

**CITY OF KINGSTON**  
**Municipal Civil Service Commission**  
jdecicco@kingston-ny.gov

Jackie DeCicco, Executive Secretary



Bernice Arra, Chairperson  
Thierry Croizer, Commissioner  
Alan Adin, Commissioner

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MUNICIPAL CIVIL SERVICE COMMISSION MEETING

May 16, 2022

IN ATTENDANCE: Commissioners Thierry Croizer, Alan Adin, and Bernice Arra and Jackie DeCicco; No public attendance.

The meeting was called to order by Thierry Croizer at 9:01 am.

The minutes for April 26, 2022 were read. Motion by Thierry Croizer to adopt the minutes and seconded by Alan Adin.

Report of Personnel Changes (RPC's) were reviewed. Motion was made by Bernice Arra and seconded by Thierry Croizer to certify the list.

ESTABLISH ELIGIBLE LIST:

Secretary

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

Account Clerk

ELIGIBLE LIST APPOINTMENTS:

Account Clerk

TEMPORARY APPOINTMENTS:

Personnel Clerk

COMMUNICATIONS:

The job spec for Principal Account Clerk was amended to change the minimum qualifications to be in line with Ulster County Principal Account Clerk. Personnel Clerk job spec was amended to be more current with what is needed in the Civil Service Office.

The Secretary eligible list was certified by the Commission. An evaluation will be conducted on the titles of Secretary and Secretary I for the next meeting to determine which titles will work best for the School District.

The next meeting will be held at 9:00am on Monday, June 27, 2022. The meeting was adjourned at 9:28am by Bernice Arra, seconded by Alan Adin.

Respectfully Submitted,

*Jacqueline DeCicco*