

**Regular Meeting
March 22, 2017
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on March 22, 2017 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

Those present were: Thomas J. Murphy, Chairman
John C. Powell, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Absent: Vera Best, Commissioner

Minutes:

February 15, 2017

Motion to Approve & Accept: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Personnel Reports:

February 2017

Motion to Approve & Accept: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Certifications:

Police Officer #64318: 4 Years

Police Officer (SS) #64326: 4 Years

Motion to Establish Above Eligible Lists: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Planner #68902: 1 Year

Motion to Establish Above Eligible Lists: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

City Collector #72997: 1 Year

Motion to Establish Above Eligible Lists: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Pending Examinations:

1. Human Resources Director: April 29, 2017
2. Sanitation Enforcement Officer: May 13, 2017
3. Police Sergeant: June 10, 2017
4. Typist/Bi-Lingual Typist: June 17, 2017
5. Fire Lieutenant: June 24, 2017

New Business:

1. The Commission received and reviewed a proposal to adopt a job specification for the title of Finance Manager for the Newburgh Housing Authority. Amendments to the proposed qualifications were discussed and adopted.

Motion to Adopt Title of Finance Manager: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

2. The Commission received and reviewed a proposal to adopt a job specification for the title of Housing Assistance Specialist for the Newburgh Housing Authority. Amendments to the proposed qualifications were discussed and adopted.

Motion to Adopt Title of Housing Assistance Specialist: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

3. The Commission discussed the job description amendment process of old and outdated job descriptions in need of amending for current relevancy. The process will allow the Administrator to select and coordinate with departments and appointing authorities to present job descriptions with proposed updated amendments as needed.

Motion to Adopt Job Description Amendment Process: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

4. The Commission discussed the exam request process which would authorize the Administrator to review the status of current eligible lists for pending and anticipated expiration dates and request and/or schedule examinations as needed. This process will not preclude requests received from appointing authorities and will assist in the reduction of provisional appointments by maintaining active eligible lists as much as practicable.

Motion to Adopt Exam Request Process: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Old Business:

None

Communication:

1. The Commission received and reviewed several office related correspondence.

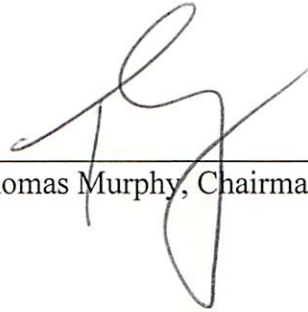
Motion Made to Adjourn: John Powell
Motion Second: Thomas Murphy
Motion Carried: Unanimous

Meeting Adjourned 1:53 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman