



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Meeting Minutes

March 28, 2023 1:00pm Common Council Chambers

- Dave Cimpi- Chairperson
- Bruce Ironside-Commissioner
- Wendy Matters -Commissioner

- Other Attendees: Jessica Kaiser-Deputy Comptroller
Lee Ann Wells-Comptroller

New Business

Discussion was had regarding the history of the civil service department and lack of fulfillment of the job responsibilities. The goal is for the Finance/Personnel team to determine the needs and responsibilities of Civil Service and implement a strong foundation for the department to grow on.

Approval of the minutes from the prior meeting held in January 2023

Resolution 23-1

Moved by: Commissioner Cimpi
Seconded by: Commissioner Matters

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

WHEREAS, The City of Oneida deems it necessary to appoint a Civil Service Executive Secretary to carry out Civil Service duties as instructed by the Civil Service Commission

RESOLVED, The City of Oneida Civil Service Commission approves to appoint Jessica Kaiser as the Civil Service Executive Secretary.

Cimpi: Yes
Ironside: Yes
Matters: Yes

Motion: Carried



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 23-2

Moved by: Commissioner Cimpi
Seconded by: Commissioner Matters

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 increase the job responsibilities for the Sewer Maintenance Worker

RESOLVED, The City of Oneida Civil Service Commission approves to adopt the job description for Sewer Maintenance Worker Grade II as proposed

Cimpi: Yes
Ironsides: Yes
Matters: Yes

Motion: Carried

Discussion was had on the process to add a new position to the city. Once the Civil Service Commission approves a position, if the department head would like it to be filled, they will need to bring it to the Common Council to approve the position and to establish the hourly rate for such position. If the position is owned by the union, an MOU is necessary to be signed by both the union and the city.

Motion to adjourn by Commissioner Cimpi
Seconded by Commissioner Matters

Ayes: 2
Nays: 0

MOTION CARRIED

The regular meeting is hereby adjourned at 1:30 p.m.

CITY OF ONEIDA

Jessica Kaiser/Executive Secretary to the Civil Service Commission