



CITY OF ONEIDA CIVIL SERVICE COMMISSION

ONEIDA CIVIL SERVICE COMMISSION

MINUTES SPECIAL PUBLIC HEARING– June 10, 2025

Open Public Hearing at: 11:00 AM

Present: Chairperson Cimpi, Commissioner Ironside, Commissioner Matters, Secretary Kaiser, and Senior Account Clerk Anderson.

Motion was made by Chairperson Cimpi to open the public hearing. Seconded by Commissioner Matters. There was no one in opposition. The motion passed. No members of the public appeared. Motion was made by Chairperson Cimpi to close the public hearing. Seconded by Commissioner Matters. The public hearing adjourned at 11:15 AM, upon which the regular meeting began.

Submitted by

Jessica L. Kaiser,
Executive Secretary to the Commission
City of Oneida



CITY OF ONEIDA CIVIL SERVICE COMMISSION

MEETING MINUTES

June 10, 2025 -11:15am Common Council Chambers

Attendees

- Dave Cimpi- Chairperson
- Bruce Ironside-Commissioner
- Wendy Matters -Commissioner
- Jessica Kaiser-Executive Secretary to the Civil Service Commission
- Tracy Anderson-Senior Account Clerk

❖ **Public Hearing**

- **Opened Public Hearing at 11:00am**
 - City of Oneida Rules Change
 - Oneida City School District
 - Confidential Secretary to the District Superintendent and District Clerk
 - Confidential Secretary to the School Business Official and School Tax Collector
 - 2 Exempt positions
- **Appearances**
 - None
- **Closed Public Hearing at 11:15am**

❖ **New Business**

- Review Civil Service Transactions

❖ **Approve**

1. **Approval of the minutes from the April 29, 2025 meeting**
2. **Classification of New Position Duties Statement submitted by City of Oneida School District for title of:** Confidential Secretary to the District Superintendent and District Clerk
3. **Classification of New Position Duties Statement submitted by City of Oneida School District for title of:** Confidential Secretary to the School Business Official and School Tax Collector
4. **Classification of New Position Duties Statement submitted by City of Oneida School District for title of:** Human Resources Specialist
5. **Approve to Amend City of Oneida Civil Service Rules**

❖ **Establish**

- Custodian Exam# D-1727
- Water Meter & Service Worker Exam# 88145010
- Firefighter Exam# 87883010

❖ **Old Business**



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 25-36

Moved by: Chairperson Cimpi

Seconded by: Commissioner Matters

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 Confidential Secretary to the District Superintendent and District Clerk position as Exempt.

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed

Resolution 25-37

Moved by: Chairperson Cimpi

Seconded by: Commissioner Matters

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 Confidential Secretary to the School Business Official and School Tax Collector position as Exempt.

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 25-38

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 June 10, 2025 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED 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- Confidential Secretary to the District Superintendent and District Clerk

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed

Resolution 25-39

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 June 10, 2025 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED 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- Confidential Secretary to the School Business Official and School Tax Collector

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 25-40

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 Specialist position as competitive.

Add: Competitive Position- Human Resources Specialist

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed

Resolution 25-41

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. Custodian Exam# D-1727**
- 2. Water Meter & Service Worker Exam# 88145010**
- 3. Firefighter Exam# 87883010**

Cimpi: Yes

Ironside: Yes

Matters: Yes

Motion: Passed

❖ Meeting Adjourned 11:40am.