

MIDDLETOWN CIVIL SERVICE COMMISSION

MINUTES

March 16, 2022

A meeting of the Middletown Civil Commission was held in the Council Chambers, City Hall, 16 James Street, Middletown, NY on March 16 2022 at 4:00 pm.

Members Present: Commissioner Tim Welch; Commissioner Zahorchak, Dave Raymond and Executive Administrator Joseph Masi.

Approval of minutes: On motion by Comm.Zahorchak and Seconded by Comm. Welch to approve minutes of the meeting of February 16, 2022.

Roll Call: Ayes, Comm. Welch, and Comm. Zahorchak, Comm. Raymond Passed 3-0

Communications

Received: None

Sent:

- 02-18-22 Canvass letters – Assistant Purchasing Clerk #63-958.
- 02-23-22 Admission letters – Technology Service Specialist #61-684.
- 02-23-22 Admission letters – Crisis Interventionist #63-790.
- 02-23-22 Admission letters – Senior Cashier #62-551.
- 02-23-22 Admission letters – Senior Clerk #61-361.
- 02-23-22 Admission letters – Student Support Service Facilitator #61-451.
- 03-01-22 Canvass letters – Keyboard specialist #21-005.
- 03-11-22 Return letters for Police Officer applications received late.

Exams Taken:

- 02-05-22 Real Property Data Collector #67-466.
- 03-05-22 Student Support Services Facilitator #61-451.
- 03-05-22 Senior Cashier #62-551.
- 03-05-22 Senior Clerk #61-361.
- 03-05-22 Crisis Interventionist #63-709.
- 03-05-22 Technology Service Specialist #61-684.

Exams Scheduled:

- 04-02-22 College Career Center Advisor #62-136.
- 04-09-22 Police Officer #67-416.
- 04-09-22 Bilingual Police Officer #67-677.
- 05-04-22 Administrative Associate #66-857.
- 05-21-22 Account Clerk #22-002.
- 05-21-22 Data Entry Clerk #22-001.

Exams Certified:

On a motion by Comm. Raymond and Seconded by Comm. Welch to Certify the exam Manager Student Information Systems Data #62-338.

Passed 3-0.

On a motion by Comm. Zahorchak and seconded by Comm. Raymond to Certify the exam Application Support Specialist #62-366.

Passed 3-0.

Public Comments None

Next meeting set for April 19, 2022.

Motion by Comm. Zahorchak and seconded by Comm. Raymond, to adjourn the meeting at 4:25pm.

Respectfully submitted by,

Joseph G. Masi
Executive Administrator