

# CITY OF AUBURN, NEW YORK

*"History's Hometown"*



## **Auburn Municipal Civil Service Commission**

The Civil Service Commission Meeting will be held at 6:30 PM on March 9, 2020 at Third Floor Training Room - Room 313.

Accommodations: Requests for accommodations for individuals with disabilities may be made with prior notice of at least three work days in advance of the meeting by calling (315) 255-4100 or e-mailing [disabilityaccess@auburnny.gov](mailto:disabilityaccess@auburnny.gov). As much advance notice as possible is needed to assure that appropriate services can be acquired.

John C. Hardy, Chairperson  
Laurie A. Turo-Butler, Commissioner  
Mikel Zank, Commissioner

## **AGENDA**

### **APPROVAL OF MEETING MINUTES**

Approval of February 10, 2020 Auburn Civil Service Commission regular meeting minutes

[February 10, 2020 minutes DRAFT.pdf](#)

Approval of February 21, Auburn Civil Service Commission special meeting minutes

[February 21, 2020 minutes DRAFT.pdf](#)

### **NEW BUSINESS**

Public Hearing: Motor Equipment Operator III to be classified as a non-competitive position

[resolution \(4\).pdf](#)

Approval of Information Technology Supervisor #62-376 examination announcement

[IT Supervisor open #62-376 May 2020 announce.pdf](#)

Approval of Administrative Assistant #60-482 open competitive examination announcement

[Admin Assistant open #60-482 May 2020 announce.pdf](#)

Approval of Administrative Assistant #75-479 promotional examination announcement

[Admin Assistant promo #75-479 May 2020 announce.pdf](#)

Approval of Local Area Network Technician #20-201 decentralized examination announcement

[Local Area Network Technician 20-201 March 2020.pdf](#)

Discussion of adding Assistant Director of Facilities II title and adopting a job specification for use in the Auburn Enlarged Central School District

[ADF II NPDS Signed 2020.pdf](#)

[Asst Dir of Facilities II Onondaga spec.pdf](#)

[Asst DOF II exam announce.pdf](#)

Discussion of allowing the use of the title Head Custodian in the Auburn Enlarged Central School District

[HEAD CUSTODIAN.pdf](#)

[SENIOR CUSTODIAN.pdf](#)

Discussion of Police Officer agility exam retest policy

[PERFORMANCE TEST POLICY\\_1.pdf](#)

Approval of Parking Meter Attendant #62-171 open competitive eligible list

Approval of Police Captain #72-790 eligible list

Approval of Police Lieutenant #72-811 eligible list

Employee updates - March 2020

[March 2020 employee updates.pdf](#)

[Provisional Appointment log-Feb 2020.pdf](#)

Upcoming schedule - March 2020

[2020 - updated for March 2020 Mtg.pdf](#)

**ADJOURNMENT**



**Auburn Municipal Civil Service Commission**  
***Minutes – Regular Monthly Meeting February 10, 2020 – 6:30 PM***

Commissioner Hardy called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll. Present were Commissioner Jack Hardy, Commissioner Laurie Turo-Butler, and Commissioner Mikel Zank. Also present were Fire Chief Joseph Morabito, Fire Captain Matthew Quill, Fire Lieutenant Mark Pineau, and Director of Municipal Utilities, Seth Jensen.

Approval of meeting minutes for January 13, 2020. Commissioner Turo-Butler motioned to approve minutes. Commissioner Zank 2<sup>nd</sup>. Carried 3-0.

New Business

- Discussion of changes to the Firefighter job specification. Commissioner Turo-Butler motioned to approve the changes. Commissioner Zank 2<sup>nd</sup>. Carried 3-0.
- Approval of Firefighter #69-277 open competitive examination announcement. Commissioner Zank motioned to approve the examination announcement. Commissioner Turo-Butler 2<sup>nd</sup>. Carried 3-0.
- Discussion of changes to the Technical Director of Municipal Utilities job specification. Commissioner Turo-Butler motioned to approve the changes. Commissioner Zank 2<sup>nd</sup>. Carried 3-0
- Employee updates – Discussion
- Upcoming Schedule – Discussion.
- Motion to adjourn meeting by Commissioner Zank. Commissioner Hardy 2<sup>nd</sup>. Motion carried 3-0. Meeting adjourned 7:04 PM.

\_\_\_\_\_  
Attest



**Auburn Municipal Civil Service Commission**  
***Minutes – Special Meeting February 21, 2020 – 5:00 PM***

Commissioner Hardy called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll. Present were Commissioner Jack Hardy and Commissioner Mikel Zank. Commissioner Laurie Turo-Butler was excused. Also present were Interim Fire Chief Mark Fritz and Fire Lieutenant Sean Corcoran

New Business

- Approval of proposed changes to Firefighter #69-277 open competitive examination announcement. Commissioner Zank motioned to approve the changes to the examination announcement. Commissioner Hardy 2<sup>nd</sup>. Carried 2-0.
- Motion to adjourn meeting by Commissioner Zank. Commissioner Hardy 2<sup>nd</sup>. Motion carried 2-0. Meeting adjourned 5:39 PM.

\_\_\_\_\_  
Attest

## **RESOLUTION TO AMEND MUNICIPAL CIVIL SERVICE RULES**

Resolution to Amend the Appendices of the City of Auburn Civil Service Rules.

At a meeting of the Auburn Civil Service Commission held on March 9, 2020, the following resolution was adopted:

WHEREAS the Auburn Civil Service Commission deems it necessary to make certain changes to the Appendices of the Auburn Municipal Civil Service Rules and Regulations; AND

WHEREAS the Auburn Civil Service Commission has duly advertised and has on March 9, 2020 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following changes be made to the Appendices of the Auburn Civil Service Commission Rules:

### **Appendix B Non-Competitive Positions**

ADD: Motor Equipment Operators III

### **Submission includes:**

- ☐ Original signed copy and 2 additional copies of this adopted resolution
- ☐ Notice of public hearing
- ☐ Affidavit of Publication of Notice
- ☐ Transcript of hearing minutes and written comments
- ☐ Supporting documentation and information for each requested amendment

### **Certification of Submission**

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the request for amendment included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

\_\_\_\_\_  
Chairperson/Personnel Officer

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



*"History's Hometown"*

CITY OF AUBURN

Civil Service Commission

Issued: March 9, 2020

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of open competitive

## **Information Technology Supervisor**

### **EXAMINATION #62-376**

EXAMINATION DATE: May 16, 2020  
LAST FILING DATE: April 16, 2020  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: April 16, 2020

SALARY: \$62,146 - \$86,881

#### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree or higher in information systems management, computer science, information technology or closely related field and four (4) years of experience in network administration, information systems management or analyzing business processes for computerization of automation; or
- (b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree or higher in information systems management, computer science, information technology or a closely related field and six (6) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by (a) and (b)

**\*\*\* YOU MUST PROVIDE A COPY OF YOUR DIPLOMA WITH YOUR APPLICATION\*\*\***

#### **APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply.

#### **NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

Send Check or Money Order payable to the **CITY TREASURER**  
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.



**RESIDENCY REQUIREMENT:**

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**VACANCY:**

At present there is one vacancy. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative, technical, and supervisory position with responsibility for the direction, coordination and project management of work involving networking, system integration, and maintenance of related hardware and operating systems software. The work includes the study of various problems, different kinds of information sources, flow of information, adaptation of information for computer use and information output. This position reports to the Comptroller, and leeway is allowed for the exercise of independent judgment in carrying out details of the work. This position may supervise the work of subordinate employees and does related work as required.

**SUBJECT OF EXAMINATION:**

A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**1. Administrative techniques and practices**

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

**2. Principles and practices of LAN administration**

These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.

**3. Principles of networked communications**

These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.

**4. Principles of providing user support**

These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.

**5. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**TEST GUIDE:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:  
<https://www.cs.ny.gov/testing/testguides.cfm>.

**CALCULATOR:**

Use of calculators is **ALLOWED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited. Cell phones are not allowed in the examination room.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.00 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**BACKGROUND INVESTIGATION:**

Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification. Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy  
Laurie A. Turo-Butler  
Mikel Zank**

**An equal opportunity employer**



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CITY OF AUBURN

Civil Service Commission

Issued: March 9, 2020

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of open competitive

**Administrative Assistant**

**EXAMINATION #60-482**

EXAMINATION DATE: May 16, 2020  
LAST FILING DATE: April 16, 2020  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: April 16, 2020

SALARY: City of Auburn: \$33,734 - \$52,515

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of clerical, administrative or office management experience which shall have involved the preparation and maintenance of records and reports; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical, administrative or office management experience which shall have involved the preparation and maintenance of records and reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**\*\*\* YOU MUST PROVIDE A COPY OF YOUR DIPLOMA WITH YOUR APPLICATION\*\*\***

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

**NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

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**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**RESIDENCY REQUIREMENT:**

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**VACANCY:**

At present there are two vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the position is characterized by substantial contact with agency clients and/or the general public to explain program services and requirements, by managing complex record systems and by assisting administrators and professional staff in the performance of the more routine, less difficult, and highly structured tasks required of these higher level positions. The work is performed under the general supervision of a higher level administrator within the framework of clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

**SUBJECT OF EXAMINATION:**

A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**1. Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

**2. Operations with Letters and Numbers**

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**3. Customer service**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

#### **4. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

#### **TEST GUIDE:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

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#### **VETERANS CREDITS:**

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A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

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**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Examination" will result in disqualification.
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3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy**  
**Laurie A. Turo-Butler**  
**Mikel Zank**

**An equal opportunity employer**



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CITY OF AUBURN

Civil Service Commission

Issued: March 9, 2020

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of promotional

**Administrative Assistant**

**EXAMINATION #75-479**

EXAMINATION DATE: May 16, 2020  
LAST FILING DATE: April 16, 2020  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: April 16, 2020

SALARY: \$33,734 - \$52,515

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of clerical, administrative or office management experience which shall have involved the preparation and maintenance of records and reports; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical, administrative or office management experience which shall have involved the preparation and maintenance of records and reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**AND**

Candidates must be permanently employed in the competitive class in the City of Auburn and must have served for 12 months in an entry level clerical position as of the date of the written exam.

**\*\*\* YOU MUST PROVIDE A COPY OF YOUR DIPLOMA WITH YOUR APPLICATION\*\*\***

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

**NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

Send Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**RESIDENCY REQUIREMENT:**

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**VACANCY:**

At present there are two vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the position is characterized by substantial contact with agency clients and/or the general public to explain program services and requirements, by managing complex record systems and by assisting administrators and professional staff in the performance of the more routine, less difficult, and highly structured tasks required of these higher level positions. The work is performed under the general supervision of a higher level administrator within the framework of clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

**SUBJECT OF EXAMINATION:**

A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**1. Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

**2. Operations with Letters and Numbers**

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**3. Customer service**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

#### **4. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

#### **TEST GUIDE:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

#### **CALCULATOR:**

Use of calculators is **RECOMMENDED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries,' or any similar devices are prohibited. Cell phones are not allowed in the examination room.

#### **MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

#### **RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

#### **SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

#### **MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

#### **VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.00 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**BACKGROUND INVESTIGATION:**

Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification. Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**SENIORITY CREDITS:**

Seniority credits will be added according to the schedule attached to this announcement.

**SCHEDULE FOR COMPUTING SENIORITY**

One point for each creditable five – year period

Less than 1 year	NO points
1 year to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

Up to 5 points max

**Auburn Civil Service Commission:**

**John C. Hardy**  
**Laurie A. Turo-Butler**  
**Mikel Zank**

**An equal opportunity employer**



*"History's Hometown"*

CITY OF AUBURN

Civil Service Commission

Issued: March 9, 2020

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of an open competitive examination - Decentralized  
Examination #20-201

## **Local Area Network Technician**

LAST FILING DATE: April 22, 2020

APPLICATIONS MUST BE POSTMARKED NO LATER THAN: April 22, 2019

Part 1 - Online Questionnaires must be completed by May 8, 2020 (see page 2)

Salary: \$42,000

**MINIMUM QUALIFICATIONS:**

Candidates must meet the following requirements on or before the date of the written examination:

A. Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in Computer Science or a closely related field, and one (1) year of work experience, or its part-time equivalent, in Local Area Network (LAN) software installation, support and maintenance; or,

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science or a closely related field, and three (3) years of experience, or its part-time equivalent, in Local Area Network (LAN) software installation, support and maintenance; or,

C. Five (5) years of full time work experience, or its part time equivalent, in Local Area Network (LAN) software installation, support and maintenance.

**NOTE: Proof of education must accompany your application.**

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**VACANCY:**

The eligible list established as a result of this examination will be used to fill any vacancies as they occur in the Auburn Enlarged City School District.

**RESIDENCY REQUIREMENT:**

**School District:** Candidates must have been legal residents of New York State for at least 30 days immediately preceding the date of the examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE SCHOOL DISTRICT:**

Per Chapter 180 of the Laws of 2000 and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing specialized work in the design, development and implementation of computer applications as well as local area network operating systems. Expertise is required in installing, customizing and maintaining vendor supplied operating systems and application software for Local Area Networks. General supervision is received from the Systems Consultant (Network Services). Does related work as required.

**SUBJECT OF EXAMINATION:**

The examination will consist of two parts a rated evaluation of training and experience to be conducted on the Internet, and a qualifying PC-administered test that will be given after the Training and Experience portion. You must pass the evaluation of training and experience in order to take the qualifying PC-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing the final scores.

**Part 1. Rated Evaluation of Training and Experience**

**IMPORTANT:** The training and experience questionnaire will be conducted on the Internet, at your own computer. Instruction for completing this questionnaire will be sent to all approved candidates after the last filing date.

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

Help Desk

User Support

Network Administration

Business/Systems Analysis

Microcomputer Repair



**Part 2. A qualifying PC-administered test**

**IMPORTANT: The qualifying PC administered test will be conducted In the Civil Service office by appointment.**

a). **Qualifying Multiple-Choice Test of Logical Reasoning and Interpreting Instructions for Computer-Related Positions**

These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

b). **Qualifying Simulation Test on Working Effectively with Others to Solve Job-Related Problems**

This test requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.

c). **Qualifying Simulation Test of User Support and Training**

The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a user's problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

Qualifying test scores may be banked and applied to future examinations for titles that require the same test plan.

**RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

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24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy  
Laurie A. Turo-Butler  
Mikel Zank**

**An equal opportunity employer**

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

### 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.

<b>1. Department</b> <i>Facilities</i>	<b>Bureau, Division, Unit or Section</b> <i>Auburn Enlarged City SD</i>	<b>Location of Position</b> <i>District Wide</i>
<p><b>2. Description of Duties:</b> 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.</p> <p>This position is responsible for assisting a School District Administrator in planning, organizing and directing the custodial, maintenance, and grounds activities of a School District's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. The work is performed under general supervision of a School District Administrator, which may include the Superintendent, Assistant Superintendent, or Deputy Superintendent with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.</p>		
<b>Job Title:</b> <i>Assistant Director of Facilities II</i>		
<b>Percent of Work Time</b>		
5%	Assists in the supervision of staff and may participate in daily preventive maintenance, custodial, and grounds activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair	
5%	Assists in the management, development and scheduling of a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition	
5%	Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations	
5%	Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations	
5%	Assists in the supervision of the in-service training of custodial, maintenance, and grounds if applicable, transportation employees	
5%	Discusses capital projects, maintenance, repair and operational needs with the school administrator(s)	
5%	Assists in the review of the School District's expenditures from the prior year and assists the administration with the budget process by forecasting and planning for the upcoming budget	
5%	Monitors expenses to ensure budgetary limits established by the School Board are not exceeded	
5%	Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system	
5%	Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with District policies and procedures	
5%	Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary	
5%	Recommends staffing to school administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel	
5%	Manages, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems	

5%	Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified
5%	Performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, eyewash stations, and asbestos to ensure proper operation and compliance with applicable codes and regulations
5%	Ensures removal of snow and ice from sidewalks and roadways
5%	Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities
5%	Work collaboratively with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans
5%	Use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers
5%	Responsible for operating motor equipment related to the work
(Attach additional sheets if more space is needed)	

February 24, 2020

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

Name	Title	Type of Supervision
Jeffrey Pirozzolo	Superintendent of Schools	Direct/Administrative
Jeffrey Evener	Assistant Superintendent for Personnel and Operations	Direct/Administrative

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
N/A	Head Custodian, Senior Custodian, Custodian, Custodial Worker, Maintenance Mechanic, Groundskeeper, Stores Clerk, Motor Vehicle Operator, Keyboard Specialist	Direct/Administration

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

Name	Title	Location of Position
N/A	N/A	N/A

6. What minimum qualifications do you think should be required for this position? \*see "description of duties" section above

Education: High School X Years  
College X Years, with specialization in See A-C below  
College X Years, with specialization in See A-C below

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and one (1) year of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and three (3) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(C) Five (5) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation

\*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or HVAC (Heating, Ventilating and Air Conditioning) installers.

\*\*Semi skilled workers possess a working knowledge of tools and techniques in order to make repairs to plumbing, electrical, carpentry or HVAC (Heating, Ventilating and Air Conditioning) with little or no supervision. They possess training and experience, but not at the journey level.

**Essential knowledges, skills and abilities:**

Thorough knowledge of buildings and grounds maintenance and repair practices and procedures;  
Thorough knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work;  
Thorough knowledge of the principles and practices of supervision;  
Good knowledge of the practices and techniques of one or more of the following trades: carpentry, electrical, masonry, plumbing or HVAC (heating, ventilation and air conditioning) installation.  
Ability to organize, prepare and maintain accurate records and files;  
Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;  
Ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations;  
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;  
Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints;  
Ability to perform semi-skilled building trades work;  
Ability to understand and follow written and verbal instructions;  
Ability to communicate effectively both orally and in writing;  
Mechanical aptitude; and  
Willingness to work under adverse weather conditions.

**Type of license or certificate required:**

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

7. The above statements are accurate and complete.

Date: 2/24/20

Title: Asst. Superintendent for Personnel and Operations

Signature:

Jeffrey W. Evener

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the \_\_\_\_\_ 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

February 24, 2020

## **ASSISTANT DIRECTOR OF FACILITIES II**

**63760**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for assisting the Director of Facilities II or the School District Administrator in planning, organizing and directing the custodial and maintenance activities of a School Districts buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. The work is performed under general supervision of a School District Administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the supervision of staff and may participate in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Assists in the management, development and scheduling of a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

Assists in the supervision of the in-service training of custodial, maintenance and if applicable, transportation employees;

Discusses capital projects, maintenance, repair and operational needs with the Director of Facilities II and/or school administrator(s);

Assists in the review of the School Districts expenditures from the prior year and assists the administration with the budget process by forecasting and planning for the upcoming budget;

Monitors expenses to ensure budgetary limits established by the School Board are not exceeded;

Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;

Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with District policies and procedures;

Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;

Recommends staffing to the Director of Facilities II and/or administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

Manages, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;

Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;

Performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;

Ensures removal of snow and ice from sidewalks and roadways;

Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Swimming pool maintenance, if applicable, is limited to maintaining pools cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;

May work with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;

May be responsible for operating motor equipment related to the work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**



Thorough knowledge of buildings and grounds maintenance and repair practices and procedures;  
Thorough knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work;  
Thorough knowledge of the principles and practices of supervision;  
Good knowledge of the practices and techniques of one or more of the following trades: carpentry, electrical, masonry, plumbing or HVAC (heating, ventilation and air conditioning) installation.  
Ability to organize, prepare and maintain accurate records and files;  
Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;  
Ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations;  
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;  
Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints;  
Ability to perform semi-skilled building trades work;  
Ability to understand and follow written and verbal instructions;  
Ability to communicate effectively both orally and in writing;  
Mechanical aptitude; and  
Willingness to work under adverse weather conditions.

#### MINIMUM QUALIFICATIONS:

##### Promotion:

Two (2) years of permanent competitive class status in the title of Assistant Superintendent of Buildings and Grounds; or, two (2) years of permanent competitive class status in the title of Custodial Supervisor or Custodian III; or, three (3) years of permanent competitive class status in the title of Custodian II.

##### Open Competitive:

Graduation from high school or possession of a high school equivalency diploma and one of the following:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and one (1) year of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and three (3) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(C) Five (5) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation

\*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or HVAC (Heating, Ventilating and Air Conditioning) installers.

\*\*Semi skilled workers possess a working knowledge of tools and techniques in order to make repairs to plumbing, electrical, carpentry or HVAC (Heating, Ventilating and Air Conditioning) with little or no supervision. They possess training and experience, but not at the journey level.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

#### SPECIAL REQUIREMENT:

Possession of a valid New York State drivers license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

#### SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.





## ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT

DEPARTMENT OF PERSONNEL John H. Mulroy Civic Center 421 Montgomery St 13th Fl Syracuse NY 13202

(315) 435-3537 Fax 435-8272 Web Site [www.ongov.net](http://www.ongov.net)

Published 3/16/16

**Application  
Deadline  
04/19/2016**

### ASSISTANT DIRECTOR OF FACILITIES II

**Open Competitive Exam #68-393** use application form #p-200  
(Open to the Public)

**Departmental Promotional Exam #71-775** use application form #p-201

Office Hrs M-F  
8 a.m.-4:30p.m.

**Exam Date  
06/04/2016**

**ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT**  
**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**\$15.00 Non-Refundable Application Fee** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: "Chief Fiscal Officer," or by VISA, MC or Discover. Cash will be accepted only if paying in person.

**SALARY AND VACANCIES:** Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

The title currently exists in the following agencies:

Jordan-Elbridge School District - \$63,038

Skaneateles School District - \$65,000

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists.

The resulting promotional eligible list will be used to fill vacancies in the school districts listed above.

Your name will be certified for appointment only to the department in which you are employed on the date of examination.

**DUTIES:** This position is responsible for assisting the Director of Facilities II or the School District Administrator in planning, organizing and directing the custodial and maintenance activities of a School District's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. Does related work as required.

**RESIDENCE REQUIREMENT:** **OPEN COMPETITIVE** examination candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. Preference in appointment may be given to local residents. Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

**MINIMUM QUALIFICATIONS:** On the date of examination, candidates must meet the following requirements:

**PROMOTIONAL QUALIFICATIONS:** Candidates must be serving and have served continuously on a permanent basis in the competitive class\* for two (2) years immediately preceding the examination date in the title of Assistant Superintendent of Buildings and Grounds; or, two (2) years of permanent competitive class status in the title of Custodial Supervisor or Custodian III; or, three (3) years of permanent competitive class status in the title of Custodian II and **must** be currently employed in one of the school districts listed above.

A combination of time served in the above titles sufficient to meet the maximum period of required service is also qualifying.

**Note:** Permanent appointment and service in an equivalent title in another department or jurisdiction will be considered qualifying experience if the service was previously approved as a transfer/reinstatement by the Onondaga County Department of Personnel.

**OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and** one of the following:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology **and** one (1) year of \*supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience **must** include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology **and** three (3) years of \*supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience **must** include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(C) Five (5) years of \*supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience **must** include \*skilled or \*\*semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation

**\*Supervision:** Responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, assigning and reviewing work, training, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**\*Skilled trades** would include journey level experience as a carpenter, electrician, mason, plumber or HVAC (Heating, Ventilating and Air Conditioning) installers.

**\*\*Semi skilled workers** possess a working knowledge of tools and techniques in order to make repairs to plumbing, electrical, carpentry or HVAC (Heating, Ventilating and Air Conditioning) with little or no supervision. They possess training and experience, but not at the journey level.

**Non-Qualifying Experience:** Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

**NOTE:** Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**Volunteer Experience:** Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in the following areas:

**1. Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**2. Review and interpretation of plans and specifications, and the preparation of estimates**

These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; and for the ability to calculate accurate estimates of material and labor costs.

**3. Operation, construction, alteration, and maintenance of physical plants, including mechanical and electrical equipment**

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities including such areas as building foundation and framing, building hardware, insulation, and roofing; and building plumbing, electrical, sanitary, and heating, ventilating, and air conditioning systems.

**4. Maintenance management and energy conservation**

These questions test for knowledge of the principles and practices involved in managing a building maintenance and energy conservation program including such areas as determining the need for and scheduling building repairs; proper building maintenance techniques; and effective energy conservation practices for buildings, including optimal heating plant and cooling system operation.

**5. Review and interpretation of contracts and codes**

These questions test for knowledge of the principles and practices involved in reviewing and interpreting typical contract documents; and the ability to read and interpret standard building code reading selections.

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication, "How to Take a Written Test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**CALCULATORS:** Unless otherwise notified, candidates are **PERMITTED** to use quiet, hand-held, and solar or battery powered calculators. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited. You may **not** bring books or other reference materials. You may **not** bring cellular phones, beepers, pagers, or headphones.

**APPLICATION INSTRUCTIONS:** Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**APPLICATION FEE:** Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to "Chief Fiscal Officer". Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

**APPLICATION FEES ARE NON-REFUNDABLE.** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application. If you want "Proof That You Submitted Your Application and/or Examination Fee", ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

**NOTE:** A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.

**FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed "Application Fee Waiver Request and Certification" form). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application by the close of business at 4:30pm on the last file date as listed on the Examination Announcement. The "Application Fee Waiver Request and Certification" form can be found in our office lobby or on our website in the Document Center.**

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center). You will be responsible for the required evaluation fee.

**ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline date to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**VETERAN CREDITS:** War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel, by mail (include a self addressed stamped envelope) or online at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center). Veteran's credit can only be added to a passing score on the examination. No credit may be granted after the establishment of the list. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for conditional credit must provide proof of their military status with their application for examination or by one month following the date of examination. When discharged, it is the responsibility of the candidate to provide appropriate documentary proof, indicating that service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

**APPLICATION DEADLINE POLICY:** All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

**MILITARY APPLICANTS:** In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

## **EXAM INFORMATION:**

**EXAM NOTICE:** Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

**FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or any Clear Channel Radio Station.**

**EXAM ACCOMMODATIONS:** If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a paper attached firmly to your application.

**RELIGIOUS ACCOMMODATION:** Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

**EXAM RATING:** When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

**ELIGIBLE LIST:** Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment or until there are no candidates left who are willing to accept appointment, whichever occurs first. The Personnel Commissioner may extend the list beyond one year to a maximum of four years. Agencies are required to hire from the eligible list according to the rule of three (see our [FAQ document](#) for examples of the Rule of Three). All candidates at the highest score are immediately eligible for consideration for appointment. Candidates at lower scores can only be considered when there are fewer than 3 candidates at the highest score.

**When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at Civil Service Exam Test Results [www.ongov.net/employment/ranking](http://www.ongov.net/employment/ranking).**

**CANDIDATE FITNESS:** Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Onondaga County Cross Filer Notification Forms are available in our office or online at [www.ongov.net/Employment/document\\_center](http://www.ongov.net/Employment/document_center). Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. No attempt will be made by this department to locate candidates who have moved. Address change forms are available in the Personnel Department during normal office hours or online at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**MILITARY MAKE-UP EXAMINATION:** Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving contact with students, a clearance for employment from the State Education Department is required.

**IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985**, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

**PRE-EMPLOYMENT DRUG TESTING:** Candidates for appointment or promotion to Onondaga County government positions that are designated as safety sensitive are required to undergo pre-employment drug testing for alcohol and drugs after a conditional offer of employment has been extended and prior to any applicant's performance of a safety-sensitive function.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SPECIAL NECESSARY REQUIREMENT:** Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State driver's license and a dependable personal vehicle or must have reasonable access to private/public transportation.

**SENIORITY RATING:** Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

Less than 1 year = 0 points

1 year, up to 6 years = 1 point

Over 6 years, up to 11 years = 2 points

Over 11 years, up to 16 years = 3 points

Over 16 years, up to 21 years = 4 points

Over 21 years = 5 points

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined. This is a change from the current practice of adding seniority credits to the final score.

<b>Onondaga County is an Affirmative Action/Equal Opportunity Employer</b>
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## **HEAD CUSTODIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for overseeing the cleaning, maintenance and heating operation of a large building or a number of smaller buildings and related facilities. The work is performed under general supervision of the Superintendent of Public Works or other administrator with leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Senior Custodian and Custodian in that there are more administrative and supervisory responsibilities. Supervision is exercised over the work of custodial and maintenance personnel assigned to the building. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Schedules and assigns maintenance, cleaning and custodial work of subordinate personnel;

Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;

Supervises the operation and regulation of heating and air conditioning plant equipment and other electrical and mechanical equipment;

Plans, supervises, and participates in building cleaning and minor maintenance activities;

Responds to repair work orders, insures repairs are completed and makes final inspection;

Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;

Maintains inventories and prepares requisitions for equipment and supplies;

Reports any acts of vandalism or breakage to the Superintendent of Public Works.

Keeps time records for maintenance and cleaning personnel;

Prepares and maintains a variety of records and reports related to the work;

Participates in maintenance and custodial duties as necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of building maintenance and cleaning practices, supplies and equipment;

Good knowledge of the operation and maintenance of building heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written instructions;

Ability to plan and supervise the work of others;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience performing building cleaning tasks including the performance of routine maintenance tasks.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Department of Motor Vehicles license appropriate to the vehicles or equipment operated.

## **SENIOR CUSTODIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the supervision and participation in routine building cleaning duties and occasional minor maintenance tasks. Incumbents are responsible for the regular supervision and performance of custodial and maintenance duties on an assigned shift, or in a small school building. Direct supervision is exercised over the work of small crew of Custodians, Custodial Workers and Building Maintenance Mechanics. The work is performed under the general supervision of the Director of Facilities and Transportation, Head Custodian or school principal with leeway allowed to exercise independent judgement in efficient and economical use of personnel, materials and equipment in keeping building facilities cleaned and maintained. This position is distinguished from a Custodian in that there is a greater responsibility for the regular supervision of custodial personnel on an assigned shift or the overall responsibility for custodial operations in a smaller school building. Duties will vary dependent on the season and school session. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs and supervises cleaning and maintenance activities;

Assigns tasks to subordinates and gives instructions in the use of building cleaning supplies, materials and equipment on a shift;

Makes or assigns minor carpentry, plumbing, electrical, heating system and other building repairs;

Inspects building and equipment performing or assigning routine or emergency repairs;

Opens and unlocks building, closes, locks and secures building, maintains keys;

Gathers and empties waste baskets and disposes of refuse;

Provides instruction to custodial personnel on proper uses of heavy mechanical equipment in stripping, waxing and polishing floors;

Supervises or performs operation and maintenance of an oil or gas fired low pressure heating system;

Supervises and/or participates in groundskeeping activities;

Keeps maintenance records;

Supervises and participates in the arrangement of chairs, tables and other equipment for special events;

Checks building for vandalism and reports findings to proper authorities.

Checks fire alarm system to insure proper operation in emergency;

Refills fire extinguishers;

Performs a variety of custodial activities as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently:

Working knowledge of the operation and maintenance of building heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks;

Ability to plan and supervise the work of others;

Ability to understand and carry out simple oral and written directions;

Ability to articulate instructions clearly and get along well with others;

Ability to keep maintenance records;

Willingness to perform custodial and other manual tasks;

Mechanical aptitude, thoroughness, dependability;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience performing building cleaning tasks, including the performance of routine minor maintenance tasks.

## **Police Officer, County Police Officer (Deputy Sheriff) Physical Fitness Screening Test and Agility**

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**Format:** Prior to appointment, all candidates must undergo a physical fitness screening test conducted in accordance with section 6000.8 of the MPTC standards. Candidates who successfully complete all three (3) of the physical fitness screening test elements as well as other relevant pre-offer conditions shall undergo a medical review conducted by a qualified physician/practitioner in accordance with section 6000.4 of the MPTC standards. The medical review shall be conducted only after a conditional offer of employment has been given to the candidate by the appointing authority.

**Waiver:** The Cortland County Personnel & Civil Service Department will allow a waiver of the physical agility performance test should a candidate provide valid documentation that they have tested and passed a Police Officer physical agility performance test in another County in New York State within six months of the scheduled agility for Cortland County.

**Retesting:** If a candidate should fail to meet any one element of the physical fitness screening test, they will be allowed to retake the test one final time starting with the failed component of the agility test. Retests will be held within one (1) week of the first performance test or at the Department's earliest possible convenience. Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates. If a candidate's reason for requesting an alternative test date is approved due to their own medical emergency as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Office as soon as they are medically cleared to participate. Candidates who are not cleared to participate within three months past the scheduled physical agility date must contact the Personnel/Civil Service Office to discuss their status. If a candidate's reason for requesting an alternative test date is approved due to a medical emergency of an immediate family or household member as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Office within two weeks of the physical agility test date for a status update. A maximum of two physical fitness screening tests will be allowed for any candidate.

If a candidate fails to meet any one or more element of the physical fitness screening test after being retested or fails to contact the Personnel/Civil Service in accordance with the timelines specified above, they are considered to have failed the entire exam and their name will not be certified to appointing authorities.

All physical fitness screening test results are valid for the duration of the eligible list regardless of the length of validity of the eligible list.

**NOTE:** Failure to appear for a scheduled physical fitness screening test will be considered an unqualified declination and the

name of such candidate will be eliminated from further certification.

### **Correction Officer Physical Fitness Screening and Agility**

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Candidates will be required to pass a qualifying physical agility test. Those candidates who are subsequently offered employment will be required to pass a medical exam. Finally, a psychological test will be required. Failure on any qualifying test will bar candidates from appointment. We reserve the right to schedule these examinations for only as many candidates necessary for vacancies as they occur during the life of the eligible list. Copies of the physical fitness and medical standards are available upon request from the Department of Personnel/Civil Service.

Waiver: The Cortland County Personnel/Civil Service Department DOES NOT allow waivers for the physical fitness screening test.

Retesting: If a candidate should fail to meet any one element of the physical fitness screening test, they will be allowed to retake the test one final time starting with the failed component of the agility test. Retests will be held within one (1) week of the first performance test or at the Department's earliest possible convenience. Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates. If a candidate's reason for requesting an alternative test date is approved due to their own medical emergency as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Office as soon as they are medically cleared to participate. Candidates who are not cleared to participate within three months past the scheduled physical agility date must contact the Personnel/Civil Service Office to discuss their status. If a candidate's reason for requesting an alternative test date is approved due to a medical emergency of an immediate family or household member as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Office within two weeks of the physical agility test date for a status update. A maximum of two physical fitness screening tests will be allowed for any candidate.

If a candidate fails to meet any one or more element of the physical fitness screening test after being retested or fails to contact the Personnel/Civil Service in accordance with the timelines specified above, they are considered to have failed the entire exam and their name will not be certified to appointing authorities.

All physical fitness screening test results are valid for the duration of the eligible list regardless of the length of validity of the eligible list.

**NOTE:** Failure to appear for a scheduled physical fitness screening test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.

<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
<b>AGENCY: CITY OF AUBURN</b>						
<b>DEPARTMENT: BUILDINGS - CITY HALL</b>						
xxx-xx-xxxx ABAR, DANIELLE	LABORER, PART TIME[001365]	P		23.05/H	SAL	12/08/2019
<b>TOTAL ACTIONS FOR BUILDINGS - CITY HALL</b>	<b>-1</b>					
<b>DEPARTMENT: COMPTROLLER</b>						
xxx-xx-xxxx PINE, CYNTHIA	SR ACCOUNT CLERK[001977]	F		42257.00/Y	SAL	02/01/2020
xxx-xx-xxxx WEATHERWAX, DEBRA	HEAVY EQUIPMENT OPERATOR GRADE 1[001794]	F		42844.00/Y	SAL	01/31/2020
<b>TOTAL ACTIONS FOR COMPTROLLER</b>	<b>-2</b>					
<b>DEPARTMENT: FIRE</b>						
xxx-xx-xxxx ALNUTT, JR., THEODORE	FIREFIGHTER[002187]	F		46219.00/Y	SAL	02/20/2020
xxx-xx-xxxx GAGE, ROBERT	FIREFIGHTER[002193]	F		46219.00/Y	SAL	02/13/2020
xxx-xx-xxxx MORABITO, JOSEPH G	FIRE CHIEF[000084]	F		99730.00/Y	RET	02/15/2020
xxx-xx-xxxx MORABITO, JOSEPH G	FIRE CHIEF[000084]	F		98140.00/Y	RET	02/15/2020
xxx-xx-xxxx PIEKLIK, KRISTOPHER J	FIREFIGHTER[001797]	F		58362.00/Y	SAL	02/23/2020
xxx-xx-xxxx SALVAGE, JEFFREY	FIREFIGHTER[001002]	F		70534.00/Y	SAL	03/31/2020
xxx-xx-xxxx SALVAGE, JEFFREY	FIREFIGHTER[001002]	F		70534.00	SAL	03/31/2020
xxx-xx-xxxx SCANLAN, BRIAN M	FIRE CAPTAIN[000222]	F		79680.00/Y	RET	03/20/2020
<b>TOTAL ACTIONS FOR FIRE</b>	<b>-8</b>					
<b>DEPARTMENT: LANDFILL/DISPOSAL</b>						
xxx-xx-xxxx LEPAK, ERIC	SANITATION FOREPERSO[000177]	F		69806.00/Y	SAL	01/01/2020
<b>TOTAL ACTIONS FOR LANDFILL/DISPOSAL</b>	<b>-1</b>					
<b>DEPARTMENT: PARK MAINTENANCE</b>						
xxx-xx-xxxx BROWN, JEFFREY M	SR BLDG MAINT MECH[000237]	F		66320.00/Y	SAL	09/06/2019
xxx-xx-xxxx BROWN, JEFFREY M	SR BLDG MAINT MECH[000237]	F		66645.00/Y	SAL	09/23/2019
xxx-xx-xxxx RHODES, BRIAN	GROUNDS MAINTENANCE COORDINATOR[001389]	F		58088.00/Y	SAL	10/04/2019
<b>TOTAL ACTIONS FOR PARK MAINTENANCE</b>	<b>-3</b>					

Personnel Actions by Reference Date  
ALL Agencies ALL Departments  
on 03/09/2020 Sorted By Agency

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
<b>DEPARTMENT: POLICE</b>							
xxx-xx-xxxx	CARUSO, BENJAMIN	POLICE OFFICER[002034]	F		73184.00/Y	SAL	02/15/2020
xxx-xx-xxxx	DANN, GREGORY R	POLICE SERGEANT[000108]	F		83066.00/Y	RET	04/05/2020
xxx-xx-xxxx	FLICKNER, MORGAN K	POLICE OFFICER[002037]	F		64487.00/Y	SAL	02/15/2020
xxx-xx-xxxx	FLICKNER, PAUL R	POLICE OFFICER[002040]	F		60105.00/Y	SAL	02/15/2020
xxx-xx-xxxx	GILFUS, CHRISTINE	POLICE SERGEANT[001137]	F		82466.00/Y	SAL	02/24/2020
xxx-xx-xxxx	JACKSON, TYRONE	PARKING ENFORCEMENT OFFICER[001830]	F		19.52/H	SAL	02/16/2020
xxx-xx-xxxx	MALENICK, JILL M	KEYBOARD SPECIALIST[000174]	F		53829.00/Y	SAL	02/07/2020
xxx-xx-xxxx	MORGAN, BARBARA J	SCHOOL CROSS GUARD[000138]	F		12.83/H	LOA	02/18/2020
xxx-xx-xxxx	MORGAN, BARBARA J	SCHOOL CROSS GUARD[000138]	F		12.83/H	RLA	02/21/2020
xxx-xx-xxxx	PINCHAK, MIKOLAJ	SCHOOL CROSS GUARD[000141]	F		12.83/H	LOA	02/18/2020
xxx-xx-xxxx	PINCHAK, MIKOLAJ	SCHOOL CROSS GUARD[000141]	F		12.83/H	RLA	02/21/2020
xxx-xx-xxxx	SEAMANS, CYNTHIA	SCHOOL CROSS GUARD[000591]	P		12.83/H	LOA	01/10/2020
xxx-xx-xxxx	SEAMANS, CYNTHIA	SCHOOL CROSS GUARD[000591]	P		12.83/H	RLA	02/18/2020
xxx-xx-xxxx	SEAMANS, CYNTHIA	SCHOOL CROSS GUARD[000591]	P		12.83/H	LOA	02/18/2020
xxx-xx-xxxx	SEAMANS, CYNTHIA	SCHOOL CROSS GUARD[000591]	P		12.83/H	RLA	02/21/2020
xxx-xx-xxxx	USOWSKI, ROBERT	SCHOOL CROSS GUARD[002007]	F		12.83/H	LOA	02/18/2020
xxx-xx-xxxx	USOWSKI, ROBERT	SCHOOL CROSS GUARD[002007]	F		12.83/H	RLA	02/21/2020
xxx-xx-xxxx	WARTER, MICHAEL	POLICE OFFICER[000678]	F		75334.00/Y	End	02/19/2020
xxx-xx-xxxx	WARTER, MICHAEL	POLICE OFFICER[000678]	F		75334.00/Y	DUTY	02/19/2020

TOTAL ACTIONS FOR POLICE

-19

DEPARTMENT: SCHOOL DISTRICT



Personnel Actions by Reference Date  
ALL Agencies ALL Departments  
on 03/09/2020 Sorted By Agency

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
xxx-xx-xxxx	CLARK, FLORENCE	SCHOOL - TEACHER AIDES[002382]	F		12.63/H	LOA	05/26/2020
xxx-xx-xxxx	CLARK, FLORENCE	SCHOOL - TEACHER AIDES[002382]	F		12.63/H	RLA	05/29/2020
xxx-xx-xxxx	GUTIERREZ, KRISTIE	SCHOOL - TEACHER AIDES[002400]	F		12.27/H	RES	02/29/2020
xxx-xx-xxxx	LOCASTRO, JOSEPH	SCHOOL MONITOR[001671]	F		12.00/H	LOA	01/23/2020
xxx-xx-xxxx	LOCASTRO, JOSEPH	SCHOOL MONITOR[001671]	F		12.00/H	RLA	02/12/2020

**TOTAL ACTIONS FOR SCHOOL DISTRICT****-5****DEPARTMENT: SEWAGE TREATMENT**

xxx-xx-xxxx	STORRS, MARC R	BUILDING MAINTENANCE MECHANIC[000465]	F		57777.00/Y	SAL	03/04/2020
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**TOTAL ACTIONS FOR SEWAGE TREATMENT****-1****DEPARTMENT: STREET MAINTENANCE**

xxx-xx-xxxx	PICKARD, ROBERT	MOTOR EQUIPMENT OPERATOR[001575]	F		47413.00/Y	SAL	07/11/2019
xxx-xx-xxxx	PICKARD, ROBERT	MOTOR EQUIPMENT OPERATOR[001575]	F		47413.00/Y	SAL	12/23/2019

**TOTAL ACTIONS FOR STREET MAINTENANCE****-2****DEPARTMENT: TRAFFIC SIGNALS & ALARMS**

xxx-xx-xxxx	BUONOCORE, KIETH P	HEO/GENERAL MECHANIC[001656]	F		53431.00/Y	SAL	12/24/2019
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**TOTAL ACTIONS FOR TRAFFIC SIGNALS & ALARMS****-1****TOTAL ACTIONS FOR CITY OF AUBURN-43**

## PROVISIONAL APPOINTMENTS

Candidate Name	Position Title	City or School District	Date of Provisional Appointment	Exam Requested Y/N	Exam Date	Current Standing	Date of Permanent Appointment
Todd Webb	Human Resources Benefits Associate	City	8/12/2019	Y	3/14/2020		
James Ward	Employee Health & Safety Coordinator	City	2/28/2019	Y	TBD		
Jesse Chehovich	IT Supervisor	City	10/21/2019	Y	TBD		
Kevin Deyo	Property Inspection Technician	City	7/9/2019	Y	TBD		
Jonathan Rice	Property Inspection Technician	City	7/9/2019	Y	TBD		
Devin Uebelman	Parking Meter Attendant	City	12/2/2019	Y	10/19/2019		
Tawnya Burns	Administrative Assistant	City	12/2/2019	Y	5/16/2020		
Jennifer Perry	Administrative Assistant	City	1/6/2020	Y	5/16/2020		
Matthew Biesiada	Local Area Network Technician	School	1/16/2020	N	Decentralized		



2020 as of March 9, 2020

**Exams ordered– dates TBA (2020):**

Employee Health & Safety Coordinator  
Director of Municipal Utilities  
Chief Water Treatment Plant Operator – open & promo  
Chief Wastewater Treatment Plant Operator – open & promo  
Wastewater Treatment Plant Operator 2 – open & promo  
Laboratory Technician  
Sewer Inspector  
Industrial Pre-treatment Coordinator  
School Purchasing Assistant  
Retired Senior Volunteer Program Coordinator

**March 14, 2020 - BOCES**

Senior Custodian – School  
Human Resources Benefits Associate

**March 28, 2020- Memorial City Hall - CANCELLED**

Tenant Relations Assistant

**April 25, 2020 - BOCES**

Firefighter

**May 16, 2020**

Administrative Assistant  
Information Technology Supervisor

**June 13, 2020**

Senior Code Enforcement Officer  
Police Sergeant  
School Business Executive

**June 27, 2020**

Superintendent of Engineering Service  
Municipal Solid Waste/Recycling Enforcement Officer

**Expiring Eligible Lists**

Sewer Inspector – No List  
Sanitation Foreperson – 11/13/19

**Our meetings are scheduled as follows:**

Monday, April 13, 2020 – 6:30 PM  
Monday, May 11, 2020 – 6:30 PM  
Monday, June 8, 2020 – 6:30 PM

