



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

❖ 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, 2025. 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**



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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.**