

CITY OF NORWICH
CIVIL SERVICE COMMISSION
AGENDA

October 28, 2025

11:00 a.m.

City Hall

PRESENT

Commissioner Ryan Zieno
Commissioner Charleen Sastri

ALSO

Lynn Murray, Secretary for the Civil Service

Commissioner Zieno opened the Public Hearing for changes to the City of Norwich Civil Service Appendices at 11:00 A.M.

After hearing no public comment:

Commissioner Zieno motioned to bring the Resolution #05-2025-1 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-1 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025 the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025, held a public hearing on the matter,

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

**APPENDIX B
Non-Competitive Class**

ADD:

Water System Maintainers (HELP program)
Pool & Ground Technician (HELP program)
Water System Operators (HELP program)
Library Clerks (HELP program)
Superintendent of DPW (HELP program)

Commissioner Zieno motioned to bring the Resolution #05-2025-2 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-2 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025, the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025 held a public hearing on the matter,

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

**APPENDIX B
Non-Competitive Class**

ADD:

Community Development Director (HELP program)
Senior Custodians (HELP program)
Custodians (HELP program)
Lead Operator (HELP program)
Ordinance Inspection Officers (HELP program)

Commissioner Zieno motioned to bring the Resolution #05-2025-3 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-3 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025, the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025 held a public hearing on the matter,

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

**APPENDIX B
Non-Competitive Class**

ADD:

Principal Library Clerks (HELP program)
Senior Library Clerks (HELP program)
Head Building Maintenance Mechanics (HELP program)
School Lunch Cashiers (HELP program)
Code Enforcement Officers (HELP program)

Commissioner Zieno motioned to bring the Resolution #05-2025-4 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-4 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025, the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025 held a public hearing on the matter,

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

**APPENDIX B
Non-Competitive Class**

ADD:

Tenant Relation Clerks (HELP program)
Tenant Relation Specialists (HELP program)
Personnel Payroll Coordinators (HELP program)

Library Assistants (HELP program)
Account Clerk (HELP program)

Commissioner Zieno motioned to bring the Resolution #05-2025-5 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-5 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025, the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025 held a public hearing on the matter,

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

**APPENDIX B
Non-Competitive Class**

ADD:

Assistant Superintendent of DPW (HELP program)
Senior Account Clerks (HELP program)
Assistant Director of Housing Authority (HELP program)
Rental Housing Coordinators (HELP program)
Rental Property Managers (HELP program)

Commissioner Zieno motioned to bring the Resolution #05-2025-6 to amend the City of Norwich Civil Service Appendices to the table for discussion. Commissioner Sastri seconded.

Commissioner Zieno read the following resolution and made a motion to approve the resolution: Seconded by Commissioner Sastri. The motion is carried unanimously.

**RESOLUTION # 10-2025-6 TO AMEND THE APPENDICES OF THE
CITY OF NORWICH CIVIL SERVICE RULES**

At a meeting of the Norwich Civil Service Commission held on October 28, 2025 the following resolution was adopted:

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

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on October 28, 2025, held a public hearing on the matter,

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

APPENDIX B
Non-Competitive Class

ADD:

District Office Support Associates (HELP program)
Assistant Athletics Coordinators (HELP program)
District Receiving & Athletics Assistants (HELP program)
Accounts Payable Specialists (HELP program)

Commissioner Zieno moved to adjourn the public hearing at 11:15 a.m.

Commissioner Zieno called the regular meeting to order at 11:16 a.m.

Commissioner Zieno **moved** to approve the minutes from the June 24, 2025, meeting. Seconded by Commissioner Sastri, approved ayes all.

Personal Transactions

Commissioner Zieno **moved** to approve personal transactions, see attached. Seconded by Commissioner Sastri. The motion is carried unanimously.

Approval of Eligible Lists:

Eligible lists were reviewed and adopted for the following recently administered civil service examination: Assistant Superintendent DPW Exam #70001490 (held April 5, 2025), Police Chief (Open Competitive) Exam #60007960 (held March 15, 2025), Assistant Police Chief (Promotional) Exam #70003740 (held March 15, 2025), Police Officer Exam #60021220 (held May 3, 2025), Fire Chief Exam #88045010 (held April 5, 2025), Fire Chief (Open Competitive) Exam #75838010 (held April 5, 2025), Ordinance Inspection Officer Exam #60007920 (held May 3, 2025), Rental Housing Coordinator Exam #88017010 (held March 1, 2025), Supervisor of Facilities & Grounds Exam #88015010 (held April 5, 2025) Head Building Maintenance Mechanic Exam #61672010 (held April 5, 2025) Fire Captain Exam #70004650 (held June 28, 2025), Police Sergeant #70016680 (held June 14, 2025).

NYS Correspondence

The following correspondence were reviewed by the Commission: IM-12-25 – Amendment to CSL 58 1 (a), Maximum Police Officer Age, IM-16-25 – FedEx Implementation for Live Materials, IM-17-25 – 211 Waiver Application Process, Civil Service Transformation

The following correspondence were reviewed by the Commission: IM-12-25 – Amendment to CSL 58 1 (a), Maximum Police Officer Age, IM-16-25 – FedEx Implementation for Live Materials, IM-17-25 – 211 Waiver Application Process, Civil Service Transformation Vacancy-Based Training & Experience (T&E) Examination Fact Sheet – September 2025

Current exams ordered:

Police Officer – 9/20/2025

Firefighter – 1/10/2026

Old Business

Commissioner Zieno approved the Job Description for Assistant Director of the Housing Authority, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the Job Description for School District Treasurer, seconded by Commissioner Sastri. The motion is carried unanimously.

New Business

Commissioner Zieno approved the NPDS – School – District Receiving & Athletics Assistant as a competitive position, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – School – Assistant Athletics Coordinator as a competitive position, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – School – District Office Support Associate as a competitive position, seconded by Commissioner Sastri. The motion is carried unanimously.

Commission Zieno approved the NPDS – School – Business Office Trainer as a competitive position, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – School – Assistant Head Motor Equipment Mechanic as a Non-Competitive position approved by Commissioner Sastri. The motion is carried unanimously.

Police Detective and Detective Sergeant – an email from NYS Civil Service was discussed in regards to Detectives and Detective Sergeants, the commission would like to know the Police Chief's opinion, Secretary Murray will report back to the Commission at the next meeting.

Commissioner Zieno approved the job description for the Assistant DPW Superintendent (Water & Wastewater), seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved a Temporary Fire Chief – for training, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – Personnel/Payroll Coordinator – Guernsey Library as competitive approved by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – Senior Payroll Personnel Coordinator – School – as competitive, seconded by Commissioner Sastri. The motion is carried unanimously.

Commissioner Zieno approved the NPDS – Senior Human Resources Associate as competitive, seconded by Commissioner Sastri. The motion is carried unanimously.

Set next meeting: November 18, 2025, at 11:00 am

Commissioner Sastri **moved** to adjourn at 11:39 a.m. Seconded by Commissioner Zieno. The motion is carried unanimously.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Jenkins III, James	Substitute Bus Driver	NCSD	NC	\$25.00	RES	6/30/2025	
Peck, Casey	Tenant Relations Clerk	Housing Authority	C	\$23.82	PROM	6/30/2025	
Peck, Casey	Assistant Director of the Housing Authority	Housing Authority	C	\$27.01	AP	7/1/2025	
Lewis- Smith, Donna	Library Clerk	Library	C	\$18.72	REM	7/15/2025	
Bush, Christopher	MEO II	NCSD	NC	\$18.84	A	7/21/2025	
Brandt, Shannon	Library Clerk	Library	C	\$17.00	TR	8/4/2025	Went from part time to full time
Gallerani, Anthony	Firefighter	City	C	\$26.28	RES	8/8/2025	
Manwarren, Sheleen	Administrative Assistant (NY HELP)	NCSD	NC	\$20.00	A	8/18/2025	
Burlison, Ethan	School Lunch Cook	NCSD	NC	\$15.50	RES	8/19/2025	
Cole, Harold	Ordinance Inspection Officer	City	C	\$19.99	PROM	8/19/2025	
Cole, Harold	Code Enforcement Officer	City	C	\$25.00	AP	8/20/2025	
Gray, Kelly	Administrative Assistant (NY HELP)	NCSD	NC	\$20.00	RES	8/20/2025	
Gray, Kelly	Dispatcher/Shipping Receiving Clerk	NCSD	NC	\$61,000	A	8/21/2025	
Corbin, Keith	Substitute Bus Driver	NCSD	NC	\$25.00	RES	8/26/2025	
Bowen, Yahna	Dispatcher/Shipping Receiving Clerk	NCSD	NC	\$61,000	RES	8/29/2025	
Hausser, Helen	Substitute Teacher Aide	NCSD	NC	\$15.50	RES	8/31/2025	
Alberts, Georgene	Food Service Worker	NCSD	L	\$15.50	RES	9/1/2025	

Oberg, Michael	Substitute Teacher Aide	NCSD	NC	\$15.50	RES	9/1/2025	
Alberts, Georgene	Substitute Food Service Helper	NCSD	NC	\$15.50	A	9/2/2025	
Bowen, Yahna	Substitute Food Service Worker	NCSD	NC	\$15.50	A	9/2/2025	
Bowen, Yahna	Substitute Clerical	NCSD	NC	\$20.00	A	9/2/2025	
Eldred, Samantha	Head Bus Driver	NCSD	NC	\$55,000	RES	9/2/2025	
Matlack-Grey, Austin	Library Assistant	NCSD	C	\$16.00	AP	9/2/2025	
Paugh, Timothy	Pool & Ground Technician	City	C	\$22.55	AP	9/2/2025	
Mills, Amanda	Library Clerk	Library	C	\$38,532	RES	9/2/2025	
Tassin, Davi	School Lunch Cook Manager	NCSD	NC	\$18.00	A	9/2/2025	
White, Melanie	Food Service Worker	NCSD	L	\$16.00	A	9/2/2025	
Alpern, Zachary	Assistant Athletics Coordinator	NCSD	C	\$73,000	AP	9/3/2025	
Mucha, James	Supervisor of Facilities & Grounds	NCSD	C	\$62,400	A	9/5/2025	Passed CS exam – No probation due to 52 weeks already done via provisional employment
Sayles, David	Head Building Maintenance Mechanic	NCSD	C	\$23.75	A	9/5/2025	Passed CS exam – No probation due to 52 weeks already done via provisional employment
Hillman, Doug	Maintenance	NHA	NC	\$41,600	RES	9/7/2025	
Roche, Matthew	Maintenance	NHA	NC	\$41,600	A	9/8/2025	
Parry, Jacqueline	Nurse – RN	NCSD	NC	\$32.47	RES	9/12/2025	
Parry, Jacqueline	Substitute Nurse – RN	NCSD	NC	\$20.00	A	9/13/2025	
Gray, Kelly	District Receiving & Athletics Assistant	NCSD	C	\$61,000	AP	9/15/2025	

Change; MA: Military Leave; LOA: Leave of Absence; LO: Layoff; BM: Bump to Lower Position; REM: Removal; RES: Resigned;
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

List No.: 70004650

TITLE OF ELIGIBLE LIST: Fire Captain

Date of Examination: 6/28/2025

CITY OF NORWICH

Date List Established: 9/19/2025

Expiration Date: 9/19/2029

Prepared by: Lynn Murray

EXAM NO. 70004650

RANK	NAME	ADDRESS	EXAM SCORE	VETS PTS.	FINAL SCORE	RESULT OF CANVASS	CERTIFICATIONS	DATES & NATURE OF APPOINTMENT
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1	Daniel Kerila	Norwich NY	75		75			
2	Daniel Mooney	Sherburne NY	75		75			
3	Blake Parry	Norwich NY	75		75			
4	Aaron Winsor	Oxford NY	70		70			
5	Jason Pierce	Sherburne NY	70		70			

Date List Established: 9/2/2025

Expiration Date: 9/2/2029

Prepared by: Lynn Murray

Date List Established: 9/2/2025

Expiration Date: 9/2/2029

Prepared by: Lynn Murray

Date List Established: 8/7/2025

Expiration Date: 8/7/2029

Prepared by: Lynn Murray

Date List Established: 7/28/2025

Expiration Date: 12/8/2029

Автоматизация процессов

[illegible]

Doc 151-300000 1/14/2025

SECRET

Prepared by: Lynn Murray

[illegible]

Date list established: 7/14/2023

Expiration Date 7/14/2020

EXAM NO. 8804509

Právní úkoly

RANK	NAME	ADDRESS	EXAM SCORE	VETS PTS.	FINAL SCORE	RESULT OF CANVASS	CERTIFICATIONS	DATES & NATURE OF APPOINTMENT
1	Robert Boefmann	Norwich NY 13815	70		70			

List No.: 60021220

TITLE OF ELIGIBLE LIST: Police Officer

Date of Examination: 5/3/2025

CITY OF NORWICH

Date List Established: 7/14/2025

Expiration Date: 7/14/2029

Prepared by: Lynn Murray

EXAM NO. 60021220

RANK	NAME	ADDRESS	EXAM SCORE	VETS PTS.	FINAL SCORE	RESULT	CERTIFICATIONS	DATES & NATURE OF APPOINTMENT
1	Brennan Slater	Norwich NY	85		85			
2	Tyler Christman	Oneonta NY	85		85			
3	Jon Deprez	Brighamton NY	85		85			
4	Anthony Osipoff	Fallsburg NY	80		80			
5	Shea Barber	Wells Bridge NY	80		80			
6	Tyler Dillenbeck	Endicott NY	75		75			

Date List Established: 7/3/2025

Expiration Date: 7/3/2020

Printed by:

Date List Established: 7/3/2025

Open Competitive

Expiration Date: 7/3/2025

Date of Examination: 3/15/2025

EXAM NO. 6007960

Prepared by: Lynn Murray

RANK	NAME	ADDRESS	EXAM SCORE	VETS PTS.	FINAL SCORE	RESULT OF CANVASS	CERTIFICATIONS	DATES & NATURE OF APPOINTMENT
1	Dirk Budd	Guilford NY	90		90			

Date List Established: 7/3/2025

Expiration Date: 7/3/2029

[illegible]

Date List Established: 10/17/2025

Expiration Date: 10/17/2029

Prepared by: Lynn Murray

[illegible]

Assistant Director of the Housing Authority

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Executive Director in the overall management of the housing authority. Critical responsibilities include policy making and planning, management and direction of Authority operations, and personnel administration. The Executive Director exercises administrative direction over the work of an employee in this class and allows wide leeway for the exercise of independent judgement in carrying out administrative details of the work. An employee in this class exercises general or administrative supervision over a number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conduct annual and interim reexaminations for the Section 8 Housing Choice Voucher Program for the purpose of income-based rent calculations and rent subsidies. Generate income-based rent payments to landlords. Investigate fraud, provide case management and mediation between tenant and landlord for dispute resolution. Schedule Section 8 inspections to ensure safety compliance with HUD regulations. Submit accurate information to HUD federal reporting systems for the purpose of reimbursement and funding streams. Issuance of vouchers for Section 8 Housing Choice Voucher. Lease and contract management;

Conduct annual and interim reexaminations for Public Housing, for the purpose of income-based rent calculations and rent subsidies. Generate income-based rent payment. Investigate fraud, provide case management, and tenant to tenant mediation. Schedule public housing inspections to ensure safety compliance with HUD regulation. Submit accurate information to HUD federal reporting systems for the purpose of reimbursement and funding streams. Lease management;

In the absence of the Executive Director, oversee all aspects of the City of Norwich Housing Authority, including programming, tenant relations, tenant safety, day-to-day operations, emergency repairs and communications;

Research issues, prepare reports and develop recommendations on a variety of topics for the Authority. Assist in overseeing a variety of functional areas (project management, tenant selection, modernization and maintenance, rent subsidy programs), including monitoring of ongoing activities, establishing new procedures, program development, budgeting and procurement;

Prepare correspondence and memoranda to and for Authority activities;

Assist the Executive Director in the preparation of the board meeting agenda and compiles and presents statistical and other information required for board meetings;

Assist in the development of goals and objectives of grant funded activities;

Assist the Executive Director in the recruitment, selection, supervision and evaluation of personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of administration, organization, effective management and work processing; Thorough knowledge of principles and practices of administrative supervision; Thorough knowledge of Federal Housing Programs including Section 8 rental assistance; Good knowledge of principles and practices of supervision; Good knowledge of policies and procedures of the Authority and its controlling legislation and regulations; Working knowledge of budgeting process to identify and support staffing and equipment needs of the Authority; Ability to plan, organize and evaluate work; Ability to relate well to staff and tenants in working relationships; Ability to interview for purposes of interviewing and selecting employees; Ability to evaluate and analyze written and oral information to make decisions and recommendations with respect to policy and management of the Authority; Ability to supervise in a manner conducive to full performance and high morale; Ability to apply methods and principles of budget management.

MINIMUM QUALIFICATIONS:

- A. Possession of a bachelor's degree in public administration, Business Administration or a related degree; or
- B. Graduation from high school or possession of an equivalency diploma; and eight years of experience working in Public Housing, with knowledge of HUD and NYS public housing law, guidelines, regulations and reporting requirements; or
- C. Any equivalent combination of education and experience sufficient to demonstrate the ability to perform the work of this position.

Date approved:

Classification: 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
Assistant Director	City of Norwich Housing Authority	13 Brown St., Norwich NY

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	DESCRIPTION OF DUTIES
40%	Conduct annual and interim reexaminations for the Section 8 Housing Choice Voucher Program for the purpose of income-based rent calculations and rent subsidies. Generate income-based rent payments to landlords. Investigate fraud, provide case management and mediation between tenant and landlord for dispute resolution. Schedule Section 8 inspections to ensure safety compliance with HUD regulation. Submit accurate information to HUD federal reporting systems for the purpose of reimbursement and funding streams. Issuance of vouchers for Section 8 Housing Choice Voucher. Lease and contract management.
40%	Conduct annual and interim reexaminations for the Public Housing, for the purpose of income-based rent calculations and rent subsidies. Generate income-based rent payment. Investigate fraud, provides case management, tenant to tenant mediation. Schedule public housing inspections to ensure safety compliance with HUD regulation. Submit accurate information to HUD federal reporting systems for the purpose of reimbursement and funding streams. Lease management.
5%	In the absence of the Executive Director, overseeing all aspects of the City of Norwich Housing Authority, including programming, tenant relations, tenant safety, day-to-day operations, emergency repairs and communications.
3%	Research issues, prepares reports and develops recommendations on a variety of topics to the Authority. Assist in overseeing a variety of functional areas (project management, tenant selection, modernization and maintenance, rent subsidy programs), including monitoring of ongoing activities, establishing new procedures, program development, budgeting and procurement.
5%	Prepare correspondence and memoranda to and for Authority Activities.
1%	Assist the Executive Director in the preparation of the board meeting agenda and compiles and presents statistical and other information required for board meetings.
1%	Assist in the development of goals and objectives of grant funded activities.
5%	Assist the Executive Director in the recruitment, selection, supervision and evaluation of personnel.

(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
David Canfield	Executive Director	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
Kelly Smith	Rental Coordinator	Direct, in absence of the Executive
Jeff Woodard	Maintenance	Direct in absence of the Executive
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	N/A	N/A
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>4</u> years, with specialization in <u>Public Administration, Business Administration or related degree</u> Other _____ years, with specialization in _____ Experience: (list amount and type) College degree or a minimum of 8 years' experience working in Public Housing, knowledge of HUD and NYS public housing law, guidelines, regulations and reporting requirements. Essential knowledge's, skills and abilities: Type of license or certificate required: <u>N/A</u>		
7. The above statements are accurate and complete.		
Date: <u>5/7/25</u> Title: <u>Executive Director</u> Signature: _____		
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____		
_____ Civil Service Commission certifies that the appropriate civil service title		
for the position described is _____		
Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
_____ Approved _____ Disapproved Date: _____ Signature: _____		

SCHOOL DISTRICT TREASURER

Distinguishing Features of the Class: The Treasurer serves as a key member of the District's Business Office, supporting the Assistant Superintendent for Business and Business Office in all financial and operational activities while ensuring compliance with applicable laws and policies. This role requires a dynamic, collaborative professional to oversee financial processes, identify efficiencies, and foster a culture of continuous improvement and professional development. The Treasurer will also ensure the effective implementation of separation of duties, cross-training, and operational consistency within the Business Office.

Typical Work Activities:

Assist the Assistant Superintendent for Business in managing the School District's financial operation, including budgeting, forecasting, reporting and compliance;

Oversee the procurement-to-payment processes, ensuring strong internal controls and proper separation of duties, including vendor setup, purchase approvals and cash receipt processes;

Support the resolution of discrepancies in payment and procurement processes by conducting thorough investigation and implementing corrective action;

Create, update, and maintain comprehensive Standard Operating Procedures (SOP) for all business office functions;

Identify opportunities for operational efficiency and develop well-researched proposals for process improvements and enhancements;

Assist in the development of Key Performance Indicator (KPI) documents and presentations for reporting to stakeholders;

Engage in consistent and regularly scheduled cross-training to ensure continuity of key roles including Payroll and Accounts Payable functions;

Foster and collaborate environment within the Business Office by actively participating in team projects and initiatives;

Coordinate and facilitate regular professional development opportunities for the Business Office team to enhance skills and knowledge;

Promote best practices and encourage continuous learning within the department;

Ensure adherence to all applicable laws, regulations and School District policies;

Support internal and external audit activities by providing necessary documentation, explanations, and follow-up actions;

Act as a liaison between the Business Office and other departments, ensuring clear and effective communication;

Collaborate with the Assistant Superintendent of Business and other team members to drive organizational goals and maintain high levels of service and accountability.

Full Performance knowledge, skills, abilities and personal characteristics:

Exceptional communication and organizational skills; Ability to work collaboratively as a dynamic team player; Strong analytical and problem-solving abilities; Proactive and detail-oriented with a focus on accuracy and efficiency; Good knowledge of modern methods of keeping and checking financial accounts and records including double entry bookkeeping; good knowledge of the laws, regulations, procedures, and policies that affect school district finances; ability to prepare and present precise oral and written reports; integrity; thoroughness; good accounting judgment; the ability to supervise others in the accounting function.

Minimum Qualifications:

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration or related field and five (5) years of relevant experience, in which two (2) shall have involved keeping or auditing financial records.

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

Operations

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.

**PERCENT OF
WORK TIME**

50%

Shipping & Receiving: Receive, inspect, and sign for incoming packages and materials; check contents against purchase orders for accuracy and condition. Distribute materials, supplies, and mail to appropriate departments and buildings within the district. Maintain accurate records of shipments received and distributed. Prepare and package outgoing shipments; coordinate pickups with carriers as needed. Maintain cleanliness and organization of the shipping and receiving area. Assist with inventory control and report discrepancies or damaged goods promptly. Operate district vehicles and/or carts to transport materials as required (needed). Assist with dispatcher duties as assigned including but not limited to providing phone coverage and EZ routing maintenance/updates.

50%

Athletics Department Assistant: Serve as the first point of contact for the Athletics Department, answering calls, emails, and in-person inquiries. Assist the Athletic Director with maintaining sports schedules and calendars, transportation, and facility use. Prepare and distribute athletic department correspondence, notices, and program information to students, parents, and staff. Track and collect athletic paperwork (physical forms, parent consent, eligibility forms) ensuring compliance with district and NYSPHSAA regulations. Assist with maintaining athletic inventory and coordinating uniform distribution and collection. Process purchase orders, check requests, and maintain accurate financial records relation to athletic activities. Provide clerical support including data entry, filing, and copying for athletic programs. Support event preparation (game rosters, scorebooks, signage) as needed.

(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
Joe Alger	Director of School Operations & Athletics	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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.		
NAME	TITLE	LOCATION OF POSITION
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College _____ years, with specialization in _____ Other _____ years, with specialization in _____ Experience: (list amount and type) High school diploma or equivalent required. Prior clerical, office, or shipping/receiving experience preferred, ideally in a school or public sector environment. Essential knowledge's, skills and abilities: Ability to lift and carry packages up to 50 lbs. as needed. Strong organizational skills with ability to prioritize and multi-task. Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and ability to learn district software systems. Strong interpersonal and communication skills for working with staff, students, parents, and vendors. Ability to work independently and as part of a team. Flexibility for evening/weekend athletics support as needed. Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>8/25/25</u>	Title: <u>Director of Human Resources</u>	Signature: <u>Amanda Tuellex</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: _____		

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 Operations & Athletics		BUREAU, DIVISION, UNIT OR SECTION 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.			
PERCENT OF WORK TIME			
20%		Facilities Management: Assist with the oversight, maintenance, and readiness of all district athletic facilities. Coordinate with custodial and maintenance staff to ensure facilities are clean, safe, and event-ready.	
20%		Scheduling & Coordination: Manage and coordinate the scheduling of school-sponsored and community use of athletic facilities across all school buildings. Assist in schedule development to include rescheduling athletic contests due to weather-related delays, cancellations, or other conflicts. Support transportation and official coordination for events as needed.	
20%		Event Support: Oversee pre-event setup and post-event teardown, ensuring all equipment and facilities are properly prepared and restored. Be present at events to provide logistical support and troubleshoot on-site needs.	
20%		Inventory & Uniform Management: Maintain inventory of athletic equipment and supplies. Coordinate the distribution and collection of athletic uniforms for all district sports programs.	
20%		Coaching & Youth Development Support: Collaborate with district coaches and staff to align on coaching methodologies and program goals. Support and engage with local youth sports development programs to strengthen community partnerships and promote student-athlete growth.	
(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
Joe Alger	Director of School Operations & Athletics	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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.		
NAME	TITLE	LOCATION OF POSITION
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>2/4</u> years, with specialization in <u>Sports Management, Physical Education, Event Management or related field</u> Other _____ years, with specialization in _____ Experience: (list amount and type) Previous experience in athletic operations, event coordination, or coaching. Essential knowledge's, skills and abilities: Strong organizational, communication, and leadership skills. Working knowledge of athletic scheduling platforms and basic technology applications. Ability to work evenings, weekends, and flexible hours as needed. Ability to lift and move athletic equipment up to 50 lbs. Ability to work outdoors and in varied weather conditions. Standing and walking for extended periods during events. Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>8/25/25</u>	Title: <u>Director of Human Resources</u>	Signature: <u>Amanda Tuller</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: _____		

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 District Office		BUREAU, DIVISION, UNIT OR SECTION 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.			
20%	Administrative Support: Provide direct administrative assistance to the Superintendent and other central office leads, including calendar management, correspondence, scheduling meetings, and preparing materials for presentations and events. Manage communications and handle sensitive information with a high level of discretion and confidentiality. Serve as a liaison between the Superintendent's Office and internal/external stakeholders, including board members, staff, families, and community partners.		
60%	Cross-Functional Operations: Be cross-trained in payroll, HR onboarding/offboarding tasks, and accounts payable procedures to serve as a reliable backup during staff absences or peak periods. Support HR with recordkeeping, tracking of certifications, and compliance documentation. Assist the Business Office with the preparation of reports, spreadsheets, purchase orders, and filing systems.		
10%	Communications and Social Media: Collaborate with school and district leaders to develop and post content on the District's social media platforms. Curate stories and photos celebrating student and staff achievements, events, and district initiatives. Monitor social media engagement and ensure content is timely, accurate, and aligned with district messaging.		
10%	General office duties: Maintain an organized and welcoming office environment for all visitors and callers. Assist with scheduling and logistics for meetings, conferences, and professional development sessions. Provide administrative support for special projects and district initiatives as needed. Perform other duties as assigned by the Superintendent or their designees.		
(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
Todd Griffin	Assistant Superintendent for Business	Direct
Amanda Tuller	Director of Human Resources	Direct
Scott Ryan	Superintendent	Indirect
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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.		
NAME	TITLE	LOCATION OF POSITION
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>2</u> years, with specialization in _____ Other _____ years, with specialization in _____ Experience: (list amount and type) Required: High school diploma or equivalent; Associate's degree or higher preferred. Minimum of 3 years experience in an administrative or clerical role, preferably in a school district or municipal setting. Strong proficiency in Microsoft Office Suite, Google Workspace, and social media platforms. Essential knowledge's, skills and abilities: Excellent written and verbal communication skills. Ability to manage multiple priorities with keen attention to detail. Strong interpersonal skills with a team-oriented, collaborative mindset. Ability to maintain confidentiality and handle sensitive matters appropriately. Experience with school district financial and HR systems (e.g., WinCap, nVision, or similar platforms). Familiarity with public school operations and technology. Ability to thrive in a fast-paced, collaborative environment with varied daily responsibilities. Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>8/25/25</u>	Title: <u>Director of Human Resources</u>	Signature: <u>Amanda Tuller</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: _____		

Business Office
Trainer.

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
District Office		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.

PERCENT OF WORK TIME	
70%	Design, implement, and evaluate training programs for new and existing business office staff. Conduct individual and group training sessions in-person and virtually. Develop user-friendly training materials, manuals, and guides for financial systems, payroll systems, purchasing processes, and other business operations. Provide ongoing coaching and support to staff to reintroduce learning and improve workflow efficiency.
5%	Collaborate with business office leadership to identify training needs and ensure staff are cross-trained in critical functions.
4%	Maintain up to date knowledge of New York Education Department regulations, applicable laws, and district financial policies.
5%	Assist in onboarding new employees, ensuring proper orientation to district financial systems and procedures.
5%	Evaluate the effectiveness of training programs through feedback and performance monitoring, making adjustments as necessary.
10%	Serve as a resource for troubleshooting system or procedural questions.
1%	Support the implementation of new financial software, updates, and process improvements by training staff and developing documentation.

(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
Todd Griffin	Assistant Superintendent for Business	Direct
JAmenda Tuller	Director of Human Resources	Indirect
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>4</u> years, with specialization in <u>Accounting, Business Administration, HR, Education/Training or related field</u> Other _____ years, with specialization in _____ Experience: (list amount and type) Minimum of 3 years experience in school district business office operations or comparable financial/HR environment. Demonstrated experience in training, coaching, or professional delivery. Essential knowledge's, skills and abilities: Required: Strong knowledge of financial systems, payroll processes, purchasing, and budgeting in a school district context. Excellent communication, presentation, and interpersonal skills. Ability to translate complex procedures into clear, accessible training materials. Proficiency with Microsoft Office Suite, financial management systems (nVision, WinCap, etc.) and HR/payroll software. Preferred: Prior supervisory or mentoring experience. Knowledge of adult learning theory. Experience with state reporting requirements and grant management. NYS School District Business Leader certification or progress toward certification. Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>8/28/2025</u>	Title: <u>Director of Human Resources</u>	Signature: <u>Amanda Tuller</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: _____	

Assistant Head Motor Equipment Mechanic

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 Bus Garage	BUREAU, DIVISION, UNIT OR SECTION	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.		
70%	Assist in diagnosing, repairing, and maintaining school buses, vans, and other district vehicles in compliance with state & federal safety regulations. Collaborate with transportation supervisors and drivers to address vehicle issues promptly. Perform preventative maintenance inspections and document findings accurately. Support the Head Motor Equipment Mechanic in overseeing day to day shop operations, including work assignments and prioritization of repairs. Assist in maintaining accurate records of repairs, inspections, and parts usage. Ensure compliance with OSHA regulations and maintain a clean, safe, and organized work environment.	
20%	Train under the Head Motor Equipment Mechanic to develop advanced knowledge of fleet management, record-keeping, inventory control, and regulatory compliance.	
10%	Share knowledge and skills with other mechanics to promote consistency, safety, and efficiency across the department. Serve as acting lead mechanic in the absence of the Head Motor Equipment Mechanic.	

(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
Dale Rogers	Head Motor Equipment Mechanic	Indirect
	Transportation Supervisor	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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
Dale Rogers	Head Motor Equipment Mechanic	Norwich City School District
6. What minimum qualifications do you think should be required for this position?		
Education: High School _____ years College _____ years, with specialization in _____ Other _____ years, with specialization in _____		
Experience: (list amount and type) Minimum of 3 years experience in motor equipment repair, with emphasis on diesel engines, hydraulics, and electrical systems.		
Essential knowledge's, skills and abilities: Knowledge of school bus safety standards, NYS DOT inspection requirements, and preventative maintenance practices. Ability to work collaboratively, train others, and demonstrate leadership skills. Strong record-keeping & organizational skills. Physical ability to lift, move, and work with heavy equipment and parts.		
Type of license or certificate required: Possession of, or ability to obtain, a valid NYS CDL with appropriate endorsements (S and P)		
7. The above statements are accurate and complete.		
Date: 09/08/2025	Title: Director of Human Resources	Signature: <i>Amanda Triller</i>
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: _____	

Lynn Murray

From: cs.sm.assistance.request <assistance.request@cs.ny.gov>
Sent: Tuesday, September 9, 2025 10:28 AM
To: Lynn Murray
Cc: cs.sm.E-Correspondence
Subject: FW: A11048 - Fw: Question on titles

Lynn,

There is an unusual section of the Civil Service Law that allows for appointing authorities to "designate" Police Officers to be "detectives" or "Investigators."

Section 58(4)(c)(ii) of the Civil Service Law provides that:

"...in any jurisdiction... which does not administer examinations for designation to detective or investigator, any person who has received permanent appointment to the position of police officer, correction officer of any rank or deputy sheriff and is temporarily assigned to perform the duties of detective or investigator shall, whenever such assignment to the duties of a detective or investigator exceeds eighteen months, be permanently designated as a detective or investigator and receive the compensation ordinarily paid to persons in such designation."

If your agency begins to hold examinations for Detectives, then section 58(4)(c) no longer applies, and section 59-a.2 begins to apply. Section 59-a.2 provides that:

"...any person holding a permanent competitive class appointment as a police officer, correction officer of any rank or deputy sheriff in a police force, police department or sheriff's department..., who was serving in a detective or investigator capacity, as designated by such police force, police department or sheriff's department, on the date such position was classified by the local civil service commission having jurisdiction and for at least eighteen months immediately preceding such date, shall receive a permanent appointment to a detective or investigator position, in such title as may be properly classified by the local civil service commission having jurisdiction, without further examination or qualifications and shall have all the rights and privileges of the jurisdictional class to which such position may be allocated."

We would advise that, if your agency has not yet administered an examination for "Detective", then any position designated as a "Detective" by the appointing authority be considered as a Designated Detective, and not as a Police Officer who is working out of title.

That being said, the State offers examinations for Detectives/Investigators, and it is up to your Commission whether or not to begin holding that examination.

If you have any more questions about this, please don't hesitate to let me know.

Best Regards,

Elena O'Kane

Human Resources Specialist 1 (Municipal Assistance)

Department of Civil Service

Empire State Plaza, Agency Building 1, Albany, NY 12239

(518) 485-1857 | assistance.request@cs.ny.gov

cs.ny.gov

[Facebook](#) | [LinkedIn](#) | [Instagram](#)

Languages Spoken: English, Spanish

From: Lynn Murray <lynnmurray@norwichnewyork.gov>

Sent: Monday, September 8, 2025 10:36 AM

To: cs.sm.assistance.request <assistance.request@cs.ny.gov>

Subject: Question on titles

You don't often get email from lynnmurray@norwichnewyork.gov. [Learn why this is important](#)

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Hi

We have two titles in our police department that have no job descriptions nor are they tested, I believe this was done before I started. I need to know if a job description needs to be created and if they are test positions. The positions are Detective and Detective Sergeant.

Thanks

Lynn

Lynn Murray

City of Norwich

Director of Human Resources

One City Plaza

Norwich NY 13815

607-334-1235

lynnmurray@norwichnewyork.gov

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 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.cs.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, 10/2023

Classification - Competitive

Assistant Director of Public Works (Water & Wastewater)

Distinguishing Features of the Class: This position involves responsibility for the administration and supervision of water and wastewater treatment plant operations of the City of Norwich. Work is performed under general supervision of the Superintendent of DPW with wide leeway for independently performing most of the duties of the position. Supervision is exercised over all staff assigned to water and wastewater treatment plant operations. Does related work as required.

Typical Work Activities:

Establishes, reviews, and modifies policies and procedures outlined for treatment plants and collection systems for the control of the treatment process;

Directs and evaluates the functions and performance of employees assigned to water and wastewater treatment operations;

Regularly inspects operation and maintenance procedures of treatment plants and collection lines;

Prepares and submits reports summarizing the operation and expenditures incurred by treatment plants and appurtenances;

Reviews and prepares employee work schedule and shift staffing;

Analyzes and correlates engineering, economic, and laboratory data;

Gathers data and makes recommendations with respect to the preparation and maintenance of the department's operating budget;

Assures compliance with laws, rules, regulations and code requirements relating to the operation of water and wastewater treatment operations;

Meets with the governing board or other groups to make presentations relating to operation of treatment facilities.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of practices and equipment used in the operation and maintenance of wastewater and water treatment plant facilities; good knowledge of administration and the managerial functions involved in directing an organization; good knowledge of principles and practices of supervising a large subordinate staff; good knowledge of the operation and maintenance of pumps, valves, and other mechanical and electrical equipment; good knowledge of the principles and applications of physics, chemistry, and bacteriology as related to water treatment and waste water treatment, including laboratory and field tests for plant operations; working knowledge of laboratory practices, techniques, and equipment associated with the analysis and treatment of water and wastewater; ability to plan and supervise the work of others; ability to present ideas clearly both orally and in writing; Physical condition commensurate with the duties of the position.

Minimum Qualifications:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in environmental sciences, engineering, physical sciences, or a related field, and two years of experience in the operation of water or wastewater treatment plant facilities or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in environmental sciences, engineering, physical sciences or related field, and four years of experience as described in (A) above; or
- C. Graduation from high school or possession of an equivalency diploma and six years of experience as described in (A) above; or
- D. An equivalent combination of training and experience as described in (A), (B) and (C) above.

*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.

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, IIB and IIA Water Treatment Operators Certificate.

Date approved.

Classification - Competitive

Personnel / Payroll Coordinator

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
Guernsey Memorial Library		Guernsey Memorial Library

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

- | | |
|----|---|
| 15 | -Monitor personnel and payroll activities for compliance to contracts, DOL and payroll regulations |
| 5 | -Set up new employees in software system – Salary/hrly wage, tax withholdings, direct deposit, deductions |
| 5 | -Register employees with the NYS Employees Retirement System |
| 5 | -Calculate CSEA dues annually based on earnings, adjust bi-weekly deduction for dues as needed and submit dues to CSEA bi-weekly |
| 5 | -Manage CSEA Dental option by adding/deleting staff as needed, taking bi-weekly deduction and sending payment to CSEA monthly for covered staff |
| 20 | -Enter and balance bi-weekly payroll per salary agreement and review/enter hourly timesheets |
| 5 | -Send out paystubs electronically or via inter-office mail to GML |
| 5 | -Add monthly sick time to full-time salaried staff on the first of each month and add quarterly sick time to your part-time staff |
| 5 | -Submit monthly earnings and service days to the NYS Employees Retirement System |
| 5 | -Assist Sr Account Clerk with payroll related questions/issues |
| 5 | -Annual review/update new salaries within Nvision to annual wage increases |
| 5 | -Annual review of attendance worksheet with your Sr Account Clerk. Add annual allowance for vacation, sick, personal and FH time |
| 5 | -Assist the Treasurer with Salary/Benefit data for budgeting purposes |
| 5 | -Close out terminations/resignations of employees, process final pay and payout any unused vacation time |
| 5 | -Point of contact for unemployment claims |

(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
Connie Delrymple	Director	Indirect
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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
Stacey Demuro at the NCSD	Personnel/Payroll Coordinator	NCSD
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>2</u> years, with specialization in Accounting Other _____ years, with specialization in _____ Experience: (list amount and type) At least 1 year experience in payroll and/or personnel field. Essential knowledge's, skills and abilities: Spreadsheets, attention to detail Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: 10/15/2025	Title: GML Director	Signature: 
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____		
Civil Service Commission certifies that the appropriate civil service title for the position described is _____		
Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
_____ Approved _____ Disapproved Date: _____ Signature: _____		

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
Payroll/Human Resources	District Office	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.

60%	Maintains personnel records in nVision and other HR systems; ensures data integrity, security, and compliance with retention requirements. Oversees the preparation, auditing, and processing of complex payroll transactions, ensuring compliance with federal, state, and contractual obligations; resolves discrepancies, most often independently. Coordinates all reporting for New York State Employees' and Teachers' Retirement Systems, including analysis of creditable service, employer reporting, and compliance matters. Prepares and analyzes payroll and personnel reports for district leadership, state and federal agencies, retirement systems, and auditors; makes recommendations based on findings. Administers and ensures accuracy in employee benefits, leaves of absence, FMLA, unemployment, and labor reporting.
40%	Interprets and applies Civil Service Law, Education Law, collective bargaining agreements, and district policies to personnel and payroll practices. Advises administrators and department heads on payroll/personnel compliance, procedures, and best practices. Opportunity to lead and train payroll and personnel staff; assigns and reviews work, ensures adherence to deadlines and standards. Collaborates with Business and HR leadership to recommend improvements to policies, procedures, and technology systems; assists with budget preparation related to payroll and benefits. Conducts internal audits of payroll and personnel functions to ensure accuracy, consistency, and compliance. • Serves as primary resource for the district with external agencies regarding payroll/personnel issues, audits, and reporting requirements.

(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
Todd Griffin	Asst Superintendent for Business	Direct
Amanda Tuller	Director of Human Resources	Direct/Indirect
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>2</u> years, with specialization in <u>Business, Accounting, Human Resources or related field</u> Other _____ years, with specialization in _____		
Experience: (list amount and type) High school diploma. Bachelor's + 2 yrs of progressively responsible experience in payroll & personnel administration. Associate's + 3 yrs experience. High school diploma + 5 years experience.		
Essential knowledge's, skills and abilities: Thorough knowledge of payroll administration, financial recordkeeping, and personnel management principles. Thorough knowledge of New York State Civil Service Law, FMLA, wage and hour law, retirement system requirements, and related regulations. Strong analytical skills with the ability to interpret and apply complex laws, rules, and regulations. Ability to exercise independent judgment and discretion in sensitive personnel & financial matters. Ability to prepare clear, concise, & comprehensive reports & recommendations. Strong leadership, organizational, & supervisory skills with the ability to train, direct, & evaluate staff. High level of integrity, accuracy, & attention to detail; ability to meet stringent deadlines under pressure. Strong interpersonal skills w/ the ability to establish effective working relationships w/ all levels of the organization. Proficiency w/ payroll/personnel software, spreadsheets & office technology applications.		
Type of license or certificate required: <u>N/A</u>		
7. The above statements are accurate and complete.		
Date: <u>10/8/2025</u> Title: <u>Director of Human Resources</u> Signature: _____		
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____ _____ Civil Service Commission certifies that the appropriate civil service title for the position described is _____ Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position _____ Approved _____ Disapproved Date: _____ Signature: _____		

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 Human Resources		BUREAU, DIVISION, UNIT OR SECTION District Office	
		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.			
PERCENT OF WORK TIME			
60%		Manages complex personnel records, including appointments, classifications, probationary terms, evaluations, and leaves of absence; ensures accuracy in recordkeeping systems. Conducts new employee orientation and develops reference materials to support onboarding and retention. Interprets and applies Civil Service Law, Education Law, FMLA, ADA, and district policies in handling personnel transactions, ensuring compliance and consistency. Coordinates the recruitment and selection process, including review of applications, compliance with posting procedures, and coordination with Civil Service. Provides technical support in processing salary increments, payroll certifications, and benefit changes; ensures compliance with bargaining unit contracts. Researches complex personnel issues, preparing supporting documentation for investigations or disciplinary actions when necessary.	
40%		Trains Business Office staff in HR processes, compliance procedures, and system use to ensure accuracy and consistency in departmental practices. Provides in-depth guidance to administrators and employees regarding employment policies, benefits, and leave provisions. Prepares detailed reports, analysis, and recommendations for the Director of HR regarding staffing, classification, and benefits administration. Advises administrators on proper documentation and compliance in personnel-related actions. Serves as liaison with external agencies, including Civil Service, retirement systems, workers' compensation, and unemployment offices. Reviews and recommends improvements to HR procedures to enhance accuracy, efficiency, and compliance.	
(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
Amanda Tuller	Director of Human Resources	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
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
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College <u>2/4</u> years, with specialization in _____ Other _____ years, with specialization in _____		
Experience: (list amount and type) Bachelor's + 2 yrs progressively responsible experience in human resources administration or Associate's + 3 yrs of experience or high school diploma + 5 yrs experience.		
Essential knowledge's, skills and abilities: Thorough knowledge of Civil Service Law & the Civil Service rules of the City of Norwich. Thorough knowledge of employment practices, benefits admin, & personnel recordkeeping. Strong understanding of applicable federal & state employment laws (e.g. FMLA, ADA, wage & hour regs). Demonstrated ability to analyze, interpret, & apply complex rules, contracts & policies. Ability to exercise independent judgment & problem-solving in sensitive & complex personnel matters. Ability to train & mentor staff in HR processes & compliance requirements. Strong written & oral communication skills, with the ability to prepare reports, explain procedures, & provide guidance to staff & administrators.		
Type of license or certificate required: <u>N/A</u>		
7. The above statements are accurate and complete.		
Date: <u>10/8/2025</u> Title: <u>Director of Human Resources</u> Signature: _____		
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____		
_____ Civil Service Commission certifies that the appropriate civil service title		
for the position described is _____		
Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
_____ Approved		
_____ Disapproved		
Date: _____ Signature: _____		

Essential Knowledge, Skills and Abilities continued:

High attention to detail and accuracy in maintaining records and preparing reports.

Ability to manage multiple priorities while meeting strict deadlines.

Strong interpersonal skills and the ability to maintain effective working relationships across the district.