



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 AGENDA** **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3:00 pm Wednesday, November 20, 2024**

- I. Call to Order:
  
- II. Approve the minutes from the October 16, 2024 meeting
  
- III. New Business:
  - a. Job description update for **Junior Accountant**
  
  - b. Job description update for **Code Enforcement Officer** and **Code Inspector**
  
  - c. New position: **Senior Recreation Leader (Park Administration)**
  
  - d. New position: **Deputy City Engineer**
  
- IV. Other business:
  - Eligible lists established: Paralegal/Legal Assistant and Risk Assistant/Paralegal
  
  - 2025 calendar discussion
  
- V. Next meeting: December 11th
  
- VI. Adjournment: