



# CITY OF ONEIDA CIVIL SERVICE COMMISSION

## MEETING MINUTES

**August 12, 2025 -11:00am Common Council Chambers**

- Bruce Ironside-Commissioner
- Wendy Matters -Commissioner

### **Other Attendees:**

- Jessica Kaiser-Executive Secretary to the Civil Service Commission
- Tracy Anderson-Senior Account Clerk

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### **❖ Open Meeting at: 11:04 AM**

### **❖ New Business**

#### **○ Review Civil Service Transactions**

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

### **❖ Approve**

#### **1. Approval of the minutes from the June 10, 2025 meeting**

Motion was made by Commissioner Ironside to approve the minutes of the previous meeting, June 10, 2025. Seconded by Comm. Matters. There was no one in opposition. The motion passed.

#### **2. Approval of changes to Community Service Officer job description (approved via email vote on June 21, 2025).**

Motion was made by Commissioner Ironside to approve the minutes of the previous meeting, June 10, 2025. Seconded by Comm. Matters. There was no one in opposition. The motion passed.

### **❖ Establish**

- Assistant City Engineer Exam# 87602010
- Account Clerk Exam# D-1728
- Deputy Fire Chief Exam# 70010770
- Police Officer Exam# 60022820



## **CITY OF ONEIDA CIVIL SERVICE COMMISSION**

### **Resolution 25-42**

**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. Assistant City Engineer Exam# 87602010**
- 2. Account Clerk Exam# D-1728**
- 3. Deputy Fire Chief Exam# 70010770**
- 4. Police Officer Exam# 60022820**

**Ironside: Yes**

**Matters: Yes**

**Motion: Passed**

**❖ Meeting Adjourned at: 11:17am.**