



CITY OF ONEIDA CIVIL SERVICE COMMISSION

AGENDA

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

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

➤ Other Attendees: _____

❖ Review

1. Review the classification designation of Exempt for the City Manager position previously approved on December 27, 2023 Resolution # 23-21



CITY OF ONEIDA CIVIL SERVICE COMMISSION

MEETING MINUTES

December 27, 2023 11:00am 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

- Review Civil Service Transactions to date

- Approval of minutes from the November 7, 2023 meeting



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 23-20

Moved by: Commissioner Cimpi
Seconded by: Commissioner Ironside

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

RESOLVED, The City of Oneida Civil Service Commission approves the following:

- Under Local Civil Service Rule XVIII-Approval to waive the testing requirement for the transfer of Allison Ferrucci back to her previous job title of School Secretary
- Approval of waiver of physical agility exam for Sam DiGeorge-accepted successful completion from SUNY Morrisville Academy Department physical agility test 10/28/23
- Approval of waiver of physical agility exam for Taylor Briggs-accepted successful completion from Oneida County Sherriff's Department physical agility test on 11/27/23.
- Approval of waiver of physical agility exam for David Barone-accepted successful completion from Oneida County Sherriff's Department physical agility test on 11/27/23.

Cimpi: Yes
Ironside: Yes
Matters: Yes

Motion: Passed

Resolution 23-21

Moved by: Commissioner Cimpi
Seconded by: Commissioner 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 City Manager position as Exempt.

Cimpi: Yes
Ironside: Yes
Matters: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 23-22

Moved by: Commissioner Ironside
Seconded by: Commissioner Cimpi

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:

Account Clerk Exam #D1721

Cimpi: Yes
Ironside: Yes
Matters: Yes

Motion: Passed

Resolution 23-23

Moved by: Commissioner Cimpi
Seconded by: Commissioner Ironside

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related employee job descriptions

RESOLVED, The City of Oneida Civil Service Commission approves to change the minimum qualifications for the Water Maintenance Worker from requiring at least one year of experience to 6 months experience in the maintenance of a public or private water system.

Cimpi: Yes
Ironside: Yes
Matters: Yes

Motion: Passed

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

City of Oneida

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one copy to the Commission

1. Department CityWide

Bureau, Division, Unit or Section

Location of Position -Oneida City

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: City Manager

Percent of
Work
Time

Job Duty:

See Attached Responsibilities

The City Manager shall be the chief executive officer and chief administrative officer of the City and shall be responsible to the City Council for the administration of all City affairs placed in the City Manager's charge by or under this Charter and the Code of the City of Oneida. The City Manager shall:

- A. See that all laws, provisions of this Charter and the Code of the City of Oneida, acts of City Council, and all State laws subject to enforcement by City action, are faithfully enforced and executed;
- B. When necessary for the good of the service, suspend or remove any City employees and appointive administrative officers provided for, by or under this Charter, excepts as otherwise provided for by law, this Charter, or personnel rules adopted pursuant to this Charter. The City Manager may authorize any administrative officer subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
- C. Appoint all officers of the City, including the City Engineer, the City Comptroller, the City Clerk, the City Attorney, the Assessor, the Acting City Judge, the Director of Parks and Recreation, the Director of Planning and Development, the Director of Code Enforcement, and the Commissioner of Public Safety, subject to the approval of the Common Council, and all other officers and employees of the City except as otherwise provided in this Charter or other provision of law.
- D. Have, exercise and perform all functions, powers and duties vested by state or local law or ordinance in the Chief Executive Officer and/or Chief Administrative Officer of the City, except as may be otherwise specifically provided by this Charter;
- E. Attend all meetings of the City Council with the right to take part in the discussions, including all Executive Sessions excepting discussions pertaining to the City Manager, but without the right to vote;
- F. Develop and implement a program of annual evaluation of all City employees for the purpose of maintaining and improving employee performance;
- G. Designate any qualified person to be the acting head of any department, office, or agency appointed by the City Manager during the period of any vacancy, absence or disability until a permanent appointment can be made or the disability of the permanent head is removed;
- H. Whenever the interest of the City requires, temporarily assign any officer or employee of any department, agency, or office to perform similar duties in another department, agency, or office;
- I. With the assistance of the City Comptroller, prepare the current expense and revenue estimates for the annual budget in cooperation with department heads and compile the capital expenditures estimates for the annual budget;

- J. Study the governmental and administrative operations and needs of the City government and prepare and recommend to the City Council necessary and desirable plans and programs to meet present and foreseeable needs;
- K. Assign and transfer administrative functions, powers and duties among and within departments, as the best interest of the City may appear subject to the Charter, Civil Service, and local law;
- L. Delegate to department heads such power as may be deemed necessary for efficient administration;
- M. With the assistance of the City Comptroller, submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
- N. Communicate to the City Council, not later than its second regularly scheduled meeting after the beginning of his/her term of office, a general statement of the affairs of the City in relation to its finances, government and improvements, with such recommendations as they may deem proper;
- O. Upon approval of the warrants ordered by the City Council, they shall execute on behalf of the City, in coordination with the City Comptroller, all checks for payment; in addition, the City Manager shall, upon authorization by the City Council, execute any and all contracts and other such papers on behalf of the City;
- P. The City Manager or their designee shall be responsible for ensuring that all public records are kept by the appropriate department in accordance with New York State laws;
- Q. Subject to the jurisdiction and authority of the Public Safety Commissioner and department heads, as set forth in applicable City Code and City Charter provisions, the City Manager shall have the authority to investigate and to conduct hearings into the official conduct of all the City officers, departments, and agencies and have access to all records and papers kept by every City officer, department, and agency and have the power to compel the attendance of witnesses and the production of books, papers or other evidence to any such hearings and for that purpose may issue subpoenas signed by them; and
- R. Perform such other duties as are specified in this Charter or may be required by the City Council."

Section 4. AMENDMENT OF THE ONEIDA CITY CHARTER ARTICLE III, SECTION 3.4

So that Section 3.4 of the Oneida City Charter, titled "Legislative Acts," Subsection (A) is hereby amended so as to read, in its entirety, as follows:

- "A. All of the legislative acts of the Common Council shall be by local law, ordinance or resolution. The passage of a local law shall be by an affirmative vote of at least a majority of the Councilmen then in office. The passage of resolutions and ordinances shall be by a

3. Names and Title of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Common Council	Common Councilor	Direct

4. Names and Titles of Persons Supervised by employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
All City of Oneida Employees	Various	General

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College 4 Years Bachelors Degree with specialization in business
 and/or public administration and/or substantially similar field

Experience: (list amount and type)
 at least five (5) years' management experience

Essential Knowledge, skills and abilities:

Types of license or certification requires:

7. The above statements are accurate and complete:

Date: 12/20/23

Title: City Comptroller

Signature: 

Certificate of Civil Service Commission
 Action by Legislative Body or Other Approving Authority

9. Creation of described position
- Approved
 Disapproved

Date: _____ Signature: _____

Return One Completed Copy to the Civil Service Commission

(Attach Additional sheets if more space is needed)

8. In accordance with the provisions of Civil Service Law Section 22, the Oneida City Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____ Signature: _____