

CITY OF KINGSTON
Municipal Civil Service Commission

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Jackie DeCicco, Executive Secretary
Robin Kimble, Benefits Account Clerk



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

MUNICIPAL CIVIL SERVICE COMMISSION MEETING

March 27, 2017

IN ATTENDANCE: Commissioners
ALSO IN ATTENDANCE: Jackie DeCicco

The meeting was called to order by Commissioner Wallace at 9:35am, Civil Service Office, City Hall, 420 Broadway, Kingston, NY.

The minutes for February 27, 2017 were reviewed. Motion by Commissioner Kithcart to adopt and seconded by Commissioner Arra.

ESTABLISH ELIGIBLE LIST:
Police Officer Spanish Speaking

EXAM PENDING:
Personnel & Benefits Coordinator
Purchasing Coordinator
Capital Projects Assistant

EXTENDED ELIGIBLE LIST:
N/A

CANVASSED POSITION:
Water Treatment Plant Operator/Trainee
Secretary

CERTIFICATION OF ELIGIBLES:
Assistant Chief Water Plant Operator
Chief Water Plant Operator
Park Maintenance Supervisor
Secretary

APPOINTMENTS:
Clerks
Council Page

COMMUNICATIONS:
Adopted job specs for WWTP Maintenance Technician I and II and Legislative Assistant. Amended job specs for Ordinance Inspection Officer, Working Supervisor, Wastewater Treatment Plant Operator/Trainee.

The next meeting will be held at 9:30am on April 17, 2017.

Respectfully Submitted,

Jacqueline DeCicco
Executive Secretary