

**Regular Meeting
June 20, 2018
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on June 20, 2018 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

Those present were: Thomas Murphy, Chairman
Vera Best, Commissioner
John Powell, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Minutes:

May 16, 2018 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Report:

May 2018

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Typist #2018-2

Motion to Establish for 2 Years: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Bi-Lingual Typist #2018-3

Motion to Establish for 1 Year: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Junior Civil Engineer #68903

Motion to Establish for 2 Years: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Police Chief #611901

Motion to Establish for 1 Year: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Information Technology Assistant#19457

Motion to Establish for 2 Years: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Help Desk Coordinator #19456

Motion to Establish for 2 Years: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Pending Examinations:

Police Officer Agility Testing: June 23, 27 & 30, 2018

Typist Make-up Exam; June 26, 2018

New Business:

1. The Commission received and reviewed a request to amend the job description for Assistant Library Director II in the Newburgh Enlarged City School District class plan.
2. The Commission received and reviewed a request for a job classification review from a candidate on the Library Assistant eligible list. Based upon information supplied from the candidate, the Library Director and the Assistant Superintendent for Human Resources at the NECSD, it was determined that no change in title was warranted and that the duties were within the scope of the job description.

Motion to Uphold the Current Classification: Thomas Murphy

Motion Second: John Powell

Motion Carried: Unanimous

Old Business:

1. The Commission reviewed a proposed job description for a the title of Principal Account Clerk in the Newburgh Housing Authority, reclassifying the duties for the previously proposed title of Finance Manager. Discussion was held with suggested amendments to the proposed description.

Motion to Adopt Principal Account Clerk : John Powell

Motion Second: Vera Best

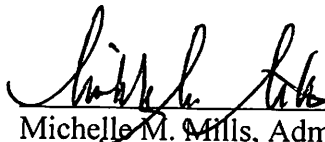
Motion Carried: Unanimous

Communications: None

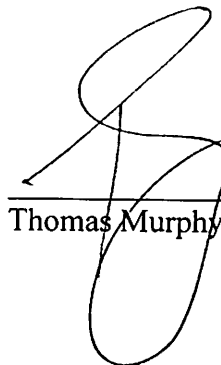
Other: None

Meeting Adjourned 1:36 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman