



Office of the Civil Service Commission

Richard C. David, Mayor

Patricia Keppler, Personnel & Safety Director
Leana Testani, Assistant Director of Personnel & Safety

Patrick O' Day, Commissioner
Catherine Furner, Commissioner
Dara Silberstein, Commissioner

CIVIL SERVICE COMMISSION MEETING MINUTES **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **4pm Wednesday, April 24, 2019**

I. Call to Order at 4pm

II. Roll Call

Present: Patrick O'Day, Dara Silberstein, and Catherine Furner (by phone)

Also Present: Trish Keppler (Director of Personnel), Leana Testani (Asst. Director of Personnel)

III. Approve the minutes from the meetings on February 27, 2019 and March 27, 2019

Motion to approve February 27th minutes: O'Day

Second: Furner

All in favor

Motion to approve March 27th minutes: Silberstein

Second: O'Day

All in favor

IV. New Business:

a. Amend Planner job description. Presented by Juliet Berling

Due to a vacancy of the position, the Planning Department updated the job description to better reflect the duties of the position.

Motion to approve: O'Day

Second: Furner

All in favor

b. Adopt Housing Specialist job description. Presented by Stephen Carson

Due to a vacancy, the HUD Administration and Housing Department created a new position that more accurately describes the duties of the position and needs of the Department.

Motion to approve: Silberstein

Second: O'Day

All in favor

- c. Amend Fire Chief job description to add State Civil Service requirements. Presented by Patricia Keppler

These requirements come from the State and must be adopted.

Motion to approve: O'Day

Second: Furner

Abstain: Silberstein

All in favor

V. Adjournment

Next Meeting Scheduled for May 29, 2019

Motion: O'Day

Second: Silberstein

Time: 4:15pm