



# CITY OF ONEIDA CIVIL SERVICE COMMISSION

## MEETING MINUTES

**March 27, 2024 9:00am Common Council Chambers**

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

Other Attendees:

- ❖ Jessica Kaiser – Executive Secretary to the Civil Service Commission
- ❖ Lee Ann Wells – City Comptroller

### **Resolution 23-29**

Moved by: Commissioner Ironside  
Seconded by: Commissioner Cimpi

**WHEREAS**, the City of Oneida Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Oneida Civil Service Rules; **AND**

**WHEREAS**, the City of Oneida Civil Service Commission has duly advertised and has on February 27, 2024 held a public hearing on the matter;

**WHEREAS**, that subject to the approval of the State Civil Service Commission, the following changes be made to the Appendices of the Civil Service Rules: **Add: Exempt Position-City Manager**

**NOW THEREFORE BE IT RESOLVED** that the City of Oneida Civil Service Commission deems it necessary to place a hold on sending the Appendices changes to the NYS Civil Service Commission until which time the City of Oneida Common Council has made a determination on the job description/qualifications they would like for the City Manager position.

Cimpi: Yes  
Ironside: Yes  
Matters: Yes

Motion: Passed



## CITY OF ONEIDA CIVIL SERVICE COMMISSION

Discussion: the following statement was made by the Executive Secretary to the Civil Service Commission

Our Commission decided to hold a special meeting today as a result of the City's Common Council meeting held on March 19th. At the Council Meeting, Council voted in favor of holding a public hearing in attempt to change the minimum qualification requirements for the newly created position of City Manager.

On December 27th, our CS Commission met and reviewed the duties and qualifications that were listed in the local law to amend section 12.1 of the City Charter. I was advised by the City Attorney that it was the wish of the Council for the position to be classified as exempt. As this was a new, high- profile position for the City I reached out to NYS Civil Service for guidance. They advised that City Manager positions are typically classified as Exempt positions and they would agree that the NYS CS Commission would also approve the classification of the position as exempt. Based on this information and the information listed in the local law, our CS Commission classified this position as 'Exempt' (no examination required). Any job titles that are not competitive/tested are listed in the appendices of the Municipalities local CS Rules. Therefore, whenever a position is adopted that is classified as Exempt requires that the CS rules be amended, The process for amending CS Rules is that a public hearing must be held and all documentation regarding the change is then submitted to the NYS Civil Service Commission for final approval by the Secretary of the State. Part of the required documentation for rule change submittal is evidence that a public hearing was held. We held a public hearing on 02/27/24 with no public comment and intended to move forward with getting the packet together to submit to the state to formally adopt the position as Exempt.

As a result of the March 19th Council Meeting there has been a lot of public comment and criticism questioning what Civil Service's role was in this due to the change in qualifications from the original specifications listed in the local law. I reached out to NYS CS to advise of the Council's decision to change the original specified preferred qualifications to ensure this position should still be classified as exempt and to see if the change had any effect on our commissions original vote and the rule change paperwork that was prepared. I had a conference call with Anthony Rotundo and Frank Belleville from NYS CS. I provided them with the packet information from the 03/19 council meeting and they advised that Exempt positions have no minimum qualifications in NYS Civil Service and still appears to be the correct classification for the position.

Meeting Adjourned 9:07am