

**CITY OF KINGSTON**  
**Municipal Civil Service Commission**  
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Jackie DeCicco, Executive Secretary



Bernice Arra, Chairperson  
Thierry Croizer, Commissioner  
Alan Adin, Commissioner

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MUNICIPAL CIVIL SERVICE COMMISSION MEETING

March 28, 2022

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

The meeting was called to order by Bernice Arra at 9:00 am.

The minutes for February 28, 2022 were read. Motion by Bernice Arra to adopt the minutes and seconded by Thierry Croizer.

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

ESTABLISH ELIGIBLE LIST:

N/A

CANVASSED POSITION:

Police Lieutenant

Police Sergeant

CERTIFICATION OF ELIGIBLES:

Fire Fighter

Police Lieutenant

Police Sergeant

Typist

ELIGIBLE LIST APPOINTMENTS:

Police Sergeants; Police Lieutenants

APPOINTMENTS IN THE NON-COMPETITIVE CLASS:

Motor Equipment Operator; Skilled Laborers

PROVISIONAL APPOINTMENTS:

Assessment Data Collector; Deputy Assessor; Grants Manager; Engineering Technician; Project Manager

COMMUNICATIONS:

Senior Building Inspector job description was amended to allow for applicants who may be licensed in Engineering or Architecture to obtain the CEO certification upon being appointed.

Alternate Test Date Policy was reviewed and discussed due to a candidate requesting an alternate test date due to scheduled school labs at the Community College on Saturdays. There appeared to be two candidates requesting this, however only one candidate submitted the request. The Commissioners discussed it and all were in agreement that labs did not qualify as a school examination and that labs could be made up simply by notifying the Professor and requesting to make them up.

The next meeting will be held at 9:00am on Monday, April 25, 2022. The meeting was adjourned at 9:32am by Bernice Arra, seconded by Alan Adin.

Respectfully Submitted,

*Jacqueline DeCicco*