

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



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

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MUNICIPAL CIVIL SERVICE COMMISSION MEETING

July 18, 2022

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

The meeting was called to order by Bernice Arra at 8:59 am.

The minutes for June 27, 2022 were read. Motion by Thierry Croizer to adopt the minutes and seconded by Alan Adin.

Report of Personnel Changes (RPC's) were reviewed and certified by each Commissioner.

ESTABLISH ELIGIBLE LIST:

Clerk

CANVASSED POSITION:

N/A

CERTIFICATION OF ELIGIBLES:

Typist; Fire Fighter; Police Officer

ELIGIBLE LIST APPOINTMENTS:

Police Officer

PROVISIONAL APPOINTMENTS:

Assessment Data Collector

ERP Project Manager

NON-COMPETITIVE CLASS APPOINTMENTS:

Motor Equipment Operator

Skilled Laborers

## COMMUNICATIONS:

NYS Civil Service sent out a Policy Advisory Report (PAR) of amended regulations governing the recognition of accrediting agencies provided by the United States Department of Education (USDOE) and the following language needs to replace existing language on job specs:

Note: "Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

My office will be working to replace the language on all job specs. Commissioners agreed that all job specs would need to be updated.

The State completed the desk audit. They concluded that the employee no longer performs the duties under the current title of Environmental Educator and Sustainability Coordinator. It was recommended by the State to create a job spec that would include the duties currently being done. I sent the job spec for the title of Project Manager to the State asking if that title covered what is being done. As of the meeting I had not received a response back from them.

Allen Olsen, Assistant Superintendent for Business at the Kingston City School District retired June 30<sup>th</sup>. Sharifa Carbon has replaced him. I met with Sharifa, Abbie Reinhardt and Liz Baganz in July to go over Civil Service Rules and Regulations and to answer any questions they may have.

The next meeting will be held at 9:00am on Monday, August 22, 2022. The meeting was adjourned at 9:27am by Bernice Arra, seconded by Alan.

Respectfully Submitted,

*Jacqueline DeCicco*