

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

June 26, 2017

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

The meeting was called to order by Commissioner Arra at 9:37am, Civil Service Office, City Hall, 420 Broadway, Kingston, NY.

The minutes for May 22, 2017 were reviewed. Motion by Commissioner Wallace to adopt and seconded by Commissioner Kithcart.

ESTABLISH ELIGIBLE LIST:
Personnel and Benefits Coordinator

EXAM PENDING:
KHA Director of Facilities

EXTENDED ELIGIBLE LIST:
N/A

CANVASED POSITION:
School Security Guard

CERTIFICATION OF ELIGIBLES:
Coordinator of Safety & Prevention
School Security Guard

APPOINTMENTS:
Legislative Assistant
Part-time Clerk - provisional
Police Officer
Coordinator of Safety & Prevention
School Security Guard
Secretary I

COMMUNICATIONS:
The Kingston City School District submitted a letter requesting a waiver of residency requirement for two employees working in the IT Department based on difficulty in recruiting qualified candidates. The Commissioners agreed to waive the residency requirement for both.

The Kingston City School District submitted a letter requesting a reinstatement for an employee to Secretary II. Information is being sent to the New York State Department of Civil Service to have the reinstatement reviewed.

The City hired another Attorney to work out of Corporation Counsel to assist with Kingston Housing Authority. Changes may need to be made to the Appendices to accommodate for more than one Assistant Corporation Counsel Attorney.

A grant was received for a Health & Wellness Coordinator. A new position duties statement was given to Mayor Noble to create such title.