

CITY OF KINGSTON
Municipal Civil Service Commission
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Jackie DeCicco, Executive Secretary



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

MUNICIPAL CIVIL SERVICE COMMISSION MEETING

June 27, 2022

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

The meeting was called to order by Bernice Arra at 9:00 am.

The minutes for May 16, 2022 were read. Motion by Thierry Croizer to adopt the minutes and seconded by Bernice Arra.

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:

Administrative Account Clerk
Clerk (Spanish Speaking)
Senior Account Clerk OC
Senior Account Clerk PROM
Typist

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

Account Clerk

ELIGIBLE LIST APPOINTMENTS:

Account Clerk

TEMPORARY APPOINTMENTS:

Personnel Clerk

PROVISIONAL APPOINTMENTS:

Personnel Clerk

COMMUNICATIONS:

The Commission adopted two new job specs for use by the Kingston City School District. Office Assistant and Office Assistant 1 will be used to phase out the titles of Secretary and Secretary 1. As employees retire from the positions of Secretary and Secretary 1 they will be replaced with Office Assistant and Office Assistant 1. Employees currently holding the positions of Secretary and Secretary 1 will not be impacted. Employees holding the title of Secretary on a provisional basis will be notified that they will be appointed to the new title on a provisional basis with the exam being scheduled for the fall.

The job spec for Police Officer was amended to reflect a change in language for the Psychological and Polygraph exams resulting in “shows significant response” rather than a pass/fail.

The next meeting will be held at 9:00am on Monday, July 18, 2022. The meeting was adjourned at 9:40am by Bernice Arra, seconded by Thierry Croizer.

Respectfully Submitted,

Jacqueline DeCicco