

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Regular Meeting Minutes

September 26, 2023

11:00 a.m.

City Hall

Present: Commissioner Esposito, Commissioner Zieno, Commissioner Sastri, Civil Service Secretary Murray

The regular meeting was called to order by Commissioner Esposito at 11:08 am.

- The minutes of the June 27, 2023, meeting was reviewed and approved unanimously by motion of Commissioner Esposito, seconded by Commissioner Zieno as presented. Approved ayes all.
- The Commission reviewed personnel transactions from April 2023 to current, as presented. The transactions were approved unanimously by motion of Commissioner Esposito, seconded by Commissioner Zieno. Approved ayes all.
- Eligible lists were reviewed and adopted for the following recently administered civil service examinations: School Safety Officer exam #62-124 (held March 4, 2023), Police Sergeant exam #79-158 (held June 10, 2023), Keyboard Specialist exam #23-002 (held July 15, 2023), Account Clerk exam #23-003 (held July 15, 2023), Library Clerk exam #23-002 (held July 15, 2023), Physical Therapy Assistant (held September 6, 2023).
- Secretary Murray reported the following items of correspondence had been received since the last meeting:
 - PAR-08-23 – Examination Numbers
 - PAR-09-23 – Changes to Section 57 of Civil Service Law – Continuous Recruitment
 - PAR-10-23 – Changes to Section 50 of the Civil Service Law – Application Fees
 - PAR-11-23 – Local Master Examination Schedule (2023-2024)
- Lynn reviewed the status of all current exams ordered, scheduled, and pending: Police Officer 9/9/2023.
- Under new business, the following items were discussed:
 - The commission reviewed the job description for Accounts Payable Specialist – Commissioner Esposito moved for the position to be competitive, seconded by Commissioner Zieno, approved ayes all.

- New position duties statement and job description for Supervisor of Facilities & Grounds – Commissioner Esposito moved for the position to be competitive, seconded by Commissioner Zieno, approved ayes all.
 - New position duties statement and job description for Human Resources Associate – Commissioner Esposito moved for the position to be competitive, seconded by Commissioner Zieno, 2 to 1 on roll call vote.
 - New position duties statement and job description for Director of Parks and Recreation – Commissioner Esposito moved for the position to be non-competitive, seconded by Commissioner Zieno, approved ayes all.
 - New position duties statement for On-Track Coordinator – this was reviewed and discussed, a job description will be completed, and the position should be non-competitive will bring new job description to the next CS meeting.
 - Updating the Maintenance Supervisor job description for the Norwich Housing Authority – Commissioner Esposito approved the changes, seconded by Commissioner Sastri, approved ayes all.
 - Updating the Department of Public Works Assistant Superintendent job description – Commissioner Esposito approved the changes, seconded by Commissioner Sastri, approved ayes all.
- Executive Session – Commissioner Esposito moved to enter into executive session to discuss the employment history of a particular individual, at 11:46 am seconded by Commissioner Zieno approved ayes all.

Commissioner Esposito moved to exit executive session at 11:53 am seconded by Commissioner Zieno approved ayes all.

- Commissioner Sastri moved to adjourn the meeting at 11:57 am. Seconded by Commissioner Esposito approved ayes all.
- Next meeting is scheduled for October 31, 2023, at 11:00 am.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Testani, Elaine	Substitute Teacher Aide	School	NC	\$15.00	TR	4/23/2023	Transferred to a Teacher Assistant
Cruger, Deborah	Administrative Assistant	School	C	20.00	AP	5/22/2023	
Bess, Shai-ana	Library Clerk	Library	C			6/20/23	Name change
Footte, Jamie	At-Risk Coordinator	School	C	\$36,500	RES	6/26/2023	
Britton, Phyllis	Physical Therapy Assistant	School	C	\$24.87	RES	6/30/2023	
DeForest, Shirley	Food Service Worker	School	L	\$14.20	RES	6/30/2023	
Howe, Kelli	School Nurse RN	School	NC	\$30.46	RES	6/30/2023	
MacLaury, Lynn	Substitute Cleaner	School	L	15.00	RES	6/30/2023	
Bernard, Jervey	Teacher Aide	School	NC	\$14.86	A	7/1/2023	
Correll, Aja	Secretary II	School	C	\$50,845	AP	7/1/2023	
VanBeers, Lauren	Human Resources Associate	School	C	\$55,000	AP	7/1/2023	
Party, Trisslann	Accounts Payable Specialist	School	C	\$55,000	AP	7/10/2023	
Bosworth, Trisha	Administrative Assistant	School	C	\$20.00	AP	7/10/2023	
Brown, Randy	Head Bldg Maintenance Mechanic	School	C	\$21.17	DEC	7/16/2023	
Campbell, Tanner	Firefighter	City	C	\$17.67	A	8/19/2023	
Croffutt, Jarett	Firefighter	City	C	\$17.67	A	8/20/2023	
Ivan, Cameron	MEO II	City	NC	\$17.76	A	8/21/2023	
Croffutt, Jarett	Firefighter	City	C	\$17.76	RES	8/20/2023	
Pierce, Kyle	Firefighter	City	C	\$17.67	A	8/23/2023	
Dwyer, Cory	Cleaner	School	L	\$16.18	RES	9/1/2023	
Tuller, Amanda	Director of Human Resources	City	NC	\$90,900	A	9/1/2023	

Dewey, Danny	School Bus Aide	School	L	\$14.20	A	9/5/2023	
Gennung, Rhett	On Tract Coordinator	School	C	\$60,000	AP	9/5/2023	
Groves, Sandra	Physical Therapy Assistant	School	C	\$27.00	AP	9/5/2023	
Portelli, Jessilee	School Nurse RN	School	NC	\$30.46	A	9/5/2023	
Williams, Michaela	Food Service Worker	School	L	\$14.20	A	9/5/2023	
Groves, Sandra	Physical Therapy Assistant	School	C	\$27.00	A	9/6/2023	Passed Training & Experience Exam
Munro III, Stephen	Substitute Teacher Aide	School	NC	\$15.00	A	9/7/2023	
Spier, Marc	MEO I	City	NC	\$20.06	A	9/20/2023	
Jeffery, Patrick	Fire Assistant	City	NC	\$15.52	A	9/25/2023	
Stumpf, Dylan	Motor Equipment Mechanic	City	NC	\$26.61	A	9/25/2023	
Santalucia, Jaylmo	Substitute School Bus Driver	School	NC	\$25.00	TR	9/29/2023	
Santalucia, Jaylmo	School Bus Driver	School	NC	\$17.00	A	9/30/2023	

Key to Personnel Actions

A: Appointed Permanently; AT: Appointed Temporarily; AP: Appointed Provisionally; ELEC: Elected; PROB: Probationary Appointed; PROM: Promotion; CIC: Change in Classification; CIT: Change in Title; SAL: Salary Change; MA: Military Leave; LOA: Leave of Absence; LO: Layoff; BM: Bump to Lower Position; RES: Reassigned; RET: Retired; REI: Reinstated; DM: Demoted; TR: Transferred; TERM: Terminated; DEC: Deceased; SUS: Suspended.

Key to Jurisdictional Classes

C: Competitive; NC: Non-Competitive; EX: Exempt; L: Labor; UNC: Unclassified

Date List Established: 7/17/2023

Expiration Date: 7/17/2027

Prepared by: Lynn Murray

Date List Established: 8/10/2023

Expiration Date: 8/10/2027

Prepared by: Lynn Murray

Date List Established: 7/19/2023

Prepared by: Lynn Murray

[illegible]

Date List Established: 7/17/2023

Expiration Date:

Prepared by: Lynn Murray

[illegible]

Date List Established: 7/17/2023

Expiration Date: 7/17/2027

Prepared by: Lynn Murray

[illegible]

Date List Established: 9/6/2023

Expiration Date: 9/6/2027

Prepared by: Lynn Murray



Department of Civil Service

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PAR-08-23

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Examination Numbers

DATE: July 13, 2023

This is an update to PAR-06-18 Test Management System.

There have been some issues with local agencies not being able to order exams because exam numbers were not available in the exam request system. Thank you for bringing this to our attention.

We are working on a long-term solution with our information technology staff, and we have identified a short-term solution that we think will immediately make sure that exams can be ordered. Starting this week, you will see open-competitive examination numbers generated in the 85,000-89,999 range. This will provide an additional 5,000 examination numbers for use until such a time as the long-term solution is finalized.

As previously noted, the long-term solution consists of converting examination numbers from a 5-digit format to an 8-digit format. Decentralized examinations will also be added to the exam request system in the future and additional 8-digit examination number ranges have been identified for both open-competitive and promotion examinations held on a decentralized basis. Once the 8-digit examination number is rolled-out, you will likely see additional changes to other examination related support materials such as the Bio-Data Research Questionnaire (T-130-a).

It is important that you discuss these changes with your information technology support professionals so that any necessary changes to your systems can be made.

Thanks again for bringing this to our attention and for your patience as we seek to modernize our systems.

If you have any questions, please contact us at assistance.request@cs.ny.gov.



Department of Civil Service

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PAR-09-23

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies
FROM: Municipal Services Division
SUBJECT: Changes to Section 57 of the Civil Service Law – Continuous Recruitment
DATE: July 17, 2023

The purpose of this Policy Advisory Report is to notify local civil service agencies of changes to Section 57 of the Civil Service Law (CSL) relating to continuous recruitment.

Governor Hochul signed Chapter 55 of the Laws of 2023 on May 4, 2023. The provisions of the law went into effect that day. The amendment to Section 57 provides that open competitive examinations can be held on a continuous recruitment basis when deemed appropriate. Before this amendment, the law provided for continuous recruitment only when inadequate numbers of well qualified persons were available for recruitment.

Under a continuous recruitment program, as candidates are tested and found qualified, their names are interfiled with one another in order of the final rating. Successful candidates have an eligibility period of one to four years from the date their names are added to the list depending on the determination of the municipal civil service commission/personnel officer.

All the examinations available under the decentralized examination program can be announced and held as continuous recruitment. The statistical analysis and equivalency of forms has already been performed by the Testing Services Division to support continuous recruitment test administration. However, our Testing Services Division will need to work to evaluate additional open competitive local examinations to determine if they can be converted to administration on a continuous recruitment basis. As centralized examinations become available that are appropriate for use as continuous recruitment examinations, we will notify the local civil service agencies.

For names to be interfiled on a list, examinations would need to be announced in accordance with your local rule as a continuous recruitment exam before it is held. Guidance on the language to use on exam announcements for continuous recruitment exams can be found in the Elements of Recruitment Manual.

If your agency decides to change an examination from set-date to continuous recruitment, please note that the individuals on the set-date eligible list have a minimum of one year of eligibility. If this results in your agency needing to establish concurrent eligible lists, please contact our office for guidance on the matter.

Should you have any questions or concerns, please email them to assistance.request@cs.ny.gov.



Department of Civil Service

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Governor

TIMOTHY R. HOGUES
Commissioner

PAR-10-23

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies
FROM: Municipal Services Division
SUBJECT: Changes to Section 50 of the Civil Service Law – Application Fees
DATE: July 17, 2023

The purpose of this Policy Advisory Report is to notify local civil service agencies of changes to Section 50 of the Civil Service Law (CSL) relating to the waiver of application fees for examinations for positions in State government.

Governor Hochul signed Chapter 55 of the Laws of 2023 on May 4, 2023. This amendment directs the State Department of Civil Service to waive application fees for all State exams from July 1, 2023, through December 31, 2025. This change does not apply to local governments.

Local civil service agencies may waive application fees at any time, subject to the approval of the appropriate governmental body. Please note that if your agency decides to waive application fees for local exam applicants, there would be a fee due to the State Department of Civil Service for examination services provided. The minimum fee due per approved applicant is \$12.50 for uniformed examinations and \$7.50 for non-uniformed examinations. The minimum fee due for decentralized examinations is currently \$5.00 per approved applicant.

Should you have any questions or concerns, please email them to assistance.request@cs.ny.gov.



**Department of
Civil Service**

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PAR-11-23

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Local Master Examination Schedule (2023-2024)

DATE: August 1, 2023

Attached is a copy of the Local Master Examination Schedule for the 2023-2024 examination year. The schedule will also be posted on MSD Online at:
<https://www.cs.ny.gov/msd/msdonline/masterexamschedule.cfm>

The schedule contains:

- Dates of Examination
- Deadlines by which to request examinations
- Exam Series/Holding Name and Description
- Typical Titles included in the Series/Holding
- Frequency Offered
- Test Administration Information

It is your agency's responsibility to ensure that you have requests on order for any positions filled by provisional appointment within 30 days of the appointment being made. Given the current job market, it is critical that you have an exam request in place for any positions for which you do not currently have an eligible list. If you are new to civil service administration, please review [How to Use the Date and Deadline Schedule and the Master Examination Schedule](#).

You can review your current requests and make new requests using the Exam Request Management Application (ERMA) at: <https://www.cs.ny.gov/hr/erma/>

Of the sixty-four examination programs offered this testing year, there are nineteen which are scheduled periodically. Please review the descriptions of these exam programs to determine if you have positions that need to be tested:

- Airport Management and Maintenance
- Bay Constable/Park Ranger
- Child Support
- Dental Services
- Drafting/CAD/Planning/Tax Map Technician
- Economic Development
- Employment and Training/Volunteer Services
- First-line Correctional Supervisor
- Health Services
- Higher-level Correctional Promotion
- Higher-level Social Welfare Examiner
- Horticulture/Animal Health Inspectors
- Identification
- Infection Control
- Legal Services
- Parks & Grounds Maintenance
- Recreation and Leisure
- Special Fire
- Transportation Services
- Youth Counselor

We will be offering online training for your agency's test administration staff this August. This training will go over procedures from requesting examinations to submitting critical incident reports to understanding the examination rosters and all the steps in between.

Pre-recorded examination related training sessions are also available on MSD Online at: <https://www.cs.ny.gov/msd/msdonline/trainingarchive.cfm>

If you have any questions, please contact us at assistance.request@cs.ny.gov.

2023-2024 Local Master Examination Schedule

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written or Test, 4.2b)	Uniformed Service (U) or Not	High Security (Y/N)
9/9/2023	6/2/2023	6/1/2023	Entry-Level Law Enforcement Officer Examination	Entry-level police titles. Minimum qualifications are prescribed in Section 58 of NYS Civil Service Law. Some agencies require additional education.	Police Officer, Deputy Sheriff	Annual	Multiple-Choice	U	Y
10/7/2023	5/30/2023	6/29/2023	Bay Constable/Park Ranger	Entry and promotion level titles of Park Ranger. MQ's include a high school diploma. Maintains the orderly and safe boating conditions in and around a harbor. Enforces NYS law and local ordinances regulating the use of waterways.	Harbormaster/Bay Constable Trainee, II, or III; Harbormaster; Park Rangers (all levels)	Periodically Scheduled	Multiple-Choice	N	N
10/7/2023	5/30/2023	6/29/2023	Civil Engineer	Professional level engineering titles. MQ's include a Bachelor's degree in engineering or a Professional Engineering License.	Engineer, Civil Engineer (all levels), Construction Engineer, City/Town/Village Engineer (all levels), Superintendent of Highway, Director of Public Works, Engineer Operation Manager	Annual	Multiple-Choice	N	N
10/7/2023	5/30/2023	6/29/2023	First Line Correction Supervisor	Exam program for FIRST-LINE security supervisory positions in LOCAL correctional facilities/jails. Positions in these titles are typically filled by promotion from Correction Officer titles with two / three years of experience.	Correction Corporal, Correction Sergeant	Periodically Scheduled	Multiple-Choice	U	N
10/7/2023	5/30/2023	6/29/2023	Health Services	Lower level administrative support, technical, public contact, direct patient care, etc. positions in various health care, health promotion and health regulatory settings.	Health Program Assistant, Disability Review Coordinator, Medical Worker, Admitting Supervisor, Patient Representative, Personal Care Aide	Periodically Scheduled	Multiple-Choice	N	N
10/21/2023	6/13/2023	7/13/2023	Dental Services	Titles involving assisting Dentists in examination and treatment of patients. Does not include Dental Hygienists. MQ's include a high school diploma and one year of experience assisting in a clinic.	Dentists Assistant, Dentist Aide	Periodically Scheduled	Multiple-Choice	N	N
10/21/2023	6/13/2023	7/13/2023	Employment and Training/Volunteer Services	Titles involving direct delivery of employment and training services and volunteer services. MQ's include an Associate's or Bachelor's degree.	Employment and Training Assistants, Counselors, Coordinators, Job Coaches, Job Development, Hospice Volunteer Coordinator, Volunteer Programs Coordinator, Supervisor of Volunteers (Hospitals)	Periodically Scheduled	Multiple-Choice	N	N
10/21/2023	6/13/2023	7/13/2023	Personnel Operations	Clerical titles involving performance of personnel practices or monitoring and calculating employee benefits. Min. Quais include high school diploma with Employee Benefits Clerk positions usually requiring one or more year of clerical experience.	Personnel Clerk, Benefits Specialist	Annual	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test, 4.2b)	Unfirmed Service (U) or Not	High Security (Y/N)
10/21/2023	6/13/2023	7/13/2023	Police Supervisors (Second and Third-Line)	Second and third line police supervisor titles. Appointments are typically made by promotion of individuals serving in the next lower title.	Police Lieutenant, Police Captain, Deputy Sheriff Lieutenant, Deputy Sheriff Captain, Detective Lieutenant, Detective Captain	Annual	Multiple-Choice	U	Y
10/21/2023	6/13/2023	7/13/2023	Recreation and Leisure	Titles organize and conduct recreation program activities for youth and/or general public or leisure time activities for chronically ill, aged, or disabled clients. Specific tasks vary according to assignment. MCs include high school diploma, Associate degree, or Bachelor's degree. Experience in various activities.	Recreation Program Aide, Recreation Program Leader, Recreation Supervisor, Activity Aide, Activities Specialist, Activity Leader, Leisure Services Assistant, Leisure Services Specialist, Leisure Time Activities Leader	Periodically Scheduled	Multiple-Choice	N	N
10/21/2023	6/13/2023	7/13/2023	Senior Clerical/Special Operations	Titles involving specialized clerical duties. Minimum qualifications usually consist of a high school diploma or GED and one or more years of clerical experience. Titles are typically, but not exclusively, first-line, working supervisors of small groups of Data Processing Operators. Minimum qualifications include a high school diploma and one plus years experience operating data entry equipment or the successful completion of a training course in its operation.	Senior Clerk, Assessment Clerk, Medical Clerk, Cashier, Recording Clerk, Motor Vehicle Clerk, Motor Vehicle Representative Information Processing Specialist, Senior Data Entry Operator, Senior Control Clerk	Annual	Multiple-Choice	N	N
10/21/2023	6/13/2023	7/13/2023	Special Fire	Fire prevention, inspection, investigation, training, airport firefighting, mutual aid and coordination titles. MCs include one year or more of specific fire job related experience.	Fire Inspector, Fire Marshall, Fire Training Coordinator, County Fire Coordinator, Airport Firefighter	Periodically Scheduled	Multiple-Choice	N	
11/4/2023	6/27/2023	7/27/2023	Business Operations	Professional and paraprofessional titles involving budgeting, grant management, contract management and risk/insurance management. MCs vary widely but generally candidates need a college education or equivalent.	Budgeting Analyst, Contract Administrator, Grants Manager, Risk/Insurance Manager, Grants Assistant	Annual	Multiple-Choice	N	N
11/4/2023	6/27/2023	7/27/2023	Public Information/Marketing/Tourism/Special Events	Titles that involve marketing and promoting cultural or recreational resources or specific programs through written materials, publicity, special events. MCs range from high school to Bachelor's or master's degree in marketing. Also titles that involve developing goals and strategies to increase public awareness of a public agency by publicizing programs using print/electronic media and special events. MCs include a Bachelor's degree in journalism, public relations, communications, and a degree in public information or a related field.	Marketing Coordinator, Marketing and Public Relations Assistant, Project Coordinator (Public Relations), Tourism Specialist, Cultural Programming Specialist, Tourism Information Assistant, Public Information Coordinator, Senior Public Relations Specialist, Community Relations Coordinator, District/District Coordinator, Festival Coordinator	Annual	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Accounting and Auditing	Professional level accounting and auditing titles. MCs include a minimum of 24 credit hours in accounting or a bachelor's degree in accounting. Some MCs include 18 credit hours in accounting.	Professional level accounting and auditing titles. Minimum qualifications include a minimum of 24 credit hours in accounting or a Bachelor's degree in accounting. Some minimum qualifications include 18 credit hours in accounting.	Annual	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Child Support	Professional-level titles involved in child support and resource recovery.	Support Investigator, Senior Support Investigator, Resources Examiner, Child Support Enforcement Coordinator	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	X-130	X-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written or Test 4.2b)	Uniformed Service (U) or Not	High Security
12/2/2023	7/25/2023	8/24/2023	Correction Officer	Exam program for entry-level positions having responsibility for maintaining the security of inmates in custody within municipal or State correctional facilities. Minimum Qualifications typically include a high school diploma.	Correction Officer, Correction Officer Trainee, Deputy Jailor	Twice Per Year	T&E	U	N
12/2/2023	7/25/2023	8/24/2023	Economic Development	This exam program is used for titles in professional economic and industrial development titles. MQ's include an associate's or bachelor's degree and one plus years of experience in business/public administration, economic development, banking or real estate.	Economic Development Specialist, Economic Development Zone Assistant, Business Development Analyst	Periodically Scheduled	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Engineering Technician	Para-professional engineering related titles. MQ's include an Associate's degree in engineering science or technology.	Engineering Aide (all levels), Civil Engineering Technician (all levels), Assistant Engineer, Engineering Assistant, Highway Project Technician, Assistant to Party Chief	Odd years	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Firefighter CD (Mount Vernon and New Rochelle)	Consent Decree exam program for entry-level firefighting positions within municipal fire departments. Minimum Qualifications include a high school diploma.	Firefighter, Fire Fighter	Annual	Multiple-Choice	U	Y
12/2/2023	7/25/2023	8/24/2023	Information Technology Managers - Local	Higher level IT Manager positions at the local level.	Senior Network Manager, Technology Services Coordinator, Systems Analyst, Project Manager, Director of Information Technology	Annual	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Program Administrators	Titles which are largely managerial or administrative. Any required technical knowledge will have been examined for at a lower level. Additionally, it is assumed that appointment to any of the qualifying titles demonstrates that candidates have an adequate level of technical knowledge.	Executive Director, Director, Assistant Director, Associate Director, Administrator, Assistant Administrator, Assistant Vice President, Operations Manager	Annual	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Social Welfare Examiner	This examination program is used for entry and second-level (senior) titles involving determining clients eligibility for public financial assistance programs. MQ's include two years of college education or two years of experience examining, investigating/evaluating claims for assistance.	Social Welfare Examiner, Senior Social Welfare Examiner, Income Maintenance Specialist, Social Services Program Specialist, Social Welfare Worker	Twice Per Year	Multiple-Choice	N	N
12/2/2023	7/25/2023	8/24/2023	Transportation Services	Para-professional and professional titles involving Non-emergency dispatching and the oversight of transportation programs. MQ's include high school diploma.	Transit Supervisor, School/Municipal Transportation Coordinator/Manager/Supervisor, Transit Supervisor, Public Works Dispatcher, Bus Dispatcher	Periodically Scheduled	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written or Test 4.2b)	Unfirmed Service (U) or Not	High Security Y/N
1/13/2024	9/5/2023	10/5/2023	Firefighter	Exam program for entry-level firefighting positions within municipal fire departments. Minimum Qualifications include a high school diploma.	Firefighter, Fire Driver	Annual	Multiple-Choice	U	Y
1/13/2024	9/5/2023	10/5/2023	Human Services Paraprofessionals	Primarily entry level paraprofessional title involving the delivery of human services activities. MQ's vary widely but often include experience providing assistance to clients and rarely require education beyond the level of an Associate degree.	Community Service (or Outreach) Worker, Tenant Relations Assistant (or Specialist), Community Mental Health Aide	Annual	Multiple-Choice	N	N
1/13/2024	9/5/2023	10/5/2023	Inspection	Para-professional level titles involving inspection and enforcement activities relative to construction and zoning regulations and code compliance. MQ's include an Associate's degree and experience in building construction.	Building/Housing/Zoning/Plumbing/Code Compliance/Code Enforcement Inspector/Officer/Specialist (all levels), Director of Building Code Enforcement, Building Plans Examiner, Residential Plan Review Inspector	Even Years	Multiple-Choice	N	N
1/13/2024	9/5/2023	10/5/2023	Legal Services	Paralegal and legal assistant titles. MQ's vary widely but include possession of a paralegal certificate, graduation from college, or one year of clerical work in the legal field.	Court Assistant, Legal Assistant, Paralegal	Periodically Scheduled	Multiple-Choice	N	N
1/27/2024	9/19/2023	10/19/2023	Public Safety Dispatcher	Entry, second and most third level titles involved in the supervision and/or performance of public safety dispatching. Entry-level positions include 911 performance qualifying test (pass/fail)	Emergency Services Dispatcher, Telecommunicator, Senior Dispatcher, Dispatch Coordinator	Annual	Multiple-Choice	N	N
2/10/2024	10/3/2023	11/2/2023	Airport Management and Maintenance	Exam program for technical and supervisory level positions involved with airport maintenance and operations. The MQ's typically range from a high school diploma to a Bachelor's degree plus experience.	Airport Operations Manager, Airport Operations Coordinator, Airport Maintenance Worker, Airport Maintenance Mechanic, Superintendent of Airport Maintenance	Periodically Scheduled	Multiple-Choice	N	N
2/10/2024	10/3/2023	11/2/2023	Higher level Social Welfare Examiner	This exam program is for local titles, usually higher level or administrative in nature, that administer Social Services programs such as Food Stamps, Public Assistance, HEAP, Child Support, etc.	Principal Social Welfare Examiner, Social Services Mgr., Director of Eligibility, Director of Income Maintenance and Child Support	Periodically Scheduled	Multiple-Choice	N	N
2/10/2024	10/3/2023	11/2/2023	Higher-Level Account Clerical	Titles generally involving double-entry bookkeeping although some do not require this knowledge. MQ's include an associate degree in accounting or business or equivalent experience.	Senior and Principal Account Clerk, Supervisor of Accounts	Annual	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written or Test 4.2b)	Unified Service (U) or Not	High Security
2/10/2024	10/3/2023	11/2/2023	Purchasing/Storekeeping	Professional, para-professional and clerical purchasing and stores titles. MQ's vary widely but generally include prior knowledge or experience of purchasing and/or stores.	Buyer, Storekeeper, Purchaser, Purchasing Agent, Purchasing Clerk	Annual	Multiple-Choice	N	N
3/2/2024	10/24/2023	11/23/2023	Fire Chief/ Assistant Fire Chief	Exam program for positions having overall administrative operations and control responsibilities of fire service personnel within a municipal fire department. Appointments are typically made by promotion of individuals with one plus year of experience at the next lower level title.	Battalion Chief, Deputy Fire Chief, Assistant Fire Chief, Fire Chief	Annual	Multiple-Choice	U	Y
3/2/2024	10/24/2023	11/23/2023	Higher-level Correction Promotion	Exam program for HIGHER-LEVEL security supervisory and administrator positions in LOCAL correctional facilities/jails. Positions in these titles are typically filled by promotion by individuals having one or more years of experience in a lower level correction title.	Correction Lieutenant, Correction Captain, Assistant/Deputy Warden, Warden, Jail Administrator	Periodically Scheduled	Multiple-Choice		
3/2/2024	10/24/2023	11/23/2023	Identification	Entry and promotion level titles involved in taking, classifying, comparing and maintaining fingerprint records. MQ's include a high school diploma.	Fingerprint Technician, Criminal Identification Technician, Senior Criminal Technician	Periodically scheduled	Multiple-Choice	N	N
3/2/2024	10/24/2023	11/23/2023	Office Support Services	Principal (third-level) titles in the typist, secretarial and office assistant classes. MQ's include high school/GED plus three to five years of experience or an Associate's degree and two to three years of experience. Senior (second-level) titles in the typist or secretarial classes which require specialized experience. MQ's include high school plus two years of the required experience or graduation from an Associate's Degree program in the specialty area.	Administrative Secretary, Office Assistant 3, Departmental Secretary, Executive Secretary, Secretary to the Commissioner of ____, Legal Typist, Office Assistant	Annual	Multiple-Choice	N	N
3/2/2024	10/24/2023	11/23/2023	Parks & Grounds Maintenance	Exam program for entry-level thru professional level positions involved with grounds maintenance. The MQ's typically range from high school diploma to associate Degree and many higher level titles typically require experience in grounds maintenance as well.	Park Manager, Parks Maintenance Supervisor, Director of Parks and Recreation, Swimming Pool Manager, Caretaker Parks, Parks Superintendent, Skating Rink Manager, Grounds Crew Supervisor, Groundskeeper, Cemetery Supervisor	Periodically Scheduled	Multiple-Choice	N	N
3/2/2024	10/24/2023	11/23/2023	Police Entrance - Consent Decree (Onondaga County)	Entry-level police titles. Minimum qualifications are prescribed in Section 58 of NYS Civil Service Law. Some agencies require additional education.	Police Officer, Deputy Sheriff	Mandated to hold twice a year for Onondaga County	Multiple-Choice	U	Y
3/2/2024	10/24/2023	11/23/2023	Social Work Services	Titles involving the provision of social work services including advocacy, education, referral, counseling, research, assessment and treatment. Services are rendered in hospitals, nursing homes, mental health clinics, schools and government offices and cover the following specialties: medical and public health, child, family and schools, and mental health and substance abuse. Minimum qualifications range from high school plus experience to Master's level education and include licensure at various levels.	Alcohol and Drug Counselor, Case Manager, Clinical Therapist, Intensive Case Manager, Licensed Social Worker, Mental Health Coordinator, Social Worker, Social Work Assistant, Student Assistance Supervisor	Annual	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written Test 4.2b)	Uniformed Service (U) or Not	High Security (Y/N)
3/23/2024	11/14/2023	12/14/2023	Aging Services	Mostly professional titles providing services for senior citizens. MQ's include a bachelor's degree or higher and experience working in social or health services settings.	Aging Services (or Senior Citizens) Specialist, Supervisor of Aging (or Senior Citizens) Services, Coordinator of Aging (or Senior Citizens) Services, Director or Assistant Director of Office for the Aging	Every 2 years	Multiple-Choice	N	N
3/23/2024	11/14/2023	12/14/2023	High-Level Custodians and Janitors	Above entry-level custodian and janitor titles.	Head Custodian, Senior Custodian, Supervising Custodian, Custodial Operations Supervisor, Housekeeping Supervisor, Supervising Janitor	Annual	Multiple-Choice	N	N
3/23/2024	11/14/2023	12/14/2023	Personal Computer Operator	Lower Level IT positions at the local level that are not appropriate for the decentralized program and do not have responsibility for management or supervisory duties. An Information Technology Job Analysis Questionnaire (ITJAQ) must be included with the exam request.	Computer Operator, Data Processing Coordinator, Computer Aide	Annual	Multiple-Choice	N	N
3/23/2024	11/14/2023	12/14/2023	Police Chief/Assistant Police Chief	Exam program for high level police administrator positions within local government police departments. Minimum Qualifications typically include experience in lower level positions within police department – typically by promotion of individuals in the next lower title	Police Chief, Assistant Police Chief, Deputy Police Chief	Annual	Multiple-Choice	U	Y
3/23/2024	11/14/2023	12/14/2023	Public Health	Titles that involve the delivery of public health education programs and services to the public. MQ's vary but qualifications for Public Health Educator are regulated by the NYS Department of Health, NYCRR Title 10. Also titles that involve tracking and responding to infectious diseases in the community and counseling affected individuals. MQ's include an associate or bachelor's degree	Public Health Educator, Senior Public Health Educator, Supervising Public Health Educator, Public Health Coordinator (HIV/AIDS, Tobacco, Cancer), STD Investigator, Social Health Investigator, Public Health Specialist		Multiple-Choice	N	N
4/13/2024	12/5/2023	1/4/2024	Horticulture/Animal Health Inspectors	Para-professional and professional titles involved in the propagation, planting, cultivation, and maintenance of trees and shrubs, flowers and ornamental plants. MQ's include high school and one plus years of horticulture or landscaping experience.	Horticulturalist, Horticulture Inspector, Superintendent of Horticulture, Florist, Horticulture Aide	Periodically Scheduled	Multiple-Choice	N	N
4/13/2024	12/5/2023	1/4/2024	Investigators (non-police)	Exam program for positions that have NON-POLICE investigative responsibilities. Exams include both entry and higher level positions; minimum qualifications typically an Associate's or Bachelor's degree plus experience.	Investigator, Welfare Investigator, Social Services Investigator, Consumer Affairs Investigator	annual	Multiple-Choice	N	N
4/13/2024	12/5/2023	1/4/2024	Personnel & Employee Benefits	Professional titles involving coordinating or managing employee benefits. Min. Quals typically include a Bachelor's Degree and two plus years of experience administering employee benefits.	Personnel Analysts, Personnel Specialists, Personnel Administrators, Personnel Directors	Annual	Multiple-Choice	N	N

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (78.E, Written Test 4.2b)	Unified Service (U) or Not	High Security (Y/N)
4/13/2024	12/5/2023	1/4/2024	Public Works	Para-professional and professional titles involved in public works/engineering projects. MQs include a high school diploma and experience.	Highway/Road/Street Maintenance Supervisor/Superintendent/Foreman, Public Works/Labor/Highway Zone/Street Supervisor, Director/Superintendent of Public Works (all levels)	Annual	Multiple-Choice	N	N
5/4/2024	12/26/2023	1/25/2024	Higher Level Caseworker	Professional caseworker positions above the entry-level involving supervision and/or case management. MQs include a Bachelor's or Master's degree in a behavioral science field and one or more years of professional casework or counseling experience.	Senior Caseworker, Case Supervisor - Grade B, Case Supervisor - A	Annual	Multiple-Choice	N	N
5/4/2024	12/26/2023	1/25/2024	Higher-Level Clerical	Clerical titles beyond the entry-level involving moderately complex to complex duties and/or supervision. MQs include an Associate's degree or high school diploma and two or more years of work-related experience.	Administrative Aide, Administrative Assistant, Principal Clerk, Principal Registry Clerk, Principal Program Assistant, Clerk II, III, IV, Office Manager, Clerk I (Monroe County)	Annual	Multiple-Choice	N	N
6/1/2024	1/23/2024	2/22/2024	Entry level Professional	Lower-level titles that engage in a variety of work activities that do not require specialized training prior to employment. Job duties may involve planning, developing, and/or coordinating small programs. Some titles may be traineeships. MQs may require a Bachelor's degree.	Computer Programmer Trainee, Personnel Technician Trainee, Administrative Aide Trainee, Child Support Outreach Coordinator, After School Program Coordinator, District Family Advocate, Citizen Advocate, Community Outreach Specialist, Parent Liaison, Data Coordinator/Analyst, Professional Information Technician, Database Administrator	Annual	Multiple-Choice	N	N
6/1/2024	1/23/2024	2/22/2024	Fiscal Management/School Business Management	Professional and some para-professional titles requiring a broad knowledge of fiscal matters, e.g., accounting, purchasing, inventory control, governmental accounting. MQs include a bachelor's degree in business administration or similar and experience.	School Business Manager/Executive, Agency Fiscal Managers	Annual	Multiple-Choice	N	N
6/1/2024	1/23/2024	2/22/2024	Infection Control	Specialized Professional Nursing related and other health related titles dealing with Infection Control in hospitals, nursing homes, and public health institutions. MQs may include licensure and/or current registration as a Registered Professional Nurse in New York State plus experience.	Infection Control Nurse, Epidemiologist, Communicable Disease Specialist	Periodically Scheduled	Multiple-Choice	N	N
6/1/2024	1/23/2024	2/22/2024	Police Supervisors/Investigators	Exam program for positions having FIRST-LINE police supervisory responsibilities as well as for police positions where the duties are primarily investigative in nature. Appointments are usually made by promotion of individuals serving in the next lower level title.	Police Sergeant, Deputy Sheriff Sergeant, Investigator, Detective	Annual	Multiple-Choice	U	Y
6/1/2024	1/23/2024	2/22/2024	Real Property Tax Services	Titles involved in searches for deeds and real estate searches. MQs vary from a paralegal certificate to a high school diploma and two/three years of related experience. The series also includes Appraisers and Assessors as well as Real Property Directors of Real Property Tax Services	Data-collector, assessment aide/assistant, appraisal aide/assistant, title searcher, Real Property Appraiser, Assessor, Deputy Director of Real Property Tax Services, Director of Real Estate	Annual	Multiple-Choice	N	N

2023-2024 Local Master Examination Schedule

Exam Date	x-130	x-100	Exam Series	Exam Series Description	Typical Local Titles	Typical Testing Cycle	Exam Format (T&E, Written or Test 4.2b)	Uniformed Service (U) or Not	High Security (Y/N)
6/1/2024	1/23/2024	2/22/2024	Staff Development and Training	Titles involving supervising or performing activities directly related to staff development and training. MQ's include bachelor's degree.	Staff Development Assistant, Training Instructor, Training Specialist, Professional Development	Annual	Multiple-Choice	N	N
6/1/2024	1/23/2024	2/22/2024	Youth Counselor	Paraprofessional titles involving working with youth (but not with preschool children), includes titles of those working with juvenile delinquents or to prevent juvenile delinquency, and also child care workers in residential treatment programs for youth. Minimum qualifications include an Associate's degree.	Detention Home Aide, Youth Detention Worker, Youth Care Worker, Youth Services Specialist, Student Transition Specialist, Youth Counselor, Youth Services Coordinator, Youth Program Coordinator, Assistant Director and Director of Youth Programs, Youth Services Director, Youth Director, Director, Youth Care Center Director	Periodically Scheduled	Multiple-Choice	N	N
6/15/2024	2/6/2024	3/7/2024	Fire Promotion (Lower-level)	Exam program for positions having FIRST AND SECOND-LINE supervisory responsibility of fire service personnel within municipal fire departments. Appointments to these positions are typically made by promotion of individuals with three or more years of experience as a Firefighter.	Fire Lieutenant, Fire Captain	Annual	Multiple-Choice	U	Y
6/15/2024	2/6/2024	3/7/2024	Probation Officer (Entry and Upper Level)	Exam program for entry and promotion level positions having professional probation related responsibilities. Minimum Qualifications typically includes Bachelor's Degree plus casework experience. Refer to Probation Regulations, Appendix H-10 for minimum qualifications for Probation positions.	All professional-level probation titles from Probation Officer Trainee to Director of Probation, including Alternatives to Incarceration Program titles	Annual	Multiple-Choice	N	N
6/15/2024	2/6/2024	3/7/2024	Social Welfare Examiner	This examination program is used for entry and second-level (senior) titles involving determining clients eligibility for public financial assistance programs. MQ's include two years of college education or two years of experience examining investigating/evaluating claims for assistance.	Social Welfare Examiner, Senior Social Welfare Examiner, Income Maintenance Specialist, Social Services Program Specialist, Social Welfare Worker	Twice Per Year	Multiple-Choice	N	N
7/13/2024	3/5/2024	4/4/2024	Drafting/CAD/Planning/Tax Map Technician	Exam program for positions having para-professional responsibilities which include the preparation of plans/detailed drawings for engineering and other purposes. MQ's typically include coursework in drafting or mechanical drawing at the high school or college level.	Drafting Aide, Drafting Technician (all levels), Architectural Drafter, Planning Drafter, Planning Assistant, Tax Map Technician (all levels), Utility Draftsperson	Periodically Scheduled	Multiple-Choice	N	N
7/13/2024	3/5/2024	4/4/2024	Fiscal and Office Operations	Clerical and para-professional titles performing office tasks and activities such as providing general clerical support, maintaining payroll records, providing customer service, maintaining tax records, recording payments, and ensuring the accuracy of vouchers. MQ's typically require a high school diploma (or G.E.D.) and experience. Technical knowledge is not required at the time of appointment.	Ward Clerk, Index Clerk, Real Property Tax Aide, Registry Clerk, Assessor's Aide, Administrative Aide, Payroll Clerk, Senior Payroll Clerk, Associate Tax Clerk, Medical Billing Clerk	Annual	Multiple-Choice	N	N
7/13/2024	3/5/2024	4/4/2024	Safety & Security	Exam program for entry and promotion level positions having responsibility for enforcing peace and order in and/or on the grounds of public buildings. MQ's include a high school diploma. Appointees may have peace officer powers.	Security Guard/Officer, School Safety Officer, Security Supervisor, Special Patrol Officer (GML 205V)	Annual	Multiple-Choice	N	N

Civil Service Law, Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, 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 positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 1, 1959

CITY OF NORWICH CIVIL SERVICE COMMISSION
NORWICH, NEW YORK
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 two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Administrative Office	Norwich City School District	District Wide

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.

PERCENT OF WORK TIME	
10%	Serves as liason with vendors to resolve and reconcile invoice and purchase order discrepancies;
10%	Serves as liaison with school buildings and departments to ensure accurate and timely processing of transactions;
1%	Creates and/or initiates electronic wire transactions;
1%	Submits electronic check issuance files to financial institutions;
2%	Identifies and communicates opportunities for process improvement;
2%	Identifies and communicates opportunities for process improvement;
1%	Maintains electronic invoice databases and records;
1%	Other duties as assigned.

(attach additional sheets if more space is needed)

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
Brian Bartlett	Director of Business Services	Direct
Todd Griffin	Assistant Superintendent for Business	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
None		
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
None		
6. What minimum qualifications do you think should be required for this position?		
A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business, Finance or closely related field and two (2) years of experience in maintaining financial records and accounts; or: B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business, Finance or closely related field and four (4) years of experience in maintaining financial records and accounts; or: C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in maintaining financial records and accounts; or: D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).		
Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>06/02/2023</u> Title: <u>Secretary II</u> Signature: <u>La p. VanBuren</u>		
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the <u>City of Norwich</u>		
_____ Civil Service Commission certifies that the appropriate civil service title for the position described is <u>Accounts Payable Specialist</u>		
Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
☐ Approved ☐ Disapproved Date: _____ Signature: _____		

Accounts Payable Specialist

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard account-keeping procedures in maintaining and checking financial accounts and records. The incumbent serves as clerical support to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The incumbent works under supervision on routine assignment that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES:

Summaries and processes transactions for entry and posting to the Accounts Payable module within the information technology systems;

Maintains appropriate electronic listings, records of account, registers, vouchers, requisitions and related records;

Analyzes accounts and prepares appropriate accrual entries for financial statements;

Maintains accurate vendor dictionary database, including the file maintenance of IRS Form W9 and other vendor paperwork;

Generates and issues IRS forms to vendors and electronically files reports to tax authorities;

Ensures compliance with IRS regulations and notices for accounts payable;

Maintains outstanding check register and ensures compliance with applicable regulations;

Maintains sources of payments to vendors;

Serves as liaison with vendors to resolve and reconcile invoice and purchase order discrepancies;

Serves as liaison with school buildings and departments to ensure accurate and timely processing of transactions;

Creates and/or initiates electronic wire transactions;

Submits electronic check issuance files to financial institutions;

Identifies and communicates opportunities for process improvement;

Maintains electronic invoice databases and records;

Analyzes and reports on opportunities for savings;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; basic accounting knowledge; working knowledge of modern office terminology procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations involving fractions, decimals and percentages accurately; ability to work in a fast-paced environment, think independently, work well in a team setting, maintain professional appearance and demeanor; provide customer service, ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to analyze and organize data and prepare records and reports; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business, Finance or closely related field and two (2) years of experience in maintaining financial records and accounts; or
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business, Finance or closely related field and four (4) years of experience in maintaining financial records and accounts; or
3. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in maintaining financial records and accounts; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide

independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.es.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: June 27, 2023
Classification - 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 | Bureau, Division, Unit or Section
District Wide | Location of Position
Norwich City School District |
|----------------------|---|---|
- 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:

Percent of Work Time	Job Duty
10%	Supervises and may perform semi-skilled electrical, plumbing and heating repairs to building and equipment; Supervises and may perform building cleaning activities; Supervises and may perform the care and maintenance of lawns, walks, shrubs, trees and other grounds;
5%	Directs snow and ice removal and control activities;
30%	Supervises and establishes work schedules for custodial and maintenance personnel;
5%	Inspects maintenance and construction work performed by private contractors to ensure that contract terms are fulfilled;
30%	Develops, schedules and oversees a preventive maintenance program for buildings and equipment;
10%	Prepares preliminary plans, specifications and cost estimates for buildings and grounds repair and alteration projects; Prepares and administers the annual operating budget for buildings and grounds maintenance and repair activities;
5%	Maintains a variety of records and prepares reports; Ensures buildings are locked and unlocked and in readiness for all activities;
5%	Orders custodial and maintenance supplies and equipment; May utilize personal computer software for work order and preventative maintenance record keeping.
(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>
	Director of Business Services	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Custodians & Cleaners	Direct
	Groundskeepers	Direct
	Maintenance Workers	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>

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

Education: High School 4 Years
 College 2 Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

Work experience involving facility and/or building maintenance and/or operations, project management relating to facilities maintenance, or closely related work, which must have included supervisor or administrative responsibilities.

Essential knowledges, skills and abilities:

Thorough knowledge of modern large-scale buildings and grounds operations, and maintenance and repair practices; good knowledge of the tools terminology and practices of one or more of the mechanical or buildings trades; good knowledge of the operation and maintenance of heating, air conditioning, ventilating, electrical, and plumbing systems; good knowledge of the safety practices used in the cleaning, maintenance, and repair of buildings and grounds; ability to plan and supervise the work of others; ability to follow oral and written instructions; ability to operate a personal computer to analyze data related to buildings and grounds operations; physical condition commensurate with the demands of the position.

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 City of Norwich Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Supervisor of Facilities and Grounds

Jurisdictional Classification: Competitive

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐ Approved
☐ Disapproved

Date:

Signature:

Return One Completed Copy To Civil Service Commission

August 15, 2023

Supervisor of Facilities and Grounds

Distinguishing Features of the Class: This is an administrative position and managerial position involving responsibility for the supervision of school district buildings and grounds as well as custodial and maintenance activities to keep the facilities up to acceptable standards of cleanliness and operation. Work is performed under the general supervision of the Director of Business Services with considerable leeway for the use of independent judgement in planning and carrying out details of the work. Supervision is exercised over the work of cleaners, custodial, groundskeepers and maintenance personnel in the school system by inspection, observation, and review of reports.

Typical Work Activities:

Supervises and may perform semi-skilled electrical, plumbing, and heating repairs to building and equipment;

Supervises and may perform building cleaning activities;

Supervises and may perform the care and maintenance of lawns, walks, shrubs, trees and other grounds;

Directs snow and ice removal and control activities;

Supervises and establishes work schedules for custodial and maintenance personnel;

Inspects maintenance and construction work performed by private contractors to ensure that contract terms are fulfilled;

Develops, schedules and oversees a preventive maintenance program for buildings and equipment;

Prepares preliminary plans, specifications and cost estimates for buildings and grounds repair and alternation projects, prepares and administers the annual operating budget for buildings and grounds maintenance and repair activities;

Maintains a variety of records and prepares reports, ensures buildings are locked and unlocked and in readiness for all activities;

Orders custodial and maintenance supplies and equipment may utilize personal computer software for work order and preventative maintenance record keeping;

Performs related work as required.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of modern large-scale buildings and ground operations and maintenance and repair practices; Good knowledge of the tools terminology and practices of one ore more of the mechanical or buildings trades; Good knowledge of the operation and maintenance of heating, air conditioning, ventilating, electrical and plumbing systems; Good knowledge of the safety practices used in the cleaning, maintenance and repair of buildings and grounds; Ability to

plan and supervise the work of others; Ability to follow oral and written instructions; Ability to operate a personal computer to analyze data related to buildings and grounds operations; Physical condition commensurate with the demands of the position.

Minimum Qualifications:

1. Graduation from a regionally accredited or New York State registered college or university with an Associated Degree in Construction Technology, Business Administration or closely related field and four years of full-time paid experience or its part-time equivalent in the operation or maintenance of buildings which shall have included or been supplemented by two years of supervisory experience. *
2. Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid experience or its part-time equivalent in the operation or maintenance of buildings which shall have included or been supplemented by two years of supervisory experience. *

*Supervisory experience shall be defined as responsibility for the selection, supervision and performance evaluation of staff and the coordination and management of related program activities.

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Date approved
Competitive

Civil Service Law, Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, 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 positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 1, 1959

CITY OF NORWICH CIVIL SERVICE COMMISSION

NORWICH, NEW YORK

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 two typed copies to this Commission.

1. DEPARTMENT

BUREAU, DIVISION, UNIT OR SECTION

LOCATION OF POSITION

Human Resources

Norwich City School District

NCSD - District Office

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.

PERCENT OF WORK TIME

100

Provides information, answers questions, and processes paperwork regarding personnel policy, benefits, and general personnel issues including the Family Medical Leave Act and the Americans with Disabilities Act;

Conducts new employee orientation to cover department and city procedures, benefits, and other employment details such as civil service status;

100

Organizes and supervises the maintenance of personnel records relating to appointments, probationary terms, longevity, salary and leave of absence;

Contributes to the recruitment and placement of personnel and the preparation and placement of advertisements;

10

Assists in the process and follow through on Worker's Compensation and Disability claims; interacts with the division of Risk and Insurance regarding these claims;

Screens employment applications and forwards applications of qualified candidates to unit heads for review; arranges appointments for department heads to interview candidates;

100

Ensures that personnel transactions are promptly reported to the Norwich City Department of Personnel and comply with civil service and department requirements;

Ensures that required posting procedures are followed when filling positions;

50

Processes security checks on new employees and processes on-site security badge clearance and assignment;

Meets with department heads to explain and ensure proper personnel changes and procedures are followed;

10

Monitors the timely completion of probationary and annual employee evaluations by department heads;

Processes requests for classification of new positions or reclassification of existing ones;

10

Assists in investigations of personnel problems as directed by the department head and reports findings for action; prepares disciplinary documentation to be presented to employee when necessary;

Conducts studies, compiles information and prepares reports for the department head as requested;

60

May recommend new method and procedures for more efficient operation of the Personnel office;
Meets with staff of the City Personnel Office concerning questions on civil service titles, classification, benefits and personnel transactions;
Meets with department heads to explain and ensure proper employment procedures and changes are followed;
May process salary increments for eligible employees.

(attach additional sheets if more space is needed)

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
TBD	Director of Human Resources	Direct
Scott Ryan	Superintendent	Direct
Jessica Poyer and Todd Griffin	Assistant Superintendent	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
	Keyboard Specialists	Direct
	Secretary I and Secretary II	Direct
	Administrative Assistants	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.		
NAME	TITLE	LOCATION OF POSITION
N/A		
6. What minimum qualifications do you think should be required for this position? A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree; OR B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or NYS registered college or university and two years of staff administration experience; OR C) Graduation from high school or possession of an equivalency diploma and four years of staff administration experience; OR D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above. Essential knowledge's, skills and abilities: Full knowledge of the principles and practices of personnel administration; Working knowledge of Civil Service Law and the City of Norwich rules for the Classified Civil Service; Working knowledge of the techniques used in recruiting, training, and evaluating employees; Working knowledge of the procedures used in the administration of the employee benefit programs; Working knowledge of department functions and operations; Working knowledge of interviewing techniques; Ability to plan and supervise the work of others; Ability to use a personal computer; Ability to communicate with others both orally and in writing; Ability to maintain accurate records and prepare reports; Ability to get along with others. Type of license or certificate required:		
7. The above statements are accurate and complete. Date: <u>08/01/2023</u> Title: <u>Human Resources Associate</u> Signature: <u><i>Le P. Van Buren</i></u>		
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 _____ Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position _____ Approved _____ Disapproved Date: _____ Signature: _____		

Human Resources Associate

Distinguishing Features of the Class: An incumbent in this class has responsibility for much of the day-to-day administrative functions of the Department of Human Resources. A Human Resources Associate serves as a first contact for employees, department heads and the general public. Responsibilities include but are not limited to maintenance of various records and files, telephone contact, preparation of reports, payroll certification, etc. The incumbent acts in a supportive role to the Director and performs duties requiring the independent interpretation and application of a wide set of laws, rules, policies, and procedures. The work is performed under the general direction of the Director of Human Resources. Wide latitude, within the guidelines of Federal, State and local law, rules and regulations, is allowed for the exercise of independent judgement when carrying out the details of the work. Supervision may be exercised over the work of clerical staff. The incumbent will perform all related duties as required.

Typical Work Activities:

Provides information, answers questions and processes paperwork regarding personnel policies, benefits and general personnel issues including Family Medical Leave Act and the American Disabilities Act;

Conducts new employee orientation to cover department and school procedures, benefits and other employment details;

Organizes and supervises the maintenance of personnel records relating to appointments, probationary terms, longevity, salary and leave of absence;

Contributes to the recruitment and placement of personnel and the preparation and placement of advertisements;

Assists in the process and follow through on Worker's Compensation and Disability claims, interacts with the division on Risk and Insurance regarding these claims;

Screens employment application and forwards applications of qualified candidates to unit heads for review, arranges appointment for department heads to interview candidates;

Ensures that personnel transactions are promptly reported to the City of Norwich Human Resources and comply with civil service and department requirements;

Ensures that required posting procedures are followed when filling positions;

Processes security checks on new employees and processes on-site security badge clearance and assignment;

Meets with department heads to explain and ensure proper personnel changes and procedures are followed;

Monitors the timely completion of probationary and annual employee evaluations by department head;

Processes requests for classification of new positions or reclassification of existing ones;

Assists in investigation of personnel problems as directed by the department head and reports finding for action, prepares disciplinary documentation to be presented to employee when necessary;

Conducts studies, compiles information and prepares reports for the department head as requested;

May recommend new method and procedures for more efficient operation in the Human Resource Department;

Meets with staff of the City of Norwich Civil Service Department concerning questions on Civil Service titles, classification, benefits and personnel transactions;

Meets with department heads to explain and ensure proper employment procedure and changes are followed;

May process salary increments for eligible employees.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of Civil Service Law and the Civil Service Rules for the City of Norwich; Thorough knowledge of the structure, functions and operation of municipal government; Good knowledge of officer terminology, procedures and equipment; Good knowledge of methods and procedures used in records maintenance and the processing of personnel transactions; Ability to communicate effectively with others, both orally and in writing; Ability to perform close, detail work; Ability to deal with the public; Ability to analyze and resolve complex problems; Ability to establish and maintain effective working relationships with the internal and external customers of the Human Resources Department; Ability to compose routine letters and memoranda; Clerical aptitude; Physical condition commensurate with the demands of the position.

Minimum Qualifications:

1. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree; or
2. Graduation from a regionally accredited or NYS registered college or university with a Associate's degree and two years of staff administration experience; or
3. Graduation from high school or possession of an equivalency diploma and four years of staff administration experience; or
4. An equivalent combination of training and experience as defined by the limits of 1), 2), and 3).

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Date approved
Classification -

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
Youth Bureau | Bureau, Division, Unit or Section | Location of Position
City of Norwich |
| 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 Parks & Recreation

Percent of Work Time	Job Duty
10%	Directs the planning and supervision of all sports, recreational, cultural and aquatic programs and events;
20%	Supervises and conducts research to determine what programs are need and makes recommendations for implementation of same;
10%	Evaluates cost effectiveness of programs and recommends changes as needed;
5%	Authorizes the allocation of staff to various projects;
5%	Interviews, selects and trains new staff;
10%	Prepares annual recreation budget and authorizes expenditure of funds;
20%	Confers with contractors in resolving maintenance and construction of facilities;
10%	Recommends the acquisition, design, use and construction of facilities;
10%	Prepares and maintains all required records and reports.

(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>
	Mayor	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Temporary summer/winter laborers	Direct
	Recreational Coordinator	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 4 Years
 College 2 Years, with specialization in Social Work, Guidance Counselor or closely related work
 College _____ Years, with specialization in _____

Experience: (list amount and type)
 Administering youth-oriented programs

Essential knowledges, skills and abilities:

Excellent knowledge of recreation administration theory, practice and principles; excellent knowledge for planning, acquiring, equipping and maintaining recreation facilities; excellent knowledge of public administration principles and practices; ability to organize, develop and implement a comprehensive recreational park program; ability to administrate the supervision of a large number of workers; ability to communicate effectively both verbally and in writing; ability to establish good working relationships with both the public and community groups; initiative; tact; courtesy; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

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 City of Norwich Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: Competitive

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐ Approved
☐ Disapproved

Date: _____ Signature: _____

Return One Completed Copy To Civil Service Commission

August 29, 2023

Director of Parks and Recreation

Distinguishing Features of the Class: This is a professional administrative position with the responsibility for planning, directing, and controlling the implementation of the City's parks and recreation programs and for the maintenance and capital improvement projects of the facilities and properties under the jurisdiction of the Mayor and Common Council. The incumbent must exercise independent judgement for the implementation of policies and procedures. Supervision is exercised over subordinate employees. Does related work as required.

Typical Work Activities:

Directs the planning and supervision of all sports, recreational, cultural and aquatic programs and events;

Supervises and conducts research to determine what programs are needed and makes recommendations for implementation of same;

Evaluates cost effectiveness of programs and recommends changes as needed;

Authorizes the allocation of staff to various projects;

Interviews, selects and trains new staff;

Prepares annual recreation budget and authorizes expenditure of funds;

Confers with contractors in resolving maintenance and construction problems;

Recommends the acquisition, design, use and construction of facilities;

Prepares and maintains all required records and report.

Full Performance knowledge, skills, abilities and personal characteristics:

Excellent knowledge of recreation administration theory, practice and principles; excellent knowledge for planning, acquiring, equipping and maintaining recreation facilities; excellent knowledge of public administration principles and practices; ability to organize, develop, and implement a comprehensive recreational park program; ability to administrate the supervision of a large number of workers; ability to communicate effectively both verbally and in writing; ability to establish good working relationships with both the public and community groups; initiative; tact; courtesy; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

1. An associate degree in social work, guidance counseling, business or public administration or closely related field and one (1) year of experience administering youth-oriented programs; or
2. Graduation from high school or possession of an equivalency diploma and three (3) years of experience administering youth-oriented programs.

Date approved
Classification - Non-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 Human Resources	Bureau, Division, Unit or Section	Location of Position Norwich City School District
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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:

Percent of Work Time

Job Duty

Build meaningful relationships and provide targeted support for students demonstrating attendance, academic, social and/or behavioral risk factors. Engage students in one-on-one counseling and coaching sessions, serving as students champions and advocates. Forge and maintain close partnerships with families, serve as a liaison between parents and the school, and engage families in regular conversations about student progress;

Develop personalized achievement plans for all students; regularly engage students, families, and staff in conversations about progress relative to individualized achievement plans. Coordinate necessary academic and nonacademic interventions for each student, working in close collaboration with teachers, families, administration, social workers, counselors and partners;

Analyze student data and early warning signs, and closely monitor student progress to provide proactive and preventative support triggered by data. Implement data driven systems, tools and processes to maintain a pulse on student needs and progress;

Participate in and co-facilitate weekly on-track data meetings and faculty and staff. Collaborate with faculty and staff to analyze data and students on-track achievement levels. Share resources and tools with other On-Track Coordinator and Grade level teams;

Coordinator interventions and support with staff in response to individual student data. Review on-track progress data with students and families;

Maintain a careful log of student and family interactions, interventions, and student progress. Co-design and co-lead programming to support student on-track achievement;

Staff summer transition programming, targeting rising freshman and preparing these students for successful transitions to high school.

(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>
Jacob Roe	Principal	Direct
Lerence Devine	Principal	Direct
Sara Gilbeau	Principal	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
N/A		

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 4 Years
 College 4 Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

Prior experience working in public schools

Essential knowledges, skills and abilities:

Through knowledge of urban districts and schools; Strong sense of accountability and responsibility; Thorough knowledge working with high school-age youth and their families; Excellent oral and written communication skills, including group facilitation; Ability to interact professionally and earn credibility with a diverse range of stakeholders; Outstanding interpersonal skills and teamwork; Ability to master new content quickly and work in a self-motivated manner; Ability to motivate and inspire students, families, and school staff; Strong critical thinking including synthesizing different types of data; Sense of humor, positive attitude, and willingness to work in a collaborative environment; Experience assessing and applying best practices at scale to drive results; Strong organizational and project management skills; Ability to work effectively under pressure and to meet competing demands; Excellent computer skills, ability to use PowerPoint, Excel, Google apps and the Internet; Strong belief that all students can learn and achieve at high levels, and a commitment to actively promoting equitable outcomes.

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 City of Norwich Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: On-Track Coordinator

Jurisdictional Classification: Competitive

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐ Approved
☐ Disapproved

Date:

Signature:

JOB DESCRIPTION

Civil Service Title: Maintainer

MAINTENANCE SUPERVISOR - BORDENTOWN CIRCLE AND PEACOCK PARK MANOR

Employee shall work on a full-time basis at Peacock Park Manor and Bordentown Circle housing projects, dividing work time on a priority schedule.

General Statement of Duties: Plans, supervises and participates in all tasks involved with the maintenance and repair of buildings and grounds, including, but not limited to:

- All maintenance, repairs and upkeep on all buildings, both interior and exterior, and all improvements, appurtenances and fixtures associated therewith;
- All mowing, grooming, cleaning and care of the lawns, walkways, parking, play, and common areas of the housing projects;
- Snow and ice removal from the sidewalk areas of the projects and any other required actions to insure the safe passage of pedestrians and vehicles over same;
- All maintenance work order completion;
- All general maintenance tasks; including routine assignments such as:
 - Clean public areas, utility rooms, laundries, and offices
 - Maintain grounds (clean sidewalks, roadways, mow lawns, trim shrubbery, etc.)
 - Maintain Housing Authority equipment and tools used at the projects
 - Perform maintenance inspections
 - Perform painting work
 - Perform mechanical, masonry, carpentry, plumbing, and electrical repairs to the greatest extent of staff abilities in accordance with local codes;
 - Be available at all times for emergency maintenance calls
- Supervise other maintenance staff in carrying out all of the above tasks;
- Report to the Executive Director, or spot correct, any observed breaches of Housing Authority rules and regulations;
- Report any observed criminal activity to the proper law enforcement authorities and otherwise take such non-violent, passive actions as to insure the tranquility and harmony of the housing projects and the preservation of property both real and personal located thereat;
- Requisition materials and supplies needed in the performance of above duties for the housing projects;
- Participate in and assist the Modernization Coordinator and the Executive Director in carrying out any modernization work at the housing projects;
- Perform such other related and associated tasks as may be assigned from time to time by the Executive Director or the members of the Housing Authority acting through the Chairperson.

Required Knowledge, Skills and Abilities: Good knowledge of practices, processes, tools and materials used in maintenance of buildings, mechanical, electrical and sanitary equipment. Ability to carry out detailed instructions, and maintain written maintenance records. Must be capable of reading and understanding simple blueprints showing locations of water, sewage and heating systems, shut-off valves and emergency systems. Must be capable of operating and maintaining tools and equipment required for the tasks. Must be able to supervise other employees on a daily basis. Physical condition commensurate with the tasks.

JOB DESCRIPTION

MAINTENANCE SUPERVISOR, CONT.

Acceptable Experience and Training: Experience in general building maintenance or building trades and handyman work - five years minimum. Experience in operating and maintaining tools and equipment required for the tasks. Experience in supervising workers.

Responsible to the Executive Director and/or the members of the Housing Authority.

Adopted 1/13/93 -

Judith Kingate Wade
Executive Director

Maintenance Supervisor

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving the supervision of a maintenance staff engaged in the efficient and economical maintenance of a facility. An employee in this position assists a superior in planning work activities, maintaining pertinent records, preparing specifications, and developing programs to insure the health and safety of the facility's occupants. Assistance is also given to subordinates in accomplishing the more skilled or difficult work. The work is performed under general supervision of a higher-level administrator with wide leeway allowed for the use of independent judgment. Supervision is exercised over all subordinate maintenance personnel and their work is reviewed through inspection and reports. Does related work as required.

~~Employee shall work on a full-time basis at Peacock Park Manor and Bordentown Circle housing projects, dividing work time on a property schedule.~~

General Statement of Duties: TYPICAL WORK ACTIVITIES:

Plans, supervises and participates in all tasks involved with the maintenance and repair of buildings and grounds, including, but not limited to:

All maintenance, repairs and upkeep on all buildings, both interior and exterior, and all improvements, appurtenances and fixtures associated therewith;

All mowing, grooming, cleaning and care of the lawns, walkways, parking, play, and common areas of the housing project;

Snow and ice removal from the sidewalk areas of the projects and any other required actions to insure the safe passage of pedestrians and vehicles over same;

All maintenance work order completion;

All general maintenance tasks; including routine assignments such as:

- Clean public areas, utility rooms, laundries, and offices;

- Maintain grounds (clean sidewalks, roadways, mow lawns, trim shrubbery, etc.);

- Maintain Housing Authority equipment and tools, used at the projects;

- Perform maintenance inspections;

- Perform painting work;

- Perform mechanical, masonry, carpentry, plumbing, and electrical repairs to the greatest extent of staff abilities in accordance with local codes;

- Be available at all times for emergency maintenance calls;

Supervise other maintenance staff in carrying out all of the above tasks;

Report to the Executive Director, or spot correct, any observed breaches of Housing Authority rules and regulations;

Report any observed criminal activity to the proper law enforcement authorities and otherwise take such non-violent, passive actions as to insure the tranquility and harmony of the housing projects and the preservation of property both real and personal located thereat;

Requisition materials and supplies needed in the performance of above duties for the housing projects;

Participate in and assist the Modernization Coordinator and the Executive Director in carrying out any modernization work at the housing project;

Perform such other related and associated tasks as may be assigned from time to time by the Executive Director or the members of the Housing Authority acting through the Chairperson.

Required Knowledge, Skills and Abilities

Good knowledge of practices, processes, tools and materials used in maintenance of buildings, mechanical, electrical and sanitary equipment. Ability to carry out detailed instructions and maintain written maintenance records. Must be capable of reading and understanding simple blueprints showing the location of water, sewage and heating systems, shut-off valves, and emergency systems. Must be capable of operating and maintaining tools and equipment required for the tasks. Must be able to supervise other employees on a daily basis. Physical condition commensurate with the tasks.

Minimum Qualifications

Experience in general building maintenance or building trades and handyman work – five years minimum. Experience in operating and maintaining tools and equipment required for the tasks. Experience in supervising workers.

Responsible to the Executive Director and/or the members of the Housing Authority.

Date approved 9/28/200

Date revised 11/12/2019

Classification - Non-Competitive

Department of Public Works Assistant Superintendent

Distinguishing Features of the Class: Work involves direct day to day supervision and planning of work for the Cities Department of Public Works which includes streets, sewers, water, sidewalks, parks, buildings, and other public work functions. Work includes participation in actual work efforts and includes inspections, laboratory, equipment maintenance and repair, equipment operation, operation coverage and other duties. Work is performed under the direction of the Superintendent of Public Works and involves direct supervision over the work of others. Does related work as required.

Typical Work Activities:

Assists the Superintendent in the planning and implementation of day-to-day work assignments for personnel involved in the City's public works functions including street and sidewalk repair and maintenance, park operations, a type III WWTP, a type IIA water filter plant and a water well supply system;

Acts in absence of the superintendent in all matters related to public works functions;

May aid in development of personnel policies, municipal bargaining strategies and serve in an advisory capacity to the Mayor and other government officials as it relates to the Public Works functions;

Plans, assigns and inspects work of subordinates on a daily basis;

Operates heavy equipment;

Supervises and participates in the installation, maintenance, replacement and repair of water and sanitary mains, laterals, services and pumps;

Maintains inventory of supplies, chemicals and equipment;

Maintains appropriate and necessary records and prepares monthly reports;

Prepares report on plant operations;

Reads and interprets engineering drawings;

Requisitions materials and supplies and prepares materials, equipment and labor specifications;

Assists in administering budget appropriations;

Supervise and participates in the maintenance and repair of chemical feed systems, well supply systems, water supply systems, water filtration systems and wastewater treatment plant operations;

Operation of computer systems for operations;

Performs mathematical analysis of data and applies interpretation of laboratory results to operational control;

Coordinates sources of water supply along with the operation of well fields and/or surface water;
Oversees adherence to safety practices and rules.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of construction and maintenance procedures and requirements as they relate to the municipal operation of streets, parks, various types of water and wastewater systems including collection, filtration, distribution, chemical addition, sludge digestion, deep and shallow well systems and computer system as they relate to the public works function, electronics and electric systems. Good knowledge of the principles of hydraulics as they relate to water distribution systems and sewage collection systems. Ability to understand and carry out oral and written directions. Ability to communicate effectively with superiors and subordinates and with the general public verbally and in writing. Thorough knowledge of tools and equipment used in the installation, maintenance and repair of water distribution systems and sanitary collection systems. Plan and supervise the work of others. Good knowledge of standard budgetary procedures. Good knowledge of reading and working from engineering drawings and schematics. Supervise operations, repair of pumps, valves and related mechanical and electrical equipment. Make routine laboratory and field tests for control of plant operations for water and wastewater systems and municipal pool operations. Working knowledge of standard budgetary procedures. Willingness to be on call and respond to emergencies. Mechanical aptitude and integrity. Physical condition commensurate with the duties of the position.

Minimum Qualifications:

1. Possession of a bachelor's degree in civil or environmental engineering or a related field and two years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
2. Possession of an associate degree in civil or environmental engineering or a related field and five years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
3. Graduation from high school or possession of a high school equivalency diploma and ~~ten~~ ^{eight} years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
4. An equivalent combination of training and experience as defined by the limits of the above, sufficient to demonstrate the ability to perform the work.

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S.

Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.es.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirements:

1. Candidate must possess a valid NYS driver's license at the time of appointment.
2. The following licenses are preferred but not required.
 - a. Grade III Wastewater Treatment Plant Operators certificate issued by the NYS Department of Environmental Conservation.
 - b. Grade D, C, IIB and IIA Water Treatment Operators Certificate issued by NYS Department of Health, IA and IB certificates are desirable.
 - c. 5A NYSDEC Aquatic pesticide Certificate.

Date approved

Date revised 12/28/2016, 1/14/2020

Classification - Competitive