



# 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, April 21, 2021**

- I. Call to Order
- II. Approve the minutes from the March 24, 2021 meeting
- III. New Business:
  - a. Adoption of new job description, Seniors Center Custodian (Part-time), presented by Pat McGinnis
  - b. Amended job description, Bookkeeper (BHA), presented by Jean Westcott
  - c. Adoption of new job description, Student Peer Mentor (Part-time), presented by Leana Testani
  - d. Adoption of new job description, Director of Police Department Community Outreach and Recruitment, presented by Chief Zikuski
- IV. Adjournment

## **SENIOR CITIZENS CENTER CUSTODIAN (Part-Time)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs a wide variety of custodial and maintenance duties in order to provide a clean and safe environment in and around the First Ward Senior Citizens Recreation Center.

### **TYPICAL WORK ACTIVITIES:**

- Vacuum carpets, sweep, mop, clean, dust, and strip and wax floors as needed.
- Clean, sanitize, and maintain restrooms using established procedures; check and replenish paper and supplies.
- Clean and polish water fountains, fixtures, interior windows, mirrors, interior/exterior glass doors, and entryways.
- Collect and remove trash and recyclables from assigned areas.
- Clean and dust baseboards, windowsills, white boards, computers, desks and dining tables.
- Clean, sanitize, and maintain kitchen equipment.
- Provide assistance with set up and take down of furniture and equipment for daily programs and center events.
- Operate manual and power equipment. This includes lawn mower, string trimmer, and snow blower.
- Maintain Senior Center sidewalks to keep them clear of snow and ice.
- Maintain Senior Center lawn areas and fence lines to keep clear of over growth.
- Respond to emergency calls for custodial assistance as needed, which may require additional protocols for safe handling and disposal of blood borne pathogens, hazardous materials, and other non-standard waste.
- Read and comprehend basic instructions, safety data sheets, and product labels.
- Maintain and keep a detailed inventory of janitorial supplies. This includes ordering new supplies in a timely manner.
- Promote and adhere to all recognized safety practices and standards
- May train new team members in custodial job duties.
- Unlock and provide access to secured areas at Rec Supervisors discretion.
- Assist other trades as needed.
- Provide service excellence through courteous, informed, accessible, and professional engagement.
- Perform other duties as assigned by the Recreation Supervisor, Recreation Leaders, and OFA Kitchen Manager.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job; highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization; ability to work in a multi-cultural environment; able to plan, schedule, and organize tasks related to the job to achieve goals within or ahead of established time frames; able to be flexible and supportive, react swiftly to and able to positively and proactively assimilate change in rapid growth environment.

### **MINIMUM QUALIFICATIONS:**

- a. Graduation from high school or possession of a high school equivalency diploma; and
- b. One year of experience in building cleaning and maintenance activities; and
- c. 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.

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.**

<b>1. Department</b> Parks & Recreation	<b>Bureau, Division, Unit or Section</b> Senior Citizens	<b>Location of Position</b> First Ward Senior Center
<b>2. Description of Duties:</b> 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:** Custodian (Part Time)

Percent of Work Time	Job Duty
10	Clean, sanitize, and maintain restrooms using established procedures; check and replenish paper and supplies.
5	Collect and remove trash and recyclables from assigned areas.
5	Vacuum carpets, sweep, mop, clean, dust, and strip and wax floors as needed.
5	Clean and polish water fountains, fixtures, interior windows, mirrors, interior/exterior glass doors, and entryways.
5	Clean and dust baseboards, windowsills, white boards, computers, desks and dining tables.
5	Clean, sanitize, and maintain kitchen equipment
10	Provide assistance with set up and take down of furniture and equipment for daily programs and center events
5	Operate manual and power equipment. This includes lawn mower, string trimmer, and snow blower.
5	Respond to emergency calls for custodial assistance as needed, which may require additional protocols for safe handling and disposal of blood borne pathogens, hazardous materials, and other non-standard waste
5	Maintain Senior Center sidewalks to keep them clear of snow and ice.
5	Maintain Senior Center lawn areas and fence lines to keep clear of over growth
5	Read and comprehend basic instructions, safety data sheets, and product labels
5	Maintain and keep a detailed inventory of janitorial supplies. This includes ordering new supplies in a timely manner.
5	Promote and adhere to all recognized safety practices and standards
5	May train new team members in custodial job duties
5	Unlock and provide access to secured areas at Rec Supervisors discretion
5	Assist other trades as needed
5	Provide service excellence through courteous, informed, accessible, and professional engagement.
	<b>(Attach additional sheets if more space is needed)</b>

April 16, 2021

<b>3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)</b>		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Jessica Allen	Recreation Supervisor	Direct
Judy Bezek, Angela McCormack	Recreation Attendant	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Seasonal Employee (If available)	Laborer	General

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>
N/A		

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

**Education:** High School      Or GED      Years  
 College      Years, with specialization in                                       
 College      Years, with specialization in                                     

**Experience: (list amount and type)**  
 One year of experience in building cleaning and maintenance activities

**Essential knowledges, skills and abilities:**

Able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job; highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization

Ability to work in a multi-cultural environment;

Able to plan, schedule, and organize tasks related to the job to achieve goals within or ahead of established time frames;

Able to be flexible and supportive, react swiftly to and able to positively and proactively assimilate change in rapid growth environment.

**Type of license or certificate required:** 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.

7. The above statements are accurate and complete.

Date: 4/16/2020 Title: Pat McGinnis Assistant Director of Parks & Recreation Signature: *Patrick McGinnis*

**Certificate of Civil Service Commission**

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

Title: \_\_\_\_\_  
 Jurisdictional Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- Approved
- Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **BOOKKEEPER (BHA)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work in supervising and in maintaining a complete set of financial records and accounts covering a major financial undertaking including, but not limited to: daily processing of invoices for payment for Binghamton Housing Authority, Binghamton Gang Prevention and Community Potential, including allocating to appropriate divisions and financial accounts; contribute information for creating financial statements as requested and needed, including monthly reports and budgets; ability to review trial balances of accounts for accurate posting of expenses; and prepare and assist in the preparation of reports for financial reporting to federal and local agencies or governments.

~~The incumbent of this position is used generally to fulfill the requirements of a Federal or State sponsored program such as Housing and Community Development projects. The position of Bookkeeper differs from the Account Clerk or other financial assistant positions in the scope of responsibilities and the need for comprehending financial undertakings gained through experience. The bookkeeper will act as liaison manner as a representative of the Binghamton Housing Authority.~~

The incumbent of this position works under the general direction of a department head and may involve supervisory responsibilities over subordinate financial assistants. Does related work as required.

- ~~— Daily processing of invoices for payment for Binghamton Housing Authority, Binghamton Gang Prevention and Community Potential, including allocating to appropriate divisions and financial accounts~~
- ~~— contribute information for creating financial statements as requested and needed, including monthly reports and budgets~~
- ~~— ability to review trial balances of accounts for accurate posting of expenses~~
- ~~— prepare and assist in the preparation of reports for financial reporting to federal and local agencies or governments~~
- ~~— act as liaison manner as a representative of the Binghamton Housing Authority~~

**TYPICAL WORK ACTIVITIES:** Maintains a complete set of financial records and accounts; ~~Sets up and posts to general books of accounts; Posts to general, subsidiary and budgetary ledgers; Prepares balance sheets and routinely takes trial balances of all accounts; Prepares applications for government grant funds as well as financial and budgetary reports;~~ Sets up and administers special accounting systems covering tenant rental transactions, processing and authorizing payment of claims; Participates in deciding how to invest surplus funds; Maintains a variety of records on procedures; which have financial implications such as liability insurance coverage. Ensure Binghamton Housing Authority standards of practice as well as State, Federal and Accreditation standards are fully met; Provide appropriate data, supporting background information and sound interpretation of financial information to Management as needed; Continuously monitor, evaluate and enhance all systems involved in proper payments to agency vendors;-. Develop and pursue strategies to maximize efficiency

~~and effectiveness Assist Accountant with processing bi-weekly payroll; ensure all employees accurately record attendance and absences; monitor benefits, enrolling and terminating employees~~ Prepare well-considered reports for presentation and review; ~~Exercise independence in performing duties~~; Maintain files that are complete, organized and easily accessible, both physical and electronically; Request input from and provide status reporting to employees of the agency (Ex. Site Managers, Maintenance) as needed; Be familiar with Binghamton Housing Authority ACOP and Section 8 Administrative Plans; Complete required reports and documentation in a timely manner, meeting all standards of content and professional presentation; Ensure the standards of a high performing team member are role modeled on a daily basis; provide assistance and backup to other employees as needed; Exercise independence in performing duties

~~Perform any and all miscellaneous job duties as may be required from time to time~~

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** ~~Thorough knowledge of modern methods used in keeping and checking financial records and accounts;~~ good knowledge of principles and practices used in single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; ~~good knowledge of business English; working knowledge of accounting theory and methods; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly;~~ ability to get along well with others and to supervise the work of financial assistants; ~~mental alertness; good judgment; a high degree of accuracy; integrity; tact and courtesy; 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.~~ Good knowledge of modern methods used in keeping and checking financial records and accounts; good knowledge of accounting theory and methods; Knowledge of general ledger accounting and properly coding Accounts Payables for accurate reporting of expenses; Ability to accurately and expediently process large volumes of Accounts Payables for multiple companies from several financial accounts; Familiarity with payroll processing to assist in bi-weekly processing of employee payments; handle benefit enrollments and terminations; Ability to understand and carry out oral and written directions; ability to communicate effectively along with good writing skills; good judgment, initiative, a high degree of accuracy and integrity required; 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; Able to operate all office equipment as related to the position; Physically able to perform duties associated with working in an office; lengthy periods of time working on a computer; move around facilities as needed, including ability to climb steps, and lift and carry documents, supplies, etc. as needed.

**MINIMUM QUALIFICATIONS:** ~~Three years of responsible experience in maintaining financial accounts and records, one year of which shall have involved double entry bookkeeping.~~

- Graduate of an accredited college or university with a Bachelor degree in Accounting plus one (1) year of related work experience, OR a Bachelors in financial services, economics or other related field, with two (2) years of professional level work experience or its part time equivalent, OR
- Graduate of an accredited college or university with an Associate degree in Accounting plus three (3) years of related work experience OR an Associate degree in financial services, economics or other related field, with four (4) years of professional level work experience or its part time equivalent, OR
- High School graduate plus eight (8) years of related work experience in accounting, bookkeeping, financial services or a related field OR
- An equivalent combination of training and experience as described above

1/10/83 (Competitive)

Revised: 4/13/2021~~3/27/09~~

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**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.**

<b>1. Department</b>	<b>Bureau, Division, Unit or Section</b>	<b>Location of Position</b>
<b>2. Description of Duties:</b> 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:	
Percent of Work Time	Job Duty
65%	Daily processing of invoices for payment for Binghamton Housing Authority, Binghamton Gang Prevention and Community Potential, including allocating to appropriate divisions and financial accounts. Maintain files that are complete, organized and easily accessible, both physically and electronically
15%	Assist Accountant with processing bi-weekly payroll; ensure all employees accurately record attendance and absences; monitor benefits, enrolling and terminating employees
5%	Contribute information for creating financial statements as requested and needed, including monthly reports and budgets
5%	Review trial balances of accounts for accurate postings of expenses
5%	Prepare and assist in the preparation of reports for financial reporting to federal and local agencies or governments
5%	Act as liaison with outside vendors, customers, community partners and others as needed

April 12, 2021

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Derek Echevarria	Accountant	Direct
Jean Westcott	Administrative Project Manager	Administrative

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
-		

**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>
Margaret Rannings	Bookkeeper	435 State Street



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

**Education:** High School \_\_\_\_\_ Years  
 College 2 Years, with specialization in Accounting  
 College \_\_\_\_\_ Years, with specialization in \_\_\_\_\_

**Experience: (list amount and type)**

Graduate of an accredited college or university with a Bachelor degree in Accounting plus one (1) year of related work experience, OR a Bachelors in financial services, economics or other related field, with two (2) years of professional level work experience or its part time equivalent, OR  
 Graduate of an accredited college or university with an Associate degree in Accounting plus three (3) years of related work experience OR an Associate degree in financial services, economics or other related field, with four (4) years of professional level work experience or its part time equivalent, OR  
 An equivalent combination of training and experience as described above

**Essential knowledges, skills and abilities:**

Good knowledge of modern methods used in keeping and checking financial records and accounts; good knowledge of accounting theory and methods  
 Knowledge of general ledger accounting and properly coding Accounts Payables for accurate reporting of expenses  
 Ability to accurately and expediently process large volumes of Accounts Payables for multiple companies from several financial accounts  
 Familiarity with payroll processing to assist in bi-weekly processing of employee payments; handle benefit enrollments and terminations  
 Ability to understand and carry out oral and written directions; ability to communicate effectively along with good writing skills; good judgment, initiative, a high degree of accuracy and integrity required  
 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  
 Able to operate all office equipment as related to the position  
 Physically able to perform duties associated with working in an office; lengthy periods of time working on a computer; move around facilities as needed, including ability to climb steps, and lift and carry documents, supplies, etc, as needed

**Type of license or certificate required:**

7. The above statements are accurate and complete.

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Certificate of Civil Service Commission**

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

**Title:** \_\_\_\_\_  
**Jurisdictional Classification:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- Approved**  
 **Disapproved**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



# Binghamton City School District

Christopher Columbus School  
164 Hawley Street  
PO Box 2126  
Binghamton, NY 13902-2126  
(607) 762-8100  
Fax: (607) 762-8110

## **Student Peer Mentor (Part-time) - Job Description**

**Distinguishing Features of the Class:** This is work involving performance of tasks by students assisting teaching staff and other school personnel in carrying out simple functions and activities related to school district programs. The work is carried out under the direct supervision in accordance with specific instructions. The incumbent does related work as required.

### **Typical Work Activities:**

- Connect and foster relationships with student peers
- Support peers with homework, tutoring, and with activities as determined by the teacher supervisor
- Answer telephones, greets visitors, and deliver messages
- Issue and retrieve equipment
- File, sort, alphabetize and keep simple records
- Maintain order in the recreational activity by enforcing well established school district regulations and policies

### **Full Performance Knowledge, Skills, Abilities & Personal Characteristics:**

Possesses good social skills, ability to understand and carry out simple oral and written directions, ability to be courteous with the public and work well with others, honesty and dependability, mental alertness, maintain simple records.

**Minimum Qualifications:** None

***Educating, empowering and challenging all students to become productive, global citizens through innovative approaches to learning.***

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.**

- |   |   |  |
|---|---|--|
| <b>1. Department</b><br>Student Helpers | <b>Bureau, Division, Unit or Section</b><br>Student Helpers | <b>Location of Position</b><br>High School |
|---|---|--|
- 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:** Student Peer Mentor (Part-time)

Percent of Work Time	Job Duty
20%	<b>Work is carried out under direct supervision in accordance with specific instructions</b>
20%	<b>Assisting teaching staff and other personnel in carrying out functions and activities related to the program</b>
10%	<b>Incumbent does related work as required</b>
15%	<b>Connect and foster relationships with student peers</b>
15%	<b>Supports peers with homework, tutoring and other activities as determined by the teacher supervisor</b>
5%	<b>Answers telephone, greets visitors and delivers messages</b>
5%	<b>Issues and retrieves equipment</b>
5%	<b>File, sort, alphabetize and keep simple records</b>
5%	<b>Maintain order in a recreational activity by enforcing well established school district regulations and policies</b>

**(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>
Could vary	Mentor Program Coordinator(s)	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
-		

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 \_\_\_\_\_ Years  
 College \_\_\_\_\_ Years, with specialization in \_\_\_\_\_  
 College \_\_\_\_\_ Years, with specialization in \_\_\_\_\_

**Experience: (list amount and type)**

**Essential knowledges, skills and abilities:** Good social skills, ability to understand and carry out simple oral and written directions, ability to be courteous with the public, honesty and dependability, mental alertness, maintain simple records

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 4/1/21 Title: Dawne Anna-Adams, Director of Personnel Signature: 

**Certificate of Civil Service Commission**

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

Title: \_\_\_\_\_  
 Jurisdictional Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

Approved  
 Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**DIRECTOR OF POLICE DEPARTMENT COMMUNITY OUTREACH AND  
RECRUITMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class are highly professional in nature consisting of assisting the Police Chief, Mayor, and the Personnel/Civil Service Department with creating and maintaining community connections and recruitment for the civil service entry exam. Is the liaison between the community, the Police Department, and Mayor's Office. The incumbent reports directly to the Police Chief, or their designee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Establish open dialogue and transparency with the community concerning Police Department policies, procedures, operations, and training; provide insights and recommendations on issues including but not limited to: law enforcement and safety concerns in the community, policy review and development, and police training; improving police and community communications, relations, and trust; youth engagement; civil service exam application recruitment; crime analysts and reports; host and/or attend community events; attend career fairs; internship recruitment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of the Police Department's mission and the common goals shared with the community; problem-solving skills; ability to prepare written reports; 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; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships; ability to successfully work with and serve a diverse local community; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** A valid driver's license and either:

- A. Possession of a NYS Crime Analyst Certificate; and
- B. Graduation from a NYS registered or regionally accredited four-year college or university with a Bachelor's Degree and six (6) years of full time employment as a NYS Certified Police Officer with investigatory and recruiting experience; or
- C. Graduation from a NYS registered or regionally accredited two-year college or university with an Associate's Degree in Criminal Justice, Police Science, Human Services, or a closely related field with similar course curriculum and ten (10) years of full time employment as a NYS Certified Police Officer with investigatory and recruiting experience.

Adopted:

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.**

<b>1. Department</b> Police Bureau	<b>Bureau, Division, Unit or Section</b> N/A	<b>Location of Position</b> Administration
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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:** Director of Police Department Community Outreach and Recruitment

<b>Percent of Work Time</b>	<b>Job Duty</b>
<b>35%</b> <b>50%</b> <b>10%</b> <b>5%</b>	<b>Recruitment</b> <b>Community Outreach/youth engagement</b> <b>Policy Review/development</b> <b>Written reports</b>
<b>(Attach additional sheets if more space is needed)</b>	

9. Creation of described position

Approved  
 Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Action by Legislative Body or Other Approving Authority**

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: Director of Police Department (Community Outreach and Recruitment Management Tested)

Jurisdictional Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Certificate of Civil Service Commission**

7. The above statements are accurate and complete.

Date: 4/16/21 Title: Police Chief

Signature: [Signature]

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

**Education:** High School 12 Years, with specialization in Associate College  
 Bachelor Years, with specialization in College Possession of a NYS Crime Analyst Certificate  
**Experience:** (list amount and type) See above with education  
**Essential knowledges, skills and abilities:** See job description  
**Type of license or certificate required:**

Criminal Justice, Police Science, Human Services, or a closely related field with similar course curriculum and ten (10) years of full time employment as a NYS Certified Police Officer with investigatory and recruiting experience.  
 six (6) years of full time employment as a NYS Certified Police Officer with investigatory and recruiting experience.

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

Name	Title	Location of Position

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

Name	Title	Type of Supervision

John Ryan	Asst. Police Chief	Direct
Joseph Zikuski	Police Chief	Direct

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

Name	Title	Type of Supervision