



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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CITY OF ITHACA CIVIL SERVICE COMMISSION Regular Meeting

Date: **Wednesday, July 7, 2021**
Time: **11:30 am**
Location: **Ithaca Bakery, outdoor table area
400 North Meadow Street, Ithaca NY 14850**

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement: Youth Bureau – Fiscal Manager
2. New Position Duties Statement: Ithaca Housing Authority – Financial Management Assistant

Continuing Business

1. Establishment of Eligible Lists
2. Approval of Personnel Transactions

CIVIL SERVICE COMMISSION
Regular Meeting
May 5, 2021

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

Staff Present: Valerie Saul (Deputy Director of Human Resources)

Pursuant to NYS Executive Order 202.1 and successive Executive Orders, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Thompson called the meeting to order at 11:34 am.

APPOINTMENT OF ACTING CHAIR

Commissioner Abrams made a motion to appoint Commissioner Thompson as Acting Chair of the meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the April 7, 2021 meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

NEW BUSINESS

Update of Job Description – Receptionist (IHA)

The Commission reviewed proposed updates to the Receptionist job description that is specific to the Ithaca Housing Authority. The position is currently vacant and the job description is being updated to reflect current work activities. The updates do not change the overall scope or nature of the position. Commissioner Thompson made a motion to update the Receptionist (IHA) job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Ithaca Housing Authority – Housing Program Assistant

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca Housing Authority and the proposed job description for Housing Program Assistant. Commissioner Abrams made a motion to classify the position as Housing Program Assistant and adopt the job description as proposed. Seconded by Commissioner Thompson. Motion carried 2-0.

Update of Job Description – Electrical Technician

The Commission reviewed proposed updates to the Electrical Technician job description. The position is currently vacant and the job description is being updated to reflect current work activities. The updates do not change the overall scope or nature of the position.

Commissioner Thompson made a motion to update the Electrical Technician job description as proposed, with a minor adjustment to the language regarding the use of personal protective equipment. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Planning Department – Data Systems Coordinator

The Commission reviewed and discussed a New Position Duties Statement from the Planning Department and the proposed job description for Data Systems Coordinator. Commissioner Thompson made a motion to classify the position as Data Systems Coordinator and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Thompson made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Abrams. Motion carried 2-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Abrams made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Thompson. Motion carried 2-0.

Code Inspector #62-397
Code Inspector #73-502
Housing Inspector #62-451
Housing Inspector – Ithaca Housing Authority #62-460
Police Sergeant #74-286

Approval of Personnel Transactions

Commissioner Abrams made a motion to approve the monthly personnel transactions. Seconded by Commissioner Thompson. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, June 9, 2021 at 11:30 am.

With no further business, the meeting was adjourned at 12:02 pm.

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. Effective 1978.

**City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
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 typed copy to this Commission.

1. Department Youth Bureau	Bureau, Division, Unit or Section	Location of Position Youth Bureau
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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; Fiscal Manager	
Percent of Work Time	Job Duty
10%	Supervises and directs the fiscal and clerical operations of the assigned department or division;
90%	Directs the development and maintenance of all departmental records and reports (e.g. fiscal reports, payroll personnel records, reimbursement and operative reports, etc.); Coordinates and supervises payroll, leave time accounting, job cost-accounting, accounts payable and accounts receivable operations for assigned department, division or the City as a whole; Develops and implements consistent procedures throughout the department for budget preparation, budget tracking, job costing, billing for external work performed by the department, and all other financial matters; Tracks revenues and monitors account balances from a variety of sources and funding streams, including fees, taxes, grants, and intermunicipal agreements; Provides oversight and direction, and works in conjunction with other departmental and City staff, on interdepartmental financial operations such as customer water meter accounts and revenues, customer work order accounts and billing, etc.; Trains and evaluates subordinate staff; Establishes, maintains and supervises systems to safeguard and properly record receipt of City revenues; Develops budget projections for department or division; Establishes, maintains and supervises cost accounts in connection with departmental or city-wide projects or programs; Oversees, monitors and controls appropriations and expenditures; Directs departmental purchasing activities, including the preparation of invitations for bids and evaluation of bids; Receives and handles inquiries, complaints, and requests for information concerning departmental activities; Compiles or researches data as directed by the department head and prepares special reports; Deposits daily to the credit of the City all monies received or collected on the City's account in one or more depositories selected by Common Council; May receive and collect taxes, water and sewage charges and rentals due the City.
(Attach additional sheets if more space is needed)	

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Liz Klohmann	Director	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Donna Hansen	Financial Management Assistant	Direct
Jody Hallett-Harris	Executive Assistant	General/Administrative

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>Location of Position</u>
Nancy Bower	Fiscal Manager	Youth Bureau

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

Education: High School 4 or GED Years
College 2 years Years, with specialization in Accounting, business administration or related
College 4 years Years, with specialization in Accounting, business administration or related

Experience: (list amount and type)

Essential knowledges, skills and abilities: Good knowledge of governmental accounting and fiscal procedures, methods and techniques; good knowledge of modern office management practices, procedures and equipment; good knowledge of departmental operations, including local, state, and federal accounting software; ability to plan, direct and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationship; ability to successfully work with and serve a diverse local community; good judgement; integrity;

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 12/09/2020 Title: Director Signature: Elizabeth Klohmann

Certificate of Civil Service Commission

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

Title: _____
Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

Return One Completed Copy to Civil Service Commission

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 06/13/88
Revised: 10/15/91, 05/19/97, 01/03/02, 04/15/15

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, and supervising the fiscal, accounting, and office management functions of a department or a major division of a department. Specific responsibilities vary according to the location, but typically include the supervision of staff, maintenance of operational and financial records, establishment of operational procedures for the assigned department or division, the development and preparation of the annual departmental budget, controlling expenditures against appropriations for various programs or projects, purchasing, billing, budget tracking, inventory, and job cost reporting. The work is performed under the general supervision of the assigned department or division head with wide latitude granted for the use of independent judgment in determining operational methods and controls. Supervision is exercised over departmental accounting and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and directs the fiscal and clerical operations of the assigned department or division;
Directs the development and maintenance of all departmental records and reports (e.g. fiscal reports, payroll personnel records, reimbursement and operative reports, etc.);
Coordinates and supervises payroll, leave time accounting, job cost-accounting, accounts payable and accounts receivable operations for assigned department, division or the City as a whole;
Develops and implements consistent procedures throughout the department for budget preparation, budget tracking, job costing, billing for external work performed by the department, and all other financial matters;
Tracks revenues and monitors account balances from a variety of sources and funding streams, including fees, taxes, grants, and intermunicipal agreements;
Provides oversight and direction, and works in conjunction with other departmental and City staff, on interdepartmental financial operations such as customer water meter accounts and revenues, customer work order accounts and billing, etc.;
Trains and evaluates subordinate staff;
Establishes, maintains and supervises systems to safeguard and properly record receipt of City revenues;
Develops budget projections for department or division;
Establishes, maintains and supervises cost accounts in connection with departmental or city-wide projects or programs;
Oversees, monitors and controls appropriations and expenditures;
Directs departmental purchasing activities, including the preparation of invitations for bids and evaluation of bids;
Receives and handles inquiries, complaints, and requests for information concerning departmental activities;
Compiles or researches data as directed by the department head and prepares special reports;
Deposits daily to the credit of the City all monies received or collected on the City's account in one or more depositories selected by Common Council;
May receive and collect taxes, water and sewage charges and rentals due the City.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of governmental accounting and fiscal procedures, methods and techniques; good knowledge of modern office management practices, procedures, and equipment; good knowledge of departmental operations, including local, state, and federal laws and regulations governing its functions; proficiency with spreadsheet, database and related accounting software; ability to plan, direct and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to successfully work with and serve a diverse local community; good judgment; integrity; thoroughness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field, and two years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least one year of which must have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Accounting, Business Administration or related field and four years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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. Effective 1978.

**City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
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 typed copy to this Commission.

1. Department Finance	Division	Location of Position Ithaca Housing Authority
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: Financial Management Assistant

Percent of Work Time	<p><u>DISTINGUISHING FEATURES OF THE CLASS:</u> This work involves responsibility for the independent performance of responsible account-keeping procedures in maintaining and checking financial accounts and records. The work requires decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Financial Clerk in that the duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. The position differs from that of Office Manager and Fiscal Manager in that the supervision of subordinate financial staff is not a responsibility of this position. The work is performed under general supervision and although the incumbent may train new or lower-level staff, daily supervision is not a responsibility of this position. Does related work as required.</p> <p><u>TYPICAL WORK ACTIVITIES:</u> Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable; Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports; Aids with the budget preparation by gathering account data and compiling figures for reports; Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; Maintains and updates database/spreadsheet records on a personal computer; Tracks, audits and monitors a variety of accounts; Verifies adjustments are made to correct allocations and issues reports as required; Prepares complex financial or statistical summary reports; Checks for accuracy of computations and completeness; Prepares and process invoices, vouchers, payments and billing for appropriate accounts; Prepares in final format, financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various source material; Prepares funds for deposit into accounts, reconciles accounts and prepares reports from information; Contacts clients, vendors or other agencies to obtain additional information; Conducts financial orientation for new departmental employees, prepares travel authorizations, provides general information to the public regarding departmental programs and activities; Provides information orally or in writing in response to inquiries; Processes, sorts, indexes, records and files a variety of records and reports; Participates on interdepartmental administrative teams to develop and improve agency-wide processes and procedures; Performs related clerical duties as required; Operates a personal computer, peripheral equipment and other related office equipment; Trains lower level clerical employees as required.</p> <p><u>FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:</u> Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; good knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.</p>
100%	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Brenda C. Westfall	Executive Director	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
none		
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>Location of Position</u>
none		
6. What minimum qualifications do you think should be required for this position?		
Education:	High School Diploma	with three (3) years of full-time paid experience, or its part-time paid or volunteer equivalent, maintaining financial accounts and records.
	College	Successfully completed coursework in accounting, business administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of fulltime work experience.
Experience: (list amount and type) see above		
Essential knowledges, skills and abilities: See FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS listed above.		
Type of license or certificate required: Possession of a valid New York State Class D driver's license or a valid driver license equivalent to a New York State Class D driver's license at the time of appointment and maintenance of said license for the duration of employment.		
7. The above statements are accurate and complete.		
Date: 6/24/2021	Title: Executive Director	Signature:

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:	
Title:	<u>Financial Management Assistant</u>
Jurisdictional Classification:	<u>Competitive</u>
Date: 07/07/21	Signature:

Return One Completed Copy to Civil Service Commission

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10

FINANCIAL MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of responsible account-keeping procedures in maintaining and checking financial accounts and records. The work requires decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Financial Clerk in that the duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. The position differs from that of Office Manager and Fiscal Manager in that the supervision of subordinate financial staff is not a responsibility of this position. The work is performed under general supervision and although the incumbent may train new or lower-level staff, daily supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable;
Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
Aids with the budget preparation by gathering account data and compiling figures for reports;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
Maintains and updates database/spreadsheet records on a personal computer;
Tracks, audits and monitors a variety of accounts;
Verifies adjustments are made to correct allocations and issues reports as required;
Prepares complex financial or statistical summary reports;
Checks for accuracy of computations and completeness;
Prepares and process invoices, vouchers, payments and billing for appropriate accounts;
Prepares in final format, financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various source material;
Prepares funds for deposit into accounts, reconciles accounts and prepares reports from information;
Contacts clients, vendors or other agencies to obtain additional information;
Conducts financial orientation for new departmental employees, prepares travel authorizations, provides general information to the public regarding departmental programs and activities;
Provides information orally or in writing in response to inquiries;
Processes, sorts, indexes, records and files a variety of records and reports;
Participates on interdepartmental administrative teams to develop and improve City-wide processes and procedures;
Performs related clerical duties as required;
Operates a personal computer, peripheral equipment and other related office equipment;
Trains lower level clerical employees as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; good knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid or volunteer equivalent, maintaining financial accounts and records.

NOTE: Successfully completed coursework in accounting, business administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience.