

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

August 22, 2022

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

The meeting was called to order by Thierry Croizer at 9:04 am.

The minutes for July 18, 2022 were read. Motion by Bernice Arra to adopt the minutes and seconded by Alan Adin.

Report of Personnel Changes (RPC's) were reviewed and certified by each Commissioner.

ESTABLISH ELIGIBLE LIST:

N/A

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

Clerk (Spanish Speaking), Police Officer, Senior Account Clerk, and Typist

ELIGIBLE LIST APPOINTMENTS:

Clerk (Spanish Speaking), Police Officers

PROVISIONAL APPOINTMENTS:

Assessment Data Collector
Assistant Corporation Counsel
ERP Project Manager

NON-COMPETITIVE CLASS APPOINTMENTS:

N/A

COMMUNICATIONS:

Desk audits completed for Parks and Recreation and DPW. Letters will be mailed out to each employee and department head.

Job specs were amended for the following titles: Finance & Operations Administrator, Director of Communications and Community Engagement, Director of Arts and Cultural Affairs.

The next meeting will be held at 9:00am on Monday, September 26, 2022. The meeting was adjourned at 9:46am by Thierry Croizer, seconded by Alan Adin.

Respectfully Submitted,

Jacqueline DeCicco