



# Office of the Civil Service Commission

*Richard C. David, Mayor*

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*Sharon Sorkin, Acting Personnel & Safety Director*  
*Leana Testani, Assistant Director of Personnel & Safety*

*Patrick O' Day, Commissioner*  
*Catherine Furner, Commissioner*  
*Eileen Fitzgerald, Commissioner*

## **CIVIL SERVICE COMMISSION MEETING AGENDA** **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3pm Wednesday, June 23, 2021**

- I. Call to Order
- II. Approve the minutes from the May 19, 2021 meeting and June 3, 2021 special meeting
- III. New Business:
  - a. Permanent Residency Waiver, Finance Payroll Specialist, presented by Leana Testani
  - b. Six Month Residency Waiver, Assistant Corporation Counsel, presented by Leana Testani
  - c. Amend qualifications for Fire Chief, per NYS, presented by Leana Testani
- IV. Adjournment

## **FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in directing the overall activities of the Fire Department. The incumbent is responsible for all activities from training to fire fighting and fire prevention activities. The incumbent works under the general direction of the Mayor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** May assume overall command at all major fires and emergencies; Plans, coordinates and directs activities of all fire fighting units; Supervises the investigation and determination of causes of fires; Maintains discipline and promotes the morale of the department; Reviews reports and makes inspections to determine the condition and efficiency of all fire fighting units; Directs the preparation and maintenance of personnel and activities, records and reports; Prepares and presents monthly reports and the annual budget for the Fire Department; Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities; Initiates and develops public relations policies for the department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Comprehensive knowledge in the administration of a large fire fighting organization which involves the planning, projection of and development of an effective fire fighting force; ability to plan, direct and monitor the work of subordinates and to promote morale; ability to plan and coordinate fire fighting and fire prevention activities; ability to develop cooperative relations with the public; initiative; resourcefulness; 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:** Either:

- (a) Two years of permanent satisfactory service as Deputy Fire Chief or Fire Marshall or;
- (b) Four years of permanent satisfactory service as Assistant Fire Chief; and
- (c) To be eligible for provisional or permanent appointment as the fire chief, pursuant to Civil Service Law, the candidate must meet the following:
  1. Possess National Certification Fire Officer III, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications or possess the training, education, experience, or combination thereof, determined by the State Fire Administrator (see guidance below); and
  2. Meet the minimum qualifications established by the municipal civil service agency having jurisdiction; and
  3. Meet the core competencies for incident commander established by the State Fire Administrator, pursuant to General Municipal Law §204-dd and 9 NYCRR Part 227 (<http://www.dhses.ny.gov/ofpc/regs/firechiefminqualifications.cfm>).

**Guidance regarding alternatives to meet the fire chief minimum education qualification requirement:** The State Fire Administrator will consider alternative training, education, experience, or a combination thereof, as appropriate and adequate substitute(s) for the NFPA 1021 Fire Officer III certification. Requests for review and consideration shall be sent to [ofpc.firechief@dhses.ny.gov](mailto:ofpc.firechief@dhses.ny.gov). The State Fire Administrator will respond to such request within 30 business days.

Alternate training, education and/or experience may include the following:

1. Possess NYS Supervisory Level I certification, pursuant to 19 NYCRR 426.9, or National Certification Fire Officer I, pursuant to NFPA 1021, and 10 or more years of service as the fire chief, subject to Civil Service Law §58-a; or
2. National Certification Fire Officer 1, pursuant to NFPA 1021 and completion of the National Fire Academy, Executive Fire Officer Program and supervisory experience above first-line supervisor; or
3. National Certification Fire Officer II, pursuant to NFPA 1021, supervisory experience above first-line supervisor, and 60 college credits.

Amended: 11/5/02

Amended: 1/14/03

Amended: 3/27/09

Amended: 4/24/19

Amended: 6/23/21