



# CITY OF ONEIDA CIVIL SERVICE COMMISSION

## MEETING MINUTES

**December 10, 2025 -10:00am Common Council Chambers**

- Dave Cimpi- Chairperson
- Bruce Ironside-Commissioner

### **Other Attendees:**

- Jessica Kaiser-Executive Secretary to the Civil Service Commission
- Tracy Anderson-Senior Account Clerk

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### **❖ Open Meeting at: 10:02AM**

#### **❖ New Business**

##### **○ Review Civil Service Transactions**

Motion was made by Commissioner Cimpi to approve the personnel transactions since the last meeting. Seconded by Commissioner Ironside. There was no one in opposition. The motion passed.

##### **○ Replacement of Dave Cimpi/Chairperson as of 01/01/2026**

Discussion was held concerning who would replace Dave Cimpi as Chairperson of the Civil Service Commission (term through 05/31/2026) as he was elected 2nd ward Common Councilor for the 2026-2028 term. Commissioner Ironside advised that he does not want to move to role of Chairperson. Commission provided suggestions on which community members would be a good fit for the role. Executive Secretary Kaiser advised that she would forward the suggestions to Mayor Rossi for his consideration when appointing.

#### **❖ Approve**

##### **1. Approval of the minutes from the August 12, 2025 meeting**

Motion was made by Commissioner Cimpi to approve the minutes of the previous meeting, August 12, 2026. Seconded by Commissioner Ironside. There was no one in opposition. The motion passed.

##### **2. Classification of a New Position Duties Statement submitted by the City of Oneida for title of: Human Resources Manager**



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3. **Classification of a New Position Duties Statement submitted by the Oneida City School District for title of:** Licensed Mental Health Therapist
4. **Classification of a New Position Duties Statement submitted by the Oneida City School District for title of:** Custodial Supervisor
5. **Approval to revise the Bus Driver/Dispatcher (School District) job description**

### ❖ **Establish**

- Administrative Aide Exam# 89571010
- Traffic Controls Systems Specialist Exam# 60040240
- Auto Repair Worker Exam# 85292010
- Police Officer Exam# 60040240

### **Resolution 25-43**

**WHEREAS,** The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

**RESOLVED,** The City of Oneida Civil Service Commission approves to classify the Human Resources Manager position as competitive.

**Add: Competitive Position-** Human Resources Manager

Cimpi: **Yes**

Ironside: **Yes**

Matters: **Absent**

Motion: **Passed**



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### Resolution 25-44

**WHEREAS,** The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

**RESOLVED,** The City of Oneida Civil Service Commission approves to classify the Licensed Mental Health Therapist position as competitive.

**Add: Competitive Position-** Licensed Mental Health Therapist

Cimpi: **Yes**

Ironside: **Yes**

Matters: **Absent**

Motion: **Passed**

### Resolution 25-45

**WHEREAS,** The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

**RESOLVED,** The City of Oneida Civil Service Commission approves to classify the Custodial Supervisor position as competitive.

**Add: Competitive Position-** Custodial Supervisor

Cimpi: **Yes**

Ironside: **Yes**

Matters: **Absent**

Motion: **Passed**



## CITY OF ONEIDA CIVIL SERVICE COMMISSION

### Resolution 25-46

**WHEREAS,** The City of Oneida Civil Service is charged with administering Civil Service Law and approval of job titles and descriptions

**WHEREAS,** The City of Oneida City Engineer deems it necessary to modify the minimum qualification requirements of the Bus Driver/Dispatcher (School District) job description.

**RESOLVED,** The City of Oneida Civil Service Commission approves to adopt the job description for Bus Driver/Dispatcher (School District) as proposed

Cimpi: **Yes**  
Ironside: **Yes**  
Matters: **Absent**

Motion: **Passed**

### Resolution 25-47

**WHEREAS,** The City of Oneida Civil Service is charged with administering Civil Service Law and establishing the eligible list of qualified candidates

**RESOLVED,** The City of Oneida Civil Service Commission approves to establish and certify the following eligible list(s):

- 1. Administrative Aide Exam# 89571010**
- 2. Traffic Controls Systems Specialist Exam# 60040240**
- 3. Auto Repair Worker Exam# 85292010**
- 4. Police Officer Exam# 60040240**

Cimpi: **Yes**  
Ironside: **Yes**  
Matters: **Absent**

Motion: **Passed**

❖ **Meeting Adjourned at: 10:37AM.**