

CITY OF NORWICH
CIVIL SERVICE COMMISSION
AGENDA

January 27, 2026

11:00 a.m.

City Hall

PRESENT

Commissioner Ryan Zieno
Commissioner Charleen Sastri
Commissioner Brian Doliver

ALSO

Lynn Murray, Secretary for the Civil Service

Commissioner Zieno called the regular meeting to order at 11:00 a.m.

Commissioner Zieno moved to approve the minutes of the October 28, 2025, meeting. Seconded by Commissioner Doliver, approved ayes all.

Personal Transactions

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

Approval of Eligible Lists:

Eligible lists were reviewed and adopted for the following recently administered civil service examination: Principal Library Clerk #73385010 (held May 3, 2025), Senior Library Clerk #73178010 (held May 3, 2025).

NYS Correspondence

The following correspondence were reviewed by the Commission: Updates for the Civil Service Transformation, IM-21-25 – World Trade Center Sick Leave Reimbursement Program, Correspondence about the Annual Report for Civil Service due 3/1/2026, IM-01-26 – Section 80 and Collective Bargaining Agreements – Public hearing

Current exams ordered:

Firefighter – 1/10/2026

Fire Chief – 2/7/2026

Police Chief – 2/28/2026

Assistant Police Chief – 2/28/2026

Old Business

The following information is provided under old business so that the commission and the secretary know what still needs to be completed:

Job Description – School – District Receiving & Athletics Assistant

Job Description – School – Assistant Athletics Coordinator

Job Description – School – District Office Support Associate

Job Description – School – Business Office Trainer

Job Description – School - Assistant Head Motor Equipment Mechanic

Job Description – Personnel/Payroll Coordinator – Guernsey Library

Job Description – Senior Payroll Personnel Coordinator – School

Job Description – Senior Human Resources Associate

New Business

Commissioner Zieno approved the revised job description from the school for Chauffeur position, seconded by Commissioner Doliver. The motion is carried unanimously.

Commissioner Doliver moved to set a public hearing to add the following titles to the HELP program: Business Officer Trainers, Senior Payroll Personnel Coordinators, Senior Human Resources Associates and Deputy Treasurer. To correct HELP title Account Clerk to Account Clerks. To modify the Civil Service Model Rule XXV – Layoff of Competitive, Non Competitive and Labor Class Employees per the IM-01-26 informational memorandum sent by Civil Service in Albany, seconded by Commissioner Zieno. The motion is carried unanimously.

Commissioner Zieno approved the New Position Duties Statement for the Deputy Fire Chief with the jurisdictional classification as competitive, seconded by Commissioner Sastri. The motion is carried unanimously.

Set next meeting: February 24, 2026 at 11:00 am

Commissioner Sastri moved to adjourn the meeting at 11:20 am, seconded by Commissioner Zieno, ayes all.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Ackermann, Craig	Motor Equipment Mechanic	NCSD	NC	\$15.50	RES	9/29/2025	
Borden, Melissa	Teacher Aide	NCSD	NC	\$15.50	A	10/20/2025	Substitute
Blackledge, Pamela	Teacher Aide	NCSD	NC	\$15.50	A	10/28/2025	Substitute
DeMuro, Stacey	Personnel/Payroll Coordinator	Library	C	\$3,500	AP	11/3/2025	
Jennings, Angel	Teacher Aide	NCSD	NC	\$15.50	A	11/4/2025	Substitute
Woodcock, Leah	Teacher Aide	NCSD	NC	\$15.50	A	11/4/2025	Substitute
Adams, Jonah	Teacher Aide	NCSD	NC	\$15.50	A	11/6/2025	Substitute
MacIntosh, Daniel	Bus Driver	NCSD	NC	\$25.00	A	11/10/2025	Substitute
Roche, Matthew	Maintenance Worker	Housing Authority	NC	\$20.00	RES	11/12/2025	
Root, Delaney	Library Assistant	NCSD	C	\$16.75	AP	11/12/2025	
Wright, Ryan	Maintenance Worker	Housing Authority	NC	\$19.50	A	11/13/2025	
Buel, Erica	Account Clerk	City	C	\$19.29	RES	11/14/2025	
Sylstra, Olivia	Teacher Aide	NCSD	NC	\$15.50	A	11/17/2025	Substitute
Currie, Jacasa	Teacher Aide	NCSD	NC	\$15.50	A	11/19/2025	Substitute
Mandell, Laura	Senior Library Clerk	Library	C	\$49,341.19	RES	11/23/2025	
Mandell, Laura	Principal Library Clerk	Library	C	\$50,821.43	PROM	11/24/2025	
Marvin, Clara	Food Service Worker	NCSD	L	\$16.25	A	11/24/2025	
Wheeler, Brandy	LPN	NCSD	NC	\$23.00	A	11/24/2025	
Whitney, Nola	Teacher Aide	NCSD	NC	\$15.50	A	11/25/2025	Substitute
Folts, Scott	Assistant Superintendent of DPW	City	C	\$46.01	RET	11/29/2025	
Button, Alyssa	Teacher Aide	City	NC	\$15.50	A	12/1/2025	Substitute
Alberts, Georgene	Food Service Worker	School	L	\$15.50	RES	12/16/2025	Substitute

Richardson, Colby	Teacher Aide	School	NC	\$15.50	RES	12/16/2025	Substitute
Coish, David	Assistant Superintendent of DPW (water & wastewater)	City	C	\$93,413	AP	12/29/2025	
Shipman, Christopher	Cleaner	School	L	\$16.75	A	12/29/2025	
Doliver, Brian	Mayor	City	EI	\$16,209.96	RES	12/31/2026	
Donnison, Amy	Code Enforcement Officer – part time	City	C	\$33.56	RES	12/31/2025	
Jeffrey, Robert D	Mayor	City	EI	\$20,000	ELEC	1/1/2026	
Franklin, Gregory	Fire Assistant	City	NC	\$26.92	A	1/2/2026	
Bates, Joseph	School Lunch Cook	School	NC	\$17.25	A	1/5/2026	
Correll, Angelina	Teacher Aide	School	NC	\$16.00	A	1/5/2026	Substitute
Parry, Gerald	Fire Chief – Temporary	City	C	\$97,490	AT	1/5/2026	
Button, Alyssa	Teacher Aide	School	NC	\$16.00	RES	1/5/2026	Substitute
Morris, Marshall	Teacher Aide	School	NC	\$16.00	A	1/5/2026	Substitute
Roach, Ronald	Maintenance	Housing Authority	NC	\$24.00	RES	1/6/2026	
Mullins, Donavan	Teacher Aide	School	NC	\$16.00	TR	1/7/2026	Transferred to a Teacher Assistant position
Barbosa, Emma	Teacher Aide	School	NC	\$16.00	A	1/12/2026	Substitute
Voss, Isabelle	Teacher Aide	School	NC	\$16.00	A	1/12/2026	Substitute
Oliver, TaylorAnn	Teacher Aide	School	NC	\$16.00	A	1/13/2026	Substitute
White, Melanie	Food Service Worker	School	L	\$16.00	RES	1/15/2026	
Winters, Doug	Bus Driver	School	NC	\$25.00	A	1/15/2026	Substitute
Anderson, Alex	Water System Maintainer – HELP Program	City	NC	\$18.84	A	1/19/2026	
Beers, Delaney	Library Clerk – HELP Program	Library	NC	\$17.00	A	1/19/2026	
Biefeldt, Lyla	Teacher Aide	School	NC	\$16.00	A	1/19/2026	Substitute

Coish Jr, David	Assistant Superintendent of DPW – HELP Program	City	NC	\$44.91	A	1/19/2026	
Cole, Harold	Code Enforcement Officer – HELP Program	City	NC	\$25.99	A	1/19/2026	
DeMuro, Stacey	Personnel/Payroll Coordinator – HELP Program	Library	NC	\$3500	A	1/19/2026	
Francisco, Phillip	Water System Operator- HELP Program	City	NC	\$26.89	A	1/19/2026	
Miller, Timothy	Superintendent of DPW – HELP Program	City	NC	\$48.39	A	1/19/2026	
Paugh, Timothy	Pool & Ground Technician – HELP Program	City	NC	\$22.55	A	1/19/2026	
Debottis, Mark	Maintenance	Housing Authority	NC	\$18.00	A	1/20/2026	
Bosworth, Sophia	Teacher Aide	School	NC	\$16.00	A	1/21/2026	Substitute
Peck, Casey	Assistant Director Housing Authority – HELP Program	Housing Authority	NC	\$27.01	A	1/21/2026	
Evans, Zoe	Teacher Aide	School	NC	\$16.00	A	1/26/2026	Substitute
Papelino, Jan	Fire Chief	City	C	\$50.62	RET	1/30/2026	
Parry, Gerald	Fire Chief	City	C	\$97,490	AP	1/31/2026	
Alpern, Zachary	Assistant Athletics Coordinator – HELP Program	School	NC	\$73,000	A	2/1/2026	
Bixby, Christopher	Senior Custodian – HELP Program	School	NC	\$19.79	A	2/1/2026	

Ficicchia, Salvatore	Senior Custodian – HELP Program	School	NC	\$19.75	A	2/1/2026	
Gager, Ellery	Senior Custodian – HELP Program	School	NC	\$25.09	A	2/1/2026	
Gray, Kelly	District Receiving & Athletics Assistant – HELP Program	School	NC	\$61,000	A	2/1/2026	
Hodack, Jeanne	Library Assistant – HELP Program	School	NC	\$22.00	A	2/1/2026	
Matlack-Grey, Austin	Library Assistant – HELP Program	School	NC	\$16.00	A	2/1/2026	
Parry, Trisstann	District Office Support Associate – HELP Program	School	NC	\$59,488	A	2/1/2026	
Root, Delaney	Library Assistant – HELP Program	School	NC	\$16.75	A	2/1/2026	
Stephen, Monica	Accounts Payable Specialist – HELP Program	School	NC	\$60,000	A	2/1/2026	
Campbell, Tori	Account Clerk – HELP Program	City	NC	\$18.49	A	2/16/2026	

Key to Personnel Actions

A: Appointed Permanently; AT: Appointed Temporarily; AP: Appointed Provisionally; PP: Provision Promotion; ELEC: Elected; PROB: Probationary Appointed; PROM: Promotion; CIC: Change in Name; CIN: Change in Classification; CIT: Change in Title; SAL Salary 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

[illegible]

THE OBERLIN COLLEGE LIBRARY CLEK

Date of Examination: 5/3/2025

Created by: Tim Murray

[illegible]

THE OREGON HISTORICAL SOCIETY LIBRARY

Date of Examination: 5/3/2025

EXAM NO. 73178010

Approved by: Lynette
Lynch

[illegible]

Lynn Murray

From: cs.sm.assistance.request <assistance.request@cs.ny.gov>
Sent: Friday, November 14, 2025 2:01 PM
To: cs.sm.assistance.request
Subject: Civil Service Transformation - November Update



Department of Civil Service

**On Behalf of Commissioner Timothy R. Hognes, Executive Deputy Commissioner
Rebecca Corso and Municipal Services Director Maria Kenneally:**

We are pleased to share the following updates on our transformation efforts this month:

- **Request to Extend NY HELPS for Local Governments:** The Department had the opportunity to attend several roundtable sessions hosted by Senator Jackson in October. We appreciate all those that took the time to attend and provide comments. The discussions were informative, and we thank the Senator for convening us on these important topics. During the roundtable sessions, we heard from many of you regarding your concerns with the quickly approaching deadline of the roll-off of NYHELPS and the desire for more robust coordination and communication to ensure a seamless transition to the future state.

After internal review and discussion, the Department is pleased to share that we will request an extension of the NY HELPS program for local use beyond June 2026 from the New York State Civil Service Commission. The extension will allow more time for local engagement and input into the transformation process. In the coming months, the Department will be hitting the road to hear from you. Keep a look out for more information regarding upcoming sessions.

We will provide the specific end date that we will be seeking for local NY HELPS once the contract for the Jobs Portal and Application Management System is approved by the Office of the State Comptroller (OSC), and after a 12-15 week analysis period in which we will develop a project timeline that considers all stakeholders.

We encourage you all to maximize the use of NY HELPS to best meet your hiring needs while we continue to work on the larger transformation efforts. We will continue to provide you updates on the progress of this request on a regular basis.

- **FAQs Now Available:** The Department has been working through questions we have received to date on our transformation efforts, and we are pleased to announce that a FAQ section is now available on the transformation webpage at the following link: <https://www.cs.ny.gov/transformation/faq.cfm>

We will update this on a regular basis as we have additional questions and answers to share.

- **Procurement Update:** The Department has tentatively awarded the contract for the Jobs Portal and Applicant Management System. The contract is currently going through the standard procurement approval process for state contracts, which includes approval by both the New York State Attorney General and OSC. Once the contract is approved and the vendor is on board, the Department will have more information to share with you as it relates to system capabilities and the overall timeline for implementation as noted above.

Again, thank you for your and interest in our efforts to ensure the civil service merit system of the future best meets the needs of our stakeholders. We appreciate your patience as we work to lay the foundational groundwork. As a reminder, we encourage you to visit the transformation webpage at <https://cs.ny.gov/transformation/> as the page will be updated on an ongoing basis. If you or any of your colleagues have questions on our approach, please email us at pio@cs.ny.gov.



**Department of
Civil Service**

KATHY HOCHUL

Governor

TIMOTHY R. HOGUES
Commissioner

IM-21-25

INFORMATION MEMORANDUM

**TO: All Municipal Civil Service Agencies
Municipal Human Resources Administrators
Public Authority Human Resources Administrators**

FROM: Municipal Services Division

SUBJECT: World Trade Center Sick Leave Reimbursement Program

DATE: December 1, 2025

This notice is being distributed to Municipal Civil Service Agencies for dissemination to entities under their jurisdictions to inform municipalities and public authorities of the procedures established to obtain reimbursement for sick leave granted to employees for qualifying illnesses related to the World Trade Center attacks and subsequent recovery activities, per Chapter 60 of the Laws of 2020. We request that you provide this notice to officials responsible for administration of attendance and leave policies in your home municipality and any City, Town, Village, School District and Public Authority within your respective jurisdictions. The procedure and key contact information is provided below and in the subsequent attachment.

By January 31, 2026, participating entities with reimbursable claims prior to December 31, 2025, must submit an invoice to the Office of General Services Business Services Center (BSC) at accountspayable@ogs.ny.gov with a cc to Chapter273Laws2017@cs.ny.gov.

The subject line of the email should include the Invoice Number and the term "Department of Civil Service", and the invoice must contain the following:

- Name and address of the entity;
- NYS vendor/supplier ID number;
- Invoice date and number;
- Claiming period of the invoice; and
- Amount of reimbursement.

In addition to an invoice, the locality must submit the following items below to the Department of Civil Service at Chapter273Laws2017@cs.ny.gov:

- A signed copy of the attached attestation form;



**Department of
Civil Service**

KATHY HOCHUL

Governor

TIMOTHY R. HOGUES

Commissioner

- The timesheet report used to determine the hours of reimbursement for each employee in pdf form, with an identifying official heading;
 - Notice of Participation
 - A copy of the Notice of Participation in World Trade Center rescue, recovery, or cleanup operations for each applicable employee from the New York State Workers' Compensation Board, **AND** a copy of a letter from the New York State Workers' Compensation Board acknowledging receipt of the Notice of Participation. The claimant or municipality is responsible for requesting the letter from WCB and providing this letter to DCS.
- OR**
- A verified copy of such approved Notice of Participation in rescue, recovery, or cleanup operations from his or her retirement system; and
 - Paystubs for the applicable sick days for each applicable employee.

Once the claims have been verified by the Department of Civil Service, the BSC will issue payment. All questions pertaining to these claims should be directed to Chapter273Laws2017@cs.ny.gov.

We thank you for your cooperation in implementing this important program.



**Department of
Civil Service**

KATHY HOCHUL

Governor

TIMOTHY R. HOGUES
Commissioner

World Trade Center Sick Leave Reimbursement Program

I hereby attest that the participants listed in the attached timesheet report:

- Are currently employed by the following State, public authority, or municipal corporation:
;
- Have been diagnosed with a qualifying World Trade Center condition (as specified in Chapter 60 of the Laws of 2020); and
- Have used sick leave due to the qualifying World Trade Center condition during the time period specified in the attached timesheet report.

Print Name and Title

X

Sign Name

X

Date

X

To: (christina.blake@suffolkcountyny.gov); Suffolk Co. -- Heather Kerr (Heather.Kerr@suffolkcountyny.gov); Suffolk Co.--(ESD)--Stanley Pelc (Stanley.Pelc@suffolkcountyny.gov); Sullivan Co. -- Nya Reebe (nya.reebe@sullivanny.gov); Sullivan Co. -- Sherida Augustin (sherida.augustin@sullivanny.gov); Sullivan Co. --(ESD)--Julie Diescher (Julie.Diescher@sullivanny.gov); Tioga Co. -- (ESD) -- Linda Parke (ParkeL@tiogacountyny.gov); Tioga Co. -- Christie Farnham (farnhamc@tiogacountyny.gov); Tioga Co. --Kelly Quick (quickk@tiogacountyny.gov); Buck, Heather (TOMPKINS Co); Pulliam, Ruby (TOMPKINS Co); Tonawanda City - Amy Smyers-Philibin (civilservice@tonawandacity.com); Troy City-- Jason Degnan (jason.degnan@troyny.gov); Troy City--(E2)--Marian Drozd (Marian.Drozd@troyny.gov); Troy City--ESD--Gabrielle Mahoney (gabrielle.mahoney@troyny.gov); Ulster Co. -- Ann Marie Lubera (alub@co.ulster.ny.us); Ulster County -- Dawn Spader (dspa@co.ulster.ny.us); Ulster County -- Jacqueline DeCicco (jadec@co.ulster.ny.us); Ulster County --(ESD)--Cortney Peterson (cmos@co.ulster.ny.us); Utica City --(ESD)--Jennifer Carbone (jpcarbone@cityofutica.com); Plumley, Kandi; Warren Co. --Jacqueline Figueroa (figueroaj@warrencountyny.gov); Warren Co.--(ESD)--Patricia Nenninger (nenningerp@warrencountyny.gov); Washington Co. -- (ESD) -- Danelle LaPann - (dlapann@washingtoncountyny.gov); Watertown City -- Erica LeClerc (eleclerc@watertown-ny.gov); Watertown City--(ESD)-- Angela Robbins (arobbins@watertown-ny.gov); Watervliet City --(ESD) Carol Ratigan (cratigan@watervliet.com); Watervliet City --(ESD) Michael Marr (mmarr@watervliet.com); Wayne County -- Brian Sams (bwsams@waynecountyny.gov); Wayne County -- Courtney Brownell (CABrownell@waynecountyny.gov); Wayne County --Chris Kalinski (ckalinski@waynecountyny.gov); Westchester Co. --(E4)--Megan Mukerji - Westchester County (mpm3@westchestercountyny.gov); Westchester Co. --(E5)--Helen May (HQM1@westchestercountyny.gov); Westchester Co. --(E5)--Lisa Denig (lmde@westchestercountyny.gov); Westchester Co. --(ESD)--Francis Karintholil (ftk1@westchestercountyny.gov); Westchester County - Gina Picinich (gpic@westchestercountyny.gov); Westchester County - Margaret Vlymen (mvv3@westchestercountyny.gov); White Plains City-- (ESD) -- Angela Sapienza (asapienza@whiteplainsny.gov); Wyoming County -- Jennifer Robertson (jrobertson@wyomingco.net); Wyoming County --(ESD)-- Bethany Merica (bmerica@wyomingco.net); Yates County -- Jane Hartman (Jane.Hartman@yatescountyny.gov); Yates County -- Kerry Brennan (kerry.brennan@yatescountyny.gov); Yonkers City -- Claudia Villaneuva (CLAUDIA.VILLANUEVA@YONKERSNY.GOV)

Subject: Action Required - 2025 Annual Report

Importance: High

This is just a friendly reminder that, as provided in section 26(1) of the Civil Service Law, municipal civil service agencies are required to report annually to the New York State Civil Service Commission on the state of civil service administration under their jurisdiction. Completing the Annual Report also provides your agency with an opportunity to review your agency's operations and activities during the prior year and helps to identify priorities for the coming year. Please submit your report by the statutory deadline of **March 1, 2026**.

The link to submit your agency's Annual Report is now available at:
<https://www.cs.ny.gov/msd/msdonline/annualreport.cfm>

If you have questions about the Annual Report, please contact Doug Bartels at assistance.request@cs.ny.gov. If you have already submitted the 2025 Annual Report, please disregard this email.

**This email is being distributed to multiple distribution email lists so you may receive it more than once. If your agency has changes to personnel or addresses on the distribution lists, please send a separate email to assistance.request@cs.ny.gov.*



**Department of
Civil Service**

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

IM-01-26

Information Memorandum

TO: All Municipal Civil Service Agencies
FROM: Municipal Services Division
SUBJECT: Section 80 and Collective Bargaining Agreements
DATE: January 23, 2026

Governor Hochul signed Chapter 361 of the Laws of 2025 effective September 5, 2025, which added a new subsection to Section 80 of the Civil Service Law. This new subsection reads as follows: 80.10 "Effect of collective bargaining agreements. Nothing contained in this section shall modify, replace or supersede any provision of a collective bargaining agreement that provides for greater rights than required by this section."

To clarify the local civil service agencies' authority to interpret the statute, updates to Model Rule XXV - Layoff of Competitive, Non-competitive, and Labor Class Employees were approved by the State Civil Service Commission on January 14, 2026. Please review the attached updated Model Rule.

The most pertinent change to the Model Rule is the addition of the following language: "Greater rights as provided for in CSL 80.10 shall be determined by the Commission pursuant to their authority under section 17 of the Civil Service Law." Other changes include adding more inclusive language.

The Municipal Services Division recommends that your agency revise their Layoff Rule to conform to the newly changed statute.

This legislation allows negotiated contracts to supersede Section 80 of the CSL when the rights provided by the collective bargaining agreement are greater. The Municipal Services Division cannot advise you on the interpretation of collective bargaining agreements, therefore we recommend that you discuss the effects of this legislation with your Counsel on a case-by-case basis. We advise your agency to interpret collective bargaining agreements and the newly amended law consistently to ensure that all employees are treated fairly.

Adoption of this new Model Rule must be done by following the procedures detailed in Section 20 of the Civil Service Law and by submitting a rules resolution to amend your

Civil Service Rules to the Municipal Services Division for presentation to the Commission. Please note that, Section 20 of the Civil Service Law requires a public hearing for this rule to be amended.

If you are experiencing layoffs in any title, including those in the NY HELPS program, and require technical assistance, please contact us. Please send questions to assistance.request@cs.ny.gov.

Norwich City School District

CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: This position ~~Work~~ primarily involves responsibility for the safe, efficient, and economical operation and care of a station wagon, van, suburban, or light duty delivery truck for transporting passengers, supplies, or materials. This role ~~Work~~ may also include ~~involve the performance of~~ routine tasks related to the delivery, setup, or basic maintenance ~~in the process of~~ audio-visual equipment and/or supplies and cleaning of buildings and equipment. Performs ~~Does~~ related ~~work~~ duties as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

- Transports ~~Delivers~~ equipment, materials, and supplies to the school assigned schools and district locations;
- May deliver money collected funds to designated banking institutions ~~to the bank~~;
- Checks, adjusts, and ~~makes simple~~ performs minor repairs on ~~to~~ audio-visual equipment;
- Collects and distributes district mail ~~Delivers mail for the school district~~;
- Delivers messages, packages, supplies, and materials as requested;
- Cleans and maintains assigned vehicles, including washing, vacuuming, and sanitation ~~Washes and cleans vehicle~~;
- Monitors and records vehicle oil, tire pressure, mileage, and fuel levels ~~Checks oil, tires, mileage and gasoline~~;
- Performs routine building cleaning tasks, such as:
 - Dusting furniture (chairs, desks, tables, etc.)
 - Washing windows, walls, woodwork, and restroom fixtures
 - Sweeping, mopping, and washing floors
 - ~~Dusts chairs, desks, tables, and other furniture~~;
- ~~Washes windows, walls, woodwork, water closets, tubs, and bowls~~;
- ~~Sweeps, mops, and washes floors~~;
- Assist custodial or maintenance staff as needed; ~~May act a helper to custodian or maintenance worker~~.
- Supports dispatch and transportation functions by answering phone calls, assisting with routing needs, and processing transportation-related documentation using designated transportation software.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND

PERSONAL CHARACTERISTICS: Thorough knowledge of the geography and traffic laws of the area; ability to operate an automobile or light deliver truck; familiarity with cleaning methods, materials and equipment; ability to understand and follow simple oral and written instructions; manual dexterity; dependability; courtesy; good physical condition.

- Thorough knowledge of local geography, routes, and applicable traffic laws
- Skill in the safe operation of an automobile or light-duty delivery truck
- Working knowledge of basic cleaning practices, materials, and equipment

- Ability to follow oral and written directions
- Ability to perform minor equipment checks and simple repairs
- Manual dexterity and physical stamina suitable for the duties of the position
- Dependability, courtesy, and the ability to work cooperatively with staff and public
- Good physical condition

MINIMUM QUALIFICATIONS: ~~Minimum 8th grade education, ability to read and follow directions. Possession of valid appropriate level Motor Vehicle Operator's license.~~ Completion of a high school diploma or GED and ability to read and follow directions. Possession of a valid motor vehicle operator's license appropriate for the vehicle(s) operated.

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
Fire | 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:

Percent of Work Time	Job Duty
	Assists in managing day-to-day operations of fire suppression, emergency medical services (EMS), and rescue activities;
	Ensures adequate staffing, equipment readiness, and proper response to emergencies;
	Serves as Safety Officer at all department emergencies, or as Incident Commander at major incidents as needed;
	Participates in hiring, training (MTO), and disciplining personnel through education in conjunction with the Fire Chief;
	Promotes professional development and morale among staff;
	Sets day-to-day goals for staff on duty to complete;
	Oversees and develops training programs and drills to ensure readiness and compliance with New York State standards;
	Ensures compliance with NFPA standards, PESH regulations and City Human Resources;
	Develops and implements with the Fire Chief SOP and SOG through the LEXIPOL program;
	Supports fire prevention, Inspection and Fire Investigation activities;
	In the absence of the Fire Chief, the Deputy Fire Chief will represent the department at meetings, public events, etc.;
	Acts as a liaison to mutual aid departments, Local government, and community organizations.
	(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>
	Fire Chief	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Career Fire Captain	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>

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

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

Experience: (list amount and type)

Three (3) years satisfactory permanent competitive class service as a Fire Captain.

Essential knowledges, skills and abilities:

Thorough knowledge of modern firefighting, EMS, rescue practices and fire prevention principals, methods and equipment; thorough knowledge of the city's building code and fire prevention laws and ordinances; thorough knowledge of the geography, building conditions and major fire hazards of the city; thorough knowledge of safety precautions used in firefighting, including modern first aid and rescue equipment; good knowledge of modern principles of fire department administration; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; good knowledge of budgeting and resource management; ability to develop and maintain cooperative relations with the public; initiative; strong leadership; decision-making and leadership skills; resourcefulness; sound judgement in emergencies; physical condition sufficient to perform the essential functions of the position.

Type of license or certificate required: National Certification as a Fire Officer 3, Advanced life support, Critical care or Paramedic issued by the NYS Health Department, Motor Vehicle Operator's license, Fitness for standards in compliance with OSHA 29 CFS 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard.

7. The above statements are accurate and complete.

Date: 1/22/2026 Title: FIRE CHIEF

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: Deputy Fire Chief

Jurisdictional Classification: Competitive

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐ Approved
☐ Disapproved

Date:

Signature:

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