

**CITY OF KINGSTON**  
**Municipal Civil Service Commission**  
jdecicco@kingston-ny.gov

Jackie DeCicco, Executive Secretary



Bernice Arra, Chairperson  
Audrey Kithcart, Commissioner  
Thierry Croizer, Commissioner

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MUNICIPAL CIVIL SERVICE COMMISSION MEETING

January 24, 2022

IN ATTENDANCE: Commissioners Bernice Arra, Thierry Croizer, and Jackie DeCicco; No public attendance.

The meeting was called to order by Thierry Croizer at 9:06 am.

The minutes for December 13, 2021 were read. Motion by Bernice to adopt the minutes and seconded by Thierry.

Report of Personnel Changes (RPC's) were reviewed and a motion was made by Thierry to certify the list and seconded by Bernice.

ESTABLISH ELIGIBLE LIST:

N/A

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

Deputy Fire Chief  
Personnel Clerk  
Principal Account Clerk  
Transportation Supervisor

ELIGIBLE LIST APPOINTMENTS:

Deputy Fire Chief  
Personnel Clerk  
Principal Account Clerk  
Transportation Supervisor

APPOINTMENTS IN THE EXEMPT CLASS:

Assistant Corporation Counsel

PROVISIONAL APPOINTMENTS:

Director of Arts and Cultural Affairs

Director of Housing Initiatives

COMMUNICATIONS:

The Commissioners signed a Resolution to delegate functions to the Executive Secretary for the year 2022.

The Commission adopted new job specs for Park Ranger, Housing Specialist, Senior Building Inspector and Skilled Laborer; amended job specs for Assistant Director of Building Safety and Zoning, Building Inspector, Housing Code Inspector and Housing Project Manager.

Audrey Kithcart called stating she is going to resign from being a Commissioner and asked that I announce it at today's meeting. She will be submitted a resignation letter to the Mayor.

The next meeting will be held at 9:00am on Monday, February 28, 2022. The meeting was adjourned at 9:30am by Bernice, seconded by Thierry.

Respectfully Submitted,

*Jacqueline DeCicco*