



Office of the Civil Service Commission

Richard C. David, Mayor

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, February 24, 2021**

- I. Call to Order
- II. Approve the minutes from the January 20, 2021 meeting
- III. Public Hearing
 - a. Classification of City Treasurer as Competitive
- IV. New Business:
 - a. Resolution approving City Treasurer title as Competitive, presented by Leana Testani
 - b. Adoption of new job description, WWTP Electrical Engineer, presented by Ed Crumb
 - c. Amend job description, Parking Meter Checker, presented by Chief Zikuski
 - d. Annual Report Submission, presented by Leana Testani
- V. Adjournment

RESOLUTION TO AMEND MUNICIPAL CIVIL SERVICE RULES

Resolution to Amend the Appendices/Text of the City of Binghamton Civil Service Rules.

At a meeting of the City of Binghamton Civil Service Commission held on February 24, 2021, the following resolution was adopted:

WHEREAS the City of Binghamton Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Binghamton Civil Service Rules; AND

WHEREAS the City of Binghamton Civil Service Commission adopted the Civil Service Title City Treasurer for the City of Binghamton be classified as competitive;

WHEREAS the City of Binghamton Civil Service Commission has duly advertised and has on February 24, 2021 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following changes be made to the Text/Appendices of the City of Binghamton Civil Service Rules:

Appendices

ADD: City Treasurer (Competitive Class)

DELETE: City Treasurer (Non-competitive Class)

Text

ADD: Competitive class title

DELETE: Non-competitive class title

Submission includes:

- Original signed copy and 2 additional copies of this adopted resolution
- Notice of public hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for each requested amendment

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the request for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Chairperson

Personnel Director

Commissioner

Commissioner

WWTP ELECTRICAL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent will analyze and oversee, and is responsible for, the operation and maintenance of the Plant's electrical and operating control systems, including process control systems hardware and software, to ensure safe, efficient, responsive, and uninterrupted operations, recommending and implementing solutions to improve electrical and process control system performance, reliability, responsiveness, economy, and/or safety as appropriate. Additionally, the incumbent will design and supervise installation of wastewater plant electrical and PLC-based monitoring and SCADA control systems, as well as PLC programming, and troubleshooting of the systems. The incumbent will oversee and assist with maintaining and repairing a variety of electrical and process automation equipment at the Binghamton-Johnson City Joint Wastewater Treatment Facility and its Terminal Pump Station. The work is performed under the general supervision of the Wastewater Treatment Plant Superintendent with considerable leeway in planning and organizing work priorities. The incumbent will supervise the plant Electricians, Instrument Technicians, and/or helpers. The incumbent will make out work and time schedules, draft/compile quote and/or bid technical specifications, and recommend the purchase of equipment, material, and tools following the guidelines of the plant's Procurement Policy. Does related work as required.

TYPICAL WORK ACTIVITIES: Supervise and oversee electrical, instrumentation technicians, helpers, operations, and maintenance personnel in troubleshooting problems, including investigation within the electrical, control system, and remote I/O locations including, but not limited to electric motors, Variable Frequency Drives (VFDs), pumps, blowers, and generators as well as associated circuitry; oversee the installation, maintenance, and repairs of electric fixtures, switches, lamps, electrical equipment, and coordinate the calibration of electronic equipment; oversee the installation of rigid conduit, pulling and splicing of wire/conductors on new and renovation projects; perform work on existing SCADA systems and associated Programmable Logic Controllers (PLCs), power supplies, and associated equipment; designs new circuitry, wiring configurations, and projects, and integrates connectivity with new and existing circuitry within the scope of the Wastewater Treatment Plant; updates as-built drawings, diagrams, and reference documents; keeps accurate records of time and material used in electrical and process automation installations and repairs; specifies, configures, and maintains equipment for process control systems; Implement projects for improvements to the process control systems and ensure support from internal and external resources when necessary; Execute control system changes and communicate those changes to affected personnel. Document changes in the system hardware layout, instrumentation loops, and system programming; operates motor equipment in transporting equipment, tools, and parts; Maintain plant website (updating and expanding as appropriate); perform routine computer debugging and networking, as well as additional computer related troubleshooting and training activities; schedules time; performs annual reviews of subordinate personnel;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools, terminology and safety precautions of the electrical trade; thorough knowledge of methods of designing and/or troubleshooting-installing-configuring-implementing SCADA systems; thorough knowledge of

PLC programming and ladder logic; good knowledge of connecting (or designing the connectivity to) SCADA based systems to various existing Networks and Systems including Rockwell software, Microsoft Windows and Windows-based software, Wireless (RF); working knowledge of developing, reading and understanding Computer Aided Design (CAD) drawings and schematics (especially electrical drawings and schematics); ability to follow oral and written instructions; strong leadership, verbal and written communications skills; ability to exercise excellent time management and project prioritization, supervise and schedule subordinates; ability to establish and maintain effective working relationships with others; 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: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Electrical Engineering Technology or a closely related field and one (1) year of experience in configuration and trouble shooting.

SPECIAL REQUIREMENTS: Possession of a valid driver's license at the time of appointment and maintain the license during the entire length of appointment.

Adopted: ___/___/2021 (Competitive)

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Binghamton-Johnson City Joint Sewage Treatment Plant	Bureau, Division, Unit or Section	Location of Position 4480 Vestal Road, Vestal, NY 13850
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: WWTP Electrical Engineer

<u>Percent of Work Time</u>	<u>Job Duty</u>
20%	<ul style="list-style-type: none"> • Supervise and oversee electrical, instrumentation technicians, helpers, operations, and maintenance personnel in troubleshooting problems, including investigation within the electrical, control system, and remote I/O locations including, but not limited to electric motors, Variable Frequency Drives (VFDs), pumps, blowers, and generators as well as associated circuitry;
5%	<ul style="list-style-type: none"> • Oversee the installation, maintenance, and repairs of electric fixtures, switches, lamps, electrical equipment, and coordinate the calibration of electronic equipment;
5%	<ul style="list-style-type: none"> • Oversee the installation of rigid conduit, pulling and splicing of wire/conductors on new and renovation projects;
20%	<ul style="list-style-type: none"> • Perform work on existing SCADA systems and associated Programmable Logic Controllers (PLCs), power supplies, and associated equipment;
5%	<ul style="list-style-type: none"> • Design new circuitry, wiring configurations, and projects, and integrates connectivity with new and existing circuitry within the scope of the Wastewater Treatment Plant;
5%	<ul style="list-style-type: none"> • Update as-built drawings, diagrams, and reference documents;
5%	<ul style="list-style-type: none"> • Keeps accurate records of time and material used in electrical and process automation installations and repairs;
5%	<ul style="list-style-type: none"> • Specifies, configures, and maintains equipment for process control systems;
5%	<ul style="list-style-type: none"> • Implement projects for improvements to the process control systems and ensure support from internal and external resources when necessary;
5%	<ul style="list-style-type: none"> • Execute control system changes and communicate those changes to affected personnel;
5%	<ul style="list-style-type: none"> • Document changes in the system hardware layout, instrumentation loops, and system programming;
1%	<ul style="list-style-type: none"> • Operate motor equipment in transporting equipment, tools, and parts;
2%	<ul style="list-style-type: none"> • Maintain plant website (updating and expanding as appropriate);
10%	<ul style="list-style-type: none"> • Perform routine computer debugging and networking, as well as additional computer related troubleshooting and training activities;
1%	<ul style="list-style-type: none"> • Schedules time; and
1%	<ul style="list-style-type: none"> • Performs annual reviews of subordinate personnel.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Elliott Wagner	(Acting) Superintendent	direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael Geunther	Electrician	direct
(presently vacant)	Electrician	direct
Andrew Backo	Instrumentation Technician	direct
Michael Rex	Instrumentation Technician	direct

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
(none)		

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
 • College 4 years _____ Years, with specialization in Electrical Engineering Technology, or a closely related field

Experience: (list amount and type)
 • one year of experience in configuration and trouble shooting.

Essential knowledges, skills and abilities:
 • See job description

Type of license or certificate required: » valid driver's license

7. The above statements are accurate and complete.

Date: 02/10/2021 **Title:** (Acting) Superintendent **Signature:**

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: WWTP Electrical Engineer

Jurisdictional Classification: Competitive

Date: _____ **Signature:** _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ **Signature:** _____

PARKING METER CHECKER

DISTINGUISHING FEATURES OF THE CLASS: This work involves checking for parking meter violations and other standing traffic violations within an assigned area. Additionally, removing the money box from parking kiosks/meters as needed. The police powers of the incumbent are limited to issuing summonses. -Work is performed under the general supervision of the Police Officer in charge of the traffic unit in accordance with prescribed procedures and routines. -Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues summonses for standing violations; Checks to see if parking meters/KIOSKS are functioning properly and reports if meters/kiosks are malfunctioning and/or need repair; Works with KIOSK vendor to troubleshoot hardware/software issues via phone and/or in person. Advises drivers as to the reasons for issuance of summonses; Provides information to the public concerning location of private and public parking facilities; May operate a three-wheel scooter ~~motor vehicle~~ in the performance of duties; Makes periodic reports of activities to the traffic violations bureau;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of local ordinances governing parking and parking meters; -Ability to keep simple records; -Ability to follow oral and written instructions; -Ability to deal with the public in a courteous and tactful manner; -Ability to operate a motor vehicle ~~scooter~~; - 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:

Graduation from high school or high school equivalency diploma.

SPECIAL REQUIREMENTS:

Possession of license to operate a motor vehicle in the State of New York at the time of appointment and maintain the license during the entire length of appointment.

Adopted: October 17, 1991

Revised: 03/27/09

Revised: 12/18/13

Revised: 2/24/21

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Police	Bureau, Division, Unit or Section Traffic	Location of Position
2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		

Job Title: Parking Meter Checker

Percent of Work Time	Job Duty
85 %	Issue summonses for standing violations
15 %	Checks to see if parking meters/Kiosks are functioning and work with Kiosk vendor to troubleshoot hardware/software issues
(Attach additional sheets if more space is needed)	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Nathan Miller	Police officer	direct
David Petryszyn	Police Sgt	direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
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5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

Essential knowledges, skills and abilities: ability to operate a personal computer and utilize software;
 physical condition commensurate with the demands of position; ability to deal with public in a courteous &
 tactful manner; ability to follow oral & written instructions

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 2/10/21 Title: Chief of Police Signature: [Signature]

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Parking Meter Checker
 Jurisdictional Classification: Competitive

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____