



CITY OF ONEIDA CIVIL SERVICE COMMISSION

MEETING MINUTES

July 07, 2026 -10:00am Common Council Chambers

- Bruce Ironside-Commissioner
- Susan Pulverenti -Commissioner

Other Attendees:

- Jessica Kaiser-Executive Secretary to the Civil Service Commission
- Tracy Anderson-Senior Account Clerk
- Liza Saunders-Account Clerk

❖ **Public Hearing**

- **Opened Public Hearing at 10:00am**
- **City of Oneida Rules Change. Add 3 Exempt titles:**
 - City Manager
 - Confidential Secretary to the District Superintendent and District Clerk
 - Confidential Secretary to the School Business Official and School Tax Collector
- **Appearances**
 - None
- **Closed Public Hearing at 10:05am**

❖ **Open Meeting at 10:06AM**

❖ **New Business**

- Review Civil Service Transactions and e-mail vote approval

Motion was made by Commissioner Ironside to approve the personnel transactions since the last meeting. Seconded by Commissioner Pulverenti. There was no one in opposition. The motion passed.

❖ **Approve**

1. Vote and subsequent appointment of Susan Pulverenti as a Commissioner to the Civil Service Commission, effective 06/01/2026-05/31/2032
2. Approval of the minutes from the February 18, 2026 meeting minutes
3. Classification of New Position Duties Statement submitted by City of Oneida School District for title of: Confidential Secretary to the District Superintendent and District Clerk
4. Classification of New Position Duties Statement submitted by City of Oneida School District for title of: Confidential Secretary to the School Business Official and School Tax Collector
5. Classification of New Position Duties Statement submitted by the City of Oneida for title of: City Manager
6. Approve to Amend City of Oneida Civil Service Rules
7. Classification of a New Position Duties Statement submitted by the City of Oneida for title of: Water Treatment Plant Operator Type B Plant Assistant



CITY OF ONEIDA CIVIL SERVICE COMMISSION

❖ Establish

1. Fire Chief Exam# 70024790
2. Deputy Fire Chief Exam# 70025900
3. Account Clerk Exam# D1729
4. Firefighter Exam# 60051590
5. Police Chief Type B Exam# 70025730
6. Police Officer Exam# 60051600

❖ Old Business

Resolution 26-05

Moved by: Chairperson Matters

Seconded by: Commissioner Ironside

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and related functions, and

WHEREAS, The City of Oneida deems it necessary to appoint a Commissioner to carry out Civil Service duties as instructed by the Civil Service Commission

RESOLVED, The City of Oneida Civil Service Commission approves to appoint Susan Pulverenti as a Commissioner for the term of 06/01/2026-05/31/2032

Ironside: Yes

Matters: Yes

Pulverenti: Abstain

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-06

Moved by: Commissioner Ironside
Seconded by: Commissioner Pulverenti

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

RESOLVED, The City of Oneida Civil Service Commission approves to classify the Confidential Secretary to the District Superintendent and District Clerk position as Exempt.

Ironside: Yes
Matters: Absent
Pulverenti: Yes
Motion: Passed

Resolution 26-07

Moved by: Commissioner Ironside
Seconded by: Commissioner Pulverenti

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

RESOLVED, The City of Oneida Civil Service Commission approves to classify the Confidential Secretary to the School Business Official and School Tax Collector position as Exempt.

Ironside: Yes
Matters: Absent
Pulverenti: Yes
Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-08

Moved by: Commissioner Ironside

Seconded by: Commissioner Pulverenti

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and classification of new positions to the appropriate class

RESOLVED, The City of Oneida Civil Service Commission approves to classify the City Manager position as Exempt.

Ironside: Yes

Matters: Absent

Pulverenti: Yes

Motion: Passed

Resolution 26-09

Moved by: Commissioner Ironside

Seconded by: Commissioner Pulverenti

WHEREAS, the City of Oneida Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Oneida Civil Service Rules; **AND**

WHEREAS, the City of Oneida Civil Service Commission has duly advertised and has on July 07, 2026 held a public hearing on the matter;

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

Add: Exempt Position- Confidential Secretary to the District Superintendent and District Clerk

Ironside: Yes

Matters: Absent

Pulverenti: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-10

Moved by: Commissioner Ironside

Seconded by: Commissioner Pulverenti

WHEREAS, the City of Oneida Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Oneida Civil Service Rules; **AND**

WHEREAS, the City of Oneida Civil Service Commission has duly advertised and has on July 07, 2026 held a public hearing on the matter;

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

Add: Exempt Position- Confidential Secretary to the School Business Official and School Tax Collector

Ironside: Yes

Matters: Absent

Pulverenti: Yes

Motion: Passed

Resolution 26-11

Moved by: Commissioner Ironside

Seconded by: Commissioner Pulverenti

WHEREAS, the City of Oneida Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Oneida Civil Service Rules; **AND**

WHEREAS, the City of Oneida Civil Service Commission has duly advertised and has on July 07, 2026 held a public hearing on the matter;

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

Add: Exempt Position- City Manager

Ironside: Yes

Matters: Absent

Pulverenti: Yes

Motion: Passed



CITY OF ONEIDA CIVIL SERVICE COMMISSION

Resolution 26-12

Moved by: Commissioner Pulverenti

Seconded by: Commissioner Ironside

WHEREAS, The City of Oneida Civil Service is charged with administering Civil Service Law and establishing the eligible list of qualified candidates

RESOLVED, The City of Oneida Civil Service Commission approves to establish and certify the following eligible list(s):

1. **Fire Chief Exam# 70024790**
2. **Deputy Fire Chief Exam# 70025900**
3. **Account Clerk Exam# D1729**
4. **Firefighter Exam# 60051590**
5. **Police Chief Type B Exam# 70025730**
6. **Police Officer Exam# 60051600**

Ironside: Yes

Matters: Absent

Pulverenti: Yes

Motion: Passed

❖ **Meeting Adjourned at: 10:14am.**