

CITY OF KINGSTON
Municipal Civil Service Commission

jdecicco@kingston-ny.gov

Jackie DeCicco, Executive Secretary
Robin Kimble, Benefits Account Clerk



Bernice Arra, Chairperson
Audrey Kithcart, Commissioner
Susan Wallace, Commissioner

MUNICIPAL CIVIL SERVICE COMMISSION MEETING

February 27, 2017

IN ATTENDANCE: Commissioners Kithcart and Wallace
ALSO IN ATTENDANCE: Jackie DeCicco

The meeting was called to order by Commissioner Wallace at 9:45am, Civil Service Office, City Hall, 420 Broadway, Kingston, NY.

The minutes for January 23, 2017 were reviewed. Motion by Commissioner Kithcart to adopt and seconded by Commissioner Wallace.

ESTABLISH ELIGIBLE LIST:

Assistant Chief Water Treatment Plant Operator
Chief Water Plant Operator
Park Maintenance Supervisor

EXAM PENDING:

Personnel & Benefits Coordinator
Purchasing Coordinator
Capital Projects Assistant

EXTENDED ELIGIBLE LIST:

N/A

CANVASED POSITION:

Wastewater Treatment Plant Operator/Trainee

CERTIFICATION OF ELIGIBLES:

Wastewater Treatment Plant Operator/Trainee

APPOINTMENTS:

Clerks
Council Page

COMMUNICATIONS:

Adopted job specs for Sewer Maintenance Technician I and II and Legislative Aide. Amended job specs for Ordinance Inspection Officer, Working Supervisor, Wastewater Treatment Plant Operator/Trainee. Submitted the 2016 Annual Report to the New York State Department of Civil Service.

The next meeting will be held at 9:30am on March 27, 2017.

Respectfully Submitted,

Jacqueline DeCicco
Executive Secretary