

CITY OF NORWICH
Civil Service Meeting
April 25, 2017

PRESENT:

John Blenis Jr., Chairman
Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Connie Dalrymple, Guernsey Memorial Library
Alana Golden, Norwich City Schools
Matthew Caldwell, Alderman Ward 1

ABSENT:

Secretary DeForest called the meeting to order at 8:32 am.

Commissioner Wessels motioned to approve the minutes from the March 7, 2017 meeting. Seconded by Chairman Blenis, approved ayes all.

Secretary DeForest opened the Public Hearing at 8:33 am for proposed changes to the Appendices, with no comments the hearing was closed at 8:34 am. There were no members of the public in attendance.

Secretary DeForest presented for review and classification the newly created position of City Clerk/Director of Finance and requested to amend Appendix D.

Resolution #276 – Newly created position of City Clerk/Director of Finance and amendment of Appendix D.

**Resolution to Amend the Appendices of the
City of Norwich Civil Service Rules**

Upon action of the City of Norwich Civil Service Commission on April 25, 2017 the following resolution was adopted:

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

WHEREAS the City of Norwich Civil Service Commission has duly advertised and has on April 25, 2017 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 Appendices of the Rules of the Civil Service Commission of the City of Norwich:

Appendices

Appendix D – Unclassified Service

Add:
City Clerk/Director of Finance

Delete:
City Chamberlain
City Clerk

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(s) 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.

John Blenis, Chairperson

Christine Carnrike, Mayor

Mary Politano, Commissioner

Brian Wessels, Commissioner

CSC-4A

Appendices Amendment Data Sheet

Title: City Clerk/Director of Finance	Department/Location: Department of Finance and Department of Records – City of Norwich
Jurisdictional request: Unclassified	Salary: \$77,459 (2017 rate)
<u>Position History/Information:</u>	
Date position established: 4/18/2017	Newly created position: ☒ Yes ☐ No
Reclassification of existing position: ☐ Yes ☒ No	
If reclassification of existing position, provide original title/JC, and reason for reclassification:	
Position occupied: ☒ Yes ☐ No	Status: ☐ Perm ☒ Prov ☐ Temp
Title/JC of immediate supervisor: Councilmen – Unclassified and Mayor - Unclassified	
Titles/JC of immediate subordinates (include # of employees supervised): Deputy Director of Finance (1) / Competitive (PJC – requesting Exempt); Deputy City Clerk (1) / Exempt	
<u>Examination History:</u>	
Title: None	Date:
Type of Examination: ☐ OC ☐ Promotion ☐ NCP	
Recruitment Difficulty: ☐ Yes ☒ No	
If yes, provide examination/recruitment information:	
<u>Justification:</u>	
Section of Civil Service Law (and any other Law) supporting the request: 35(c)	
Justification for request/explanation of how the standards of CSL are met (attach additional sheets if necessary): The City of Norwich Common Council declares that the custody of public funds is of vital importance to the proper functioning of the City of Norwich. The City Clerk/Director of Finance has been charged with overall responsibility and oversight of the City's funds which has a critical and direct impact on the legislative body in developing and managing the City's operating budgets. The current positions of City Chamberlain and City Clerk are currently listed in Appendix D (Unclassified Service). The objective is to officially combine both titles into one position and update the title to match the City Charter (Section 133 referencing a Director of Finance as opposed to a City Chamberlain). As the City Clerk and City Chamberlain positions are already in the Unclassified Service, we are merely attempting to make all of our official records consistent while combining two positions critical to the proper functioning of the City and the legislative body.	

Information To Be Submitted

Exempt; Unclassified; Non-Competitive (PI/C);

Dept/Division Head; Deputy Head; All upper-level positions

- ☐ Complete and detailed approved duties statement (exempt) and/or adopted class specification (non-competitive)
- ☒ Organizational budget
- ☒ Organizational chart
- ☒ Employment Record(s) (if occupied) or statement of position vacancy
- ☒ Legislation or other action creating position
- ☒ Legislation or other action granting authority and/or assigning duties and responsibilities
- ☒ Justification
- ☐ Any other supporting information

Labor; Non-Competitive

- ☐ Adopted class specification
- ☐ Documented recruitment difficulty (if justification)
- ☐ Any other supporting documentation

CSC-4D

Appendices Amendment Data Sheet – Deletions

Title(s) being deleted: City Clerk	Department/Location: Department of Records– City of Norwich
Reason for deletion: Delete singular title and simultaneously submit Appendices Amendment Data Sheet (CSC-4A) requesting to add a new (combined) title of City Clerk/Director of Finance to the Unclassified Service.	
Are positions occupied: ☒ Yes ☐ No	
If positions are occupied, please indicate if the incumbent(s) will receive competitive class status upon removal of title from your Appendices: N/A	

Information to be Submitted

☒ If position being deleted is occupied, provide roster record of incumbents

CSC-4D

Appendices Amendment Data Sheet – Deletions

Title(s) being deleted: City Chamberlain	Department/Location: Department of Finance – City of Norwich
Reason for deletion: Delete singular title and simultaneously submit Appendices Amendment Data Sheet (CSC-4A) requesting to add a new (combined) title of City Clerk/Director of Finance to the Unclassified Service.	
Are positions occupied: ☒ Yes ☐ No	
If positions are occupied, please indicate if the incumbent(s) will receive competitive class status upon removal of title from your Appendices: N/A	

Information to be Submitted

☐ If position being deleted is occupied, provide roster record of incumbents

CITY CLERK/ DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving the supervision of all aspects of the department. The City Clerk/ Director of Finance is the chief fiscal officer of the City and supervises, directs, and coordinates the financial activities of the City, analyzes budget appropriations and expenditure reports of municipal departments, performs technical accounting duties, oversees City investments and borrowings, and oversees Community Development finances. Work also involves maintaining a continuous financial control of all expenditures of municipal departments to guard against exceeding allotted appropriations. Follows codes and rules according to the New York State System of Accounts. The City Clerk/ Director of Finance is responsible for all aspects of the City Clerk function. Significant latitude is given for the exercising of technical accounting judgment and for devising and installing new procedures when necessary and permitting.

TYPICAL WORK ACTIVITIES:

Plans, directs, and controls the activities and daily operations of the department;
Insures that revenues and expenditures are allocated to the appropriate fiscal year;
Oversees the examination of purchase requisitions to determine sufficiency of funds for requested items;
Is involved directly in the preparation of the various municipal budgets;
Is involved directly in property acquisitions and dispositions, and community development activities;
Oversees City data processing functions;
Prepares monthly financial reports;
Has direct responsibility for all investments;
Maintains inventory of all equipment, land and buildings;
Coordinates insurance coverage on City property;
Collects delinquent tax, sewer, water and public works billings.
Oversees the Deputy City Clerk.
Ensures that the rules and regulations governing municipal procedures are followed.
Oversees Records Management function.

MINIMUM QUALIFICATIONS:

None

Commissioner Politano moved to approve the above resolution and amendment, seconded by Commissioner Blenis, ayes all.

Secretary DeForest presented the amendment of Appendix A – Deputy Director of Finance.

Resolution #277 Amendment of Appendix A – Deputy Director of Finance.

**Resolution to Amend the Appendices of the
City of Norwich Civil Service Rules**

Upon action of the City of Norwich Civil Service Commission on April 25, 2017 the following resolution was adopted:

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

WHEREAS the City of Norwich Civil Service Commission has duly advertised and has on April 25, 2017 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 Appendices of the Rules of the Civil Service Commission of the City of Norwich:

Appendices

Appendix A – Exempt Class

Add:
Deputy Director of Finance

Delete:
Deputy City Chamberlain

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(s) 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.

John Blenis, Chairperson

Christine Carnrike, Mayor

Mary Politano, Commissioner

Brian Wessels, Commissioner

CSC-4A

Appendices Amendment Data Sheet

Title: Deputy Director of Finance	Department/Location: Department of Finance – City of Norwich
Jurisdictional request: Exempt	Salary: \$22.77 per hour
<u>Position History/Information:</u>	
Date position established: 4/18/2017	Newly created position: ☐ Yes ☒ No
Reclassification of existing position: ☐ Yes ☒ No	
If reclassification of existing position, provide original title/JC, and reason for reclassification: Deputy City Chamberlain – Exempt. Updating title to match City Clerk/Director of Finance change in title.	
Position occupied: ☒ Yes ☐ No	Status: ☐ Perm ☒ Prov ☐ Temp
Title/JC of immediate supervisor: City Clerk/Director of Finance / Competitive (PJC – resolution submitted requesting Unclassified Service)	
Titles/JC of immediate subordinates (include # of employees supervised): Senior Account Clerk – Competitive (2), Account Clerk – Competitive (1), Clerk – Competitive (1)	
<u>Examination History:</u>	
Title: None	Date: N/A
Type of Examination: ☐ OC ☐ Promotion ☐ NCP	
Recruitment Difficulty: ☐ Yes ☒ No	
If yes, provide examination/recruitment information:	
<u>Justification:</u>	
Section of Civil Service Law (and any other Law) supporting the request: CSL Section 41(1)(b)	
Justification for request/explanation of how the standards of CSL are met (attach additional sheets if necessary): The City of Norwich has deemed it necessary to have a Deputy Director of Finance to act generally for and in place of the City Clerk/Director of Finance. CSL Section 41 (1)(b) allows for deputies to act for and in place of a principal. In this case the Principal is the City Clerk/Director of Finance, which is Competitive PJC (a rules resolution requesting Unclassified service has been submitted at the same time as a separate resolution). The City of Norwich Common Council has vested authority with the Deputy Director of Finance to act generally for an in place of the City Clerk/Director of Finance by Resolution #36 of 2017 on April 18, 2017.	

Information To Be Submitted

Exempt; Unclassified; Non-Competitive (PI/C);

Dept/Division Head; Deputy Head; All upper-level positions

- ☒ Complete and detailed approved duties statement (exempt) and/or adopted class specification (non-competitive)
- ☒ Organizational budget

- ☒ Organizational chart
- ☒ Employment Record(s) (if occupied) or statement of position vacancy
- ☒ Legislation or other action creating position
- ☒ Legislation or other action granting authority and/or assigning duties and responsibilities
- ☒ Justification
- ☐ Any other supporting information

Labor; Non-Competitive

- ☐ Adopted class specification
- ☐ Documented recruitment difficulty (if justification)
- ☐ Any other supporting documentation

CSC-4D

Appendices Amendment Data Sheet – Deletions

Title(s) being deleted: Deputy City Chamberlain	Department/Location: Department of Finance – City of Norwich
Reason for deletion: Delete title from the Exempt class and simultaneously submit Appendices Amendment Data Sheet (CSC-4A) requesting to add a new title of Deputy Director of Finance back to the Exempt class.	
Are positions occupied: ☒ Yes ☐ No	
If positions are occupied, please indicate if the incumbent(s) will receive competitive class status upon removal of title from your Appendices: N/A	

Information to be Submitted

☒ If position being deleted is occupied, provide roster record of incumbents

DEPUTY DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS:

Reports to and assists the City Clerk/**Director of Finance** by managing a wide range of activities of the Finance Department. Responsible for the scheduling, work assignment, and direct supervision of all daily Finance Department operations, which include accounting, cash management, water system and real property tax billing and collection, vital statistics, licensing, and vendor payments. Conducts staff training, work review, and development of standard operation procedures. Also as Deputy Registrar, ensures compliance with all applicable NYS laws and Department of Health regulations in the issuance of birth, marriage, paternity, and death & burial documents. Also manages hunting and fishing licensing, handicapped parking permits, dog licensing, bingo and gaming licensing and fees, ensuring regulatory compliance with state agencies of DEC, DMV, Department of Markets & Agriculture, and the Racing & Wagering Board. Manages year-end closing and prepares annual financial reports for the Office of the State Comptroller. Performs special accounting and administrative analyses and other related duties as required.

TYPICAL WORK ACTIVITIES:

Acts on behalf of the City Clerk/**Director of Finance** in directly supervising all daily Finance Department operations.

Acts generally for and in place of the City Clerk/**Director of Finance**.

Supervises administrative support staff as assigned.

Responsible for staff performance review and recommendations on disciplinary issues.

Performs a variety of complex and technical accounting functions, including setting up new funds, accounts, reserves, policies, and procedures in conformance with the NYS Uniform System of Accounts and Office of the State Comptroller guidelines.

Works closely with the City Clerk/**Director of Finance** assisting in special projects, analyses and problem solving.

Performs internal audit and verification of cash receipts, with reconciliation to bank deposits and the processing of interfacing with appropriate accounts in the general ledger system.

Coordinates the installation, maintenance and trouble-shooting of computer hardware, software and network systems in working closely with City's outside computer systems consultant.

Conducts training of staff on accounting, regulatory, computer systems, and general administrative operations and procedures.

Supervises water and sewer system billing and collection activities, including customer service, disconnections and billing disputes, inter-municipal sales and service, and industrial charges.

Coordinates and supervises the preparation of tax searches, the billing and collection of City and County real property taxes, and the processing of re-levied School District taxes.

Oversees the processing of annual tax sale procedures and property redemptions, organizes the annual auction of unredeemed properties, and coordinates the legal aspects of property transfers.

Researches and processes bankruptcy notices and court-ordered tax adjustments.

Serves as Deputy Registrar, managing all aspects of vital statistics recording, reporting, and regulatory compliance.

Manages year-end financial closing and prepares annual reports for the Office of the State Comptroller.

Organizes and coordinates the annual audit with the City's outside independent audit firm, and prepares related schedules and analyses as needed.

Serves as needed in an advisory capacity to the Mayor, Common Council, and other departments regarding various financial operations of the City.

May represent the City in discussions with various local, county, regional, state or national organizations and agencies with regard to various municipal finance programs and functions.

Other related duties as required.

FULL PERFORMANCE KNOWLEDGE,SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of municipal accounting principles and practices, including budgetary encumbrance controls, particularly as they relate to the NYS Uniform System of Accounts and Office of the State Comptroller guidelines; ability for analytical thinking and organization of complex details; ability to logically and concisely plan assign, review and coordinate complex municipal accounting functions and budgetary control processes; ability to seek out cost savings measures; ability to express ideas clearly; ability to effectively communicate orally and in writing with superiors, subordinates, and the general public with courtesy and tact; sound judgement; integrity; initiative; resourcefulness; discretion; physical condition commensurate with demands of position.

MINIMUM REQUIREMENTS:

Graduation from high school or possession of a high school equivalency diploma and:

- (a) Graduation from an accredited college or university with a bachelor's degree in accounting or a related field, and three years of accounting experience, at least one of which was in the field of governmental accounting; or
- (b) Graduation from an accredited college or university with an associate's degree in accounting or a related field and five years of accounting experience, at least two of which were in the field of governmental accounting; or
- (c) Seven years of progressively responsible experience in accounting or a related field, at least two of which were in the field of governmental accounting; or

An equivalent combination of training and experience within the confines of (a) through (c) sufficient to demonstrate the ability to perform the work.

Amended: April 18, 2017

Commissioner Politano moved to approve the above resolution and amendment, seconded by Commissioner Blenis, ayes all.

Resolution #278 to remove requirement for performance exams.

RESOLUTION # 278 TO REMOVE THE TYPING PERFORMANCE PORTION OF ALL CLERICAL CIVIL SERVICE EXAMS

The City of Norwich Civil Service Commission has on April 25, 2017 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to determine the need for performance exams for position under their jurisdiction ; and

WHEREAS, the appointing authorities under the jurisdiction of the City of Norwich Civil Service Commission have indicated that due to advances in technology the need for speedy typing skills are no longer a major factor in the ability to perform the job in the clerical titles

NOW, THEREFORE, BE IT RESOLVED, that effective April 25, 2017 the typing performance portion of all clerical exams shall be removed. And

FURTHER BE IT RESOLVED, the removal will apply to the clerical exams given in December of 2016.

Commissioner Wessels moved to approve the above resolution, seconded by Commissioner Politano, ayes all.

Resolution #279 to remove requirement for strength and agility as part of the Civil Service Firefighter Exam.

RESOLUTION # 279 TO REMOVE THE STRENGTH AND AGILITY PERFORMANCE PORTION OF THE FIREFIGHTER CIVIL SERVICE EXAM

The City of Norwich Civil Service Commission has on April 25, 2017 adopted the following resolution:

WHEREAS, the State Civil Service Commission has notified the City of Norwich Civil Service Commission that the strength and agility portion of the civil service exam for Firefighter is no longer allowed as part of the exam process;

NOW, THEREFORE, BE IT RESOLVED, that effective April 25, 2017 the strength and agility performance portion of the firefighter exam shall be removed for all exams given after April 25, 2017.

Commissioner Wessels moved to approve the above resolution, seconded by Commissioner Politano, ayes all.

Resolution #280 to Change requirements for CDL's for certain positions.

RESOLUTION # 280 TO AMEND THE CITY OF NORWICH MINIMUM QUALIFICATIONS FOR POSSESSION OF A COMMERCIAL DRIVER'S LICENSE

The City of Norwich Civil Service Commission has on April 25, 2017 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to determine minimum qualifications for positions under their jurisdiction and

WHEREAS, the City Council has made certain recommendations that the CDL requirement be modified to require a CDL permit at time of appointment and a CDL license within four months of the date of hire for the following titles:

Water System Operator unlicensed (trainee)
Water System Operator licensed
Laboratory Technician
Pool and Grounds Technician

NOW, THEREFORE, BE IT RESOLVED, that effective April 25, 2017
The CDL requirements for Water System Operator unlicensed (trainee), Water System Operator licensed, Laboratory Technician and Pool and Grounds Technician be modified to require a CDL permit at time of appointment and a CDL license within four month of the date of hire. All other minimum qualifications remain the same.

Chairman Blenis moved to approve the above resolution, seconded by Commissioner Politano, ayes all.

Secretary DeForest discussed that there needed to be a motion made to clarify the duties for the Deputy City Clerk, that the Deputy City Clerk acts for and in place of the City Clerk/Director of Finance. Chairman Blenis made a motion to approve the job description attached below, seconded by Commissioner Politano, ayes all.

DEPUTY CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

Work involves assisting the City Clerk in assigned duties for the daily functions of the department. Responsible for the custody and maintenance of official records and documents of the city. Serves as Clerk to the Common Council and city boards, commissions and committees. Maintains City Charter and ordinances. Performs other related duties as required.

TYPICAL WORK ACTIVITIES:

Acts for and in place of the City Clerk/**Director of Finance** in all matters related to this function.

Takes minutes of all Common Council meetings, transcribe and distribute.

Takes minutes for assigned city boards, commissions and committee meetings, transcribe and distribute.

Files official correspondence, minutes, reports, agreements, notices and other documents.

Maintains record of board and commission appointments and terms of office.

Schedules meetings at the direction of the City Clerk for common council, boards and commissions.

Administer Oath of Office to elected and appointed officials.

Maintains City Charter and ordinances.

Research laws, minutes and records upon request.

Certify, sign and seal official documents.

Prepare and submit legal notices to newspaper.

Prepare and distribute the Common Council agenda and supporting documentation.

Prepare agendas, motions, resolutions, ordinances and local laws through communication with the Mayor, City Attorney and department heads.

Provide secretarial support to the Mayor.

Coordinate mayoral projects, including scheduling events and functions as assigned.

Coordinate the bidding process for all departments.

Coordinate the election process with the Board of Elections including certification of offices to be filled and notification of vacancies and arranging & scheduling polling places. Arrange for delivery of voting machines, deliver supplies, process payment for election workers, and visit each polling place on Election Day.

Perform other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of rules and regulations governing parliamentary and municipal procedures, practices and programs; thorough knowledge of record keeping practices and procedures; good knowledge of writing techniques as they relate to common communications and formal documents such as resolutions, ordinances and local laws; ability to communicate effectively with superiors, subordinates and the general public, both orally and in writing; ability to prepare written and oral reports and other documents and communications; ability to set and meet goals; well-organized; resourceful; sound judgment; integrity; discretion; tact; courteous; confidential; physical condition commensurate with demands of position.

MINIMUM REQUIREMENTS:

Graduation from high school or possession of a high school equivalency diploma.

- (a) Graduation from an accredited college or university with an associate's degree in business administration, government or a related field and four years of experience in business administration, public administration or a related field; or
- (b) Six years of progressively responsible experience in public administration or a related field; or
- (c) An equivalent combination of training and experience within the confines of (a) through (b) sufficient to demonstrate the ability to perform the work.

Revised: April 18 2017

Secretary DeForest discussed the Finance Departments restructuring and the need for an added position of Senior Account Clerk. Commissioner Wessels made a motion to

approve the new position duties statement for Senior Account Clerk, seconded by Chairman Blenis, ayes all.

Secretary DeForest informed the Commission that the annual report had been completed and sent to State. She also discussed wanting to update the Civil Service Rules and Regulations.

Commissioner Politano moved to approve the permanent appointment:

Linda LaRosa Library Clerk Effective 4/18/17

Seconded by Chairman Blenis, ayes all.

Commissioner Wessels moved to approve refilling the following positions:

- 1-Substitute Teacher Aide
- 1-School Bus Aide
- 1-School Monitor
- 1-School Bus Driver
- 1-Custodian
- 1-Groundskeeper
- 1-Head Groundskeeper
- 1-Director of Transportation
- 1-Dispatcher

Seconded by Commissioner Politano, ayes all.

Secretary DeForest set the next meeting for May 30, 2017 at 8:30 am.

Secretary DeForest closed the meeting at 8:51 am.