



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Meeting Minutes

September 01, 2026 -10:00am Common Council Chambers

- Wendy Matters- Chairperson
- Bruce Ironside-Commissioner
- Susan Pulverenti -Commissioner

Other Attendees:

- Jessica Kaiser-Executive Secretary to the Civil Service Commission
 - Liza Saunders-Account Clerk
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❖ Open Meeting at 10:00AM

❖ New Business

- Review Civil Service Transactions

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

❖ Approve

1. Approval of minutes from the July 07, 2026 meeting
2. Revision to **Recreation Crew Leader** job description
3. Revision to **Wastewater Treatment Plant Maintenance Mechanic** job description
4. Classification of a New Position Duties Statement submitted by the City of Oneida for title of: **Wastewater Treatment Plant Senior Maintenance Mechanic**
5. Classification of a New Position Duties Statement submitted by the City of Oneida for title of: **Wastewater Treatment Plant Maintenance Mechanic Trainee**



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-13

Moved by: Ironside

Seconded by: Pulverenti

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related functions for the City of Oneida

WHEREAS, The City of Oneida deems it necessary to update the job description for the Recreation Crew Leader position to appropriately reflect the job responsibilities and duties of the position.

RESOLVED, The City of Oneida Civil Service Commission approves to update the job description for the Recreation Crew Leader position as proposed by the Director of Recreation.

Matters: Yes

Ironside: Yes

Pulverenti: Yes

Motion: Passed

Resolution 26-14

Moved by: Matters

Seconded by: Ironside

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related functions for the City of Oneida

WHEREAS, The City of Oneida deems it necessary to update the job description for the Wastewater Treatment Plant Maintenance Mechanic to appropriately reflect the job responsibilities and duties of the position.

RESOLVED, The City of Oneida Civil Service Commission approves to update the job description for the Wastewater Treatment Plant Maintenance Mechanic position as proposed by the Chief Wastewater Treatment Plant Operator.

Matters: Yes

Ironside: Yes

Pulverenti: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-15

Moved by: Matters
Seconded by: Ironside

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 Wastewater Treatment Plant Senior Maintenance Mechanic position as Competitive.

Matters: Yes
Ironside: Yes
Pulverenti: Yes

Motion: Passed

Resolution 26-16

Moved by: Matters
Seconded by: Ironside

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 Wastewater Treatment Plant Maintenance Mechanic Trainee position as Competitive.

Matters: Yes
Ironside: Yes
Pulverenti: Yes

Motion: Passed

❖ **Meeting Adjourned at: 10:09am.**