

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



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

MUNICIPAL CIVIL SERVICE COMMISSION MEETING

April 25, 2022

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

The meeting was called to order by Thierry Croizer at 9:02 am.

The minutes for March 28, 2022 were read. Motion by Thierry Croizer to adopt the minutes and seconded by Alan Adin.

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

ESTABLISH ELIGIBLE LIST:

Account Clerk

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

N/A

ELIGIBLE LIST APPOINTMENTS:

Typist; Solid Waste Foreman

PROVISIONAL APPOINTMENTS:

Sewer Maintenance Foreman; Senior Building Inspector; Parking Enforcement Officer

Motion was made by Thierry Croizer to go into Executive Session and seconded by Alan Adin. The meeting went into Executive Session at 9:07am. Motion was made by Thierry Croizer and seconded by Alan Adin to end executive session and return to public meeting at 9:31am.

COMMUNICATIONS:

The job description for ERP Project Manager was adopted by the Commission. This position was pending approval by the Common Council for funding. This position will be responsible for the American Rescue Plan grant funding as a result of the COVID-19 pandemic.

Alternate test date issue was resolved. The alternate test date was denied based on the fact that the reason was for attending school labs which could be made up through the school rather than have the exam given on a different day. The policy allows for alternate dates due to school exams and labs are not considered exams. A second request was made by another candidate due to a non-refundable vacation. The request was denied since the vacation was scheduled after the exam announcement was posted.

The next meeting will be held at 9:00am on Monday, May 16, 2022. The meeting was adjourned at 9:36am by Thierry Croizer, seconded by Alan Adin.

Respectfully Submitted,

Jacqueline DeCicco