhoods, on a varied schedule including evening, nightly and weekends; 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. **On-call duties on a rotating basis with other site managers is expected. Other duties as assigned or as needed as related to the position.**

HOUSING SITE MANAGER (Con't)

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Baccalaureate Degree in social work, criminal justice, human services or resources, psychology, counseling, or closely related field, and two (2) years of professional level work experience, or its part time equivalent, involving direct client contact in providing social work services, community services, human services, property management services or complaint resolution services to low income adults; or,
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in social work, human services or resources, criminal justice, or closely related field, and four (4) years of professional level work experience, or its part time equivalent, involving direct client contact in providing social work services, community services, human services, property management services or complaint resolution services to low income adults; or,
- C. Six (6) years of paraprofessional or professional level work experience, or its part time equivalent, four (4) years of which must have been professional level work experience involving direct client contact to provide social work services, community services, human services, property management services, or complaint resolution services to low income adults; or,
- D. An equivalent combination of training and experience as described by the limits of (A), (B), and (C) above.

SPECIAL NECESSARY REQUIREMENT:

Professional certification as a Public Housing Manager, Certified Manager of Housing or Certified Community Manager through the National Association of Housing and Rehabilitation Officials or the National Center for Housing Management, or a similar program that meets HUD requirements for public housing management certification, may be substituted for up to one (1) year of work

Adopted 12/4/08 (Competitive)

Revised: 3-27-09

Revised:

BINGHAMTON MUNICIPAL CIVIL SERVICE ELIGIBLE LIST

TITLE & NUMBER OF ELIGIBLE LIST

CIVIL SERVICE ADMINISTRATOR #66284010

City of Binghamton

EXAM DATE 4/13/2024
DATE ESTABLISHED 9/3/2024
EXPIRATION DATE 9/3/2025
ESTABLISHED BY
COMMISSION ACTION

PREPARED BY JLA

CHECKED BY

STANDING ON LIST	NAME	EXAM SCORE	VET'S POINTS	FINAL SCORE
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1.	Locke, Jessica	75.0	0.0	75.0
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<u>Name</u>	<u>Certification Date</u>	<u>Department</u>	<u>Date & Nature of Appointment</u>
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BINGHAMTON MUNICIPAL CIVIL SERVICE ELIGIBLE LIST

TITLE & NUMBER OF ELIGIBLE LIST

CIVIL SERVICE ADMINISTRATOR #76758010

City of Binghamton

EXAM DATE 4/13/2024
DATE ESTABLISHED 9/3/2024
EXPIRATION DATE 9/3/2025
ESTABLISHED BY
COMMISSION ACTION

PREPARED BY JLA

CHECKED BY KDD

STANDING ON LIST	NAME	EXAM SCORE	VET'S POINTS	FINAL SCORE
1.	Allen, Jaime L.	75.0	0.0	75.0

<u>Name</u>	<u>Certification Date</u>	<u>Department</u>	<u>Date & Nature of Appointment</u>
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BINGHAMTON MUNICIPAL CIVIL SERVICE ELIGIBLE LIST

TITLE & NUMBER OF ELIGIBLE LIST

PERSONNEL AND CIVIL SERVICE ASSISTANT #66498010

City of Binghamton

EXAM DATE 4/13/2024
DATE ESTABLISHED 9/3/2024
EXPIRATION DATE 9/3/2025
ESTABLISHED BY
COMMISSION ACTION

PREPARED BY JLA

CHECKED BY

STANDING ON LIST	NAME	EXAM SCORE	VET'S POINTS	FINAL SCORE
1.	Sumpster, Melissa	85.0	0.0	85.0
2.	Burke, Shana M.	75.0	0.0	75.0
3.	Hanrahan, Meghan B	75.0	0.0	75.0
4.	Tyler, Sheri M.	70.0	0.0	70.0

Name

Certification Date

Department

Date & Nature
of Appointment

BINGHAMTON MUNICIPAL CIVIL SERVICE ELIGIBLE LIST

TITLE & NUMBER OF ELIGIBLE LIST

SUPERINTENDENT OF CITY STREETS #68905010

City of Binghamton

EXAM DATE 4/13/2024
DATE ESTABLISHED 9/6/2024
EXPIRATION DATE 9/6/2029
ESTABLISHED BY
COMMISSION ACTION

PREPARED BY JLA

CHECKED BY KDD

STANDING ON LIST	NAME	EXAM SCORE	VET'S POINTS	FINAL SCORE
1.	Paludi, Joshua L	80.0	0.0	80.0

Name

Certification Date

Department

Date & Nature
of Appointment