

**AGENDA
CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
Regular Meeting – February 3, 2026**

- ITEM I: Act on Resolution approving and dispensing with the minutes of the January 6, 2026 meeting of the Chemung County/City of Elmira Regional Civil Service Commission.
- ITEM II: Act on Resolution approving personnel changes for the employees of the COUNTY OF CHEMUNG.
- ITEM III: Act on Resolution approving personnel changes for the employees of the CITY OF ELMIRA.
- ITEM IV: Act on Resolution approving personnel changes for the employees of the TOWN OF CATLIN.
- ITEM V: Act on Resolution approving personnel changes for the employees of the TOWN OF ELMIRA.
- ITEM VI: Act on Resolution approving personnel changes for the employees of the TOWN OF HORSEHEADS.
- ITEM VII: Act on Resolution approving personnel changes for the employees of the VILLAGE OF HORSEHEADS.
- ITEM VIII: Act on Resolution approving personnel changes for the employees of the ELMIRA CITY SCHOOL DISTRICT.
- ITEM IX: Act on Resolution approving personnel changes for the employees of the ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT.
- ITEM X: Act on Resolution approving personnel changes for the employees of the HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM XI: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY LIBRARY DISTRICT.
- ITEM XII: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY SOIL & WATER CONSERVATION DISTRICT.
- ITEM XIII: Act on Resolution approving personnel changes for the employees of the ELMIRA WATER BOARD.
- ITEM XIV: Act on Resolution approving personnel changes for the employees of the GST BOCES DISTRICT.
- ITEM XV: Act on Resolution approving personnel changes for the employees of the WOODLAWN CEMETERY COMMISSION.
- ITEM XVI: Act on Resolution to adopt a new job specification for Legal Office Manager.
- ITEM XVII: Act on resolution to amend the job specifications for Bus Driver Trainee, Director of Real Property Tax Service II, Nurse Practitioner (School), Supervisor of Fiscal Services (Airport).
- ITEM XVIII: Act on Resolution to establish the following eligible lists:

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Computer Application Specialist Trainee	24300020	4	02/03/2026	02/03/2027
Senior Computer Services Program Aide	24298020	1	02/03/2026	02/03/2027
Sewer System Maint. & Inspec. Crew Leader	78500010	1	02/03/2026	02/03/2027

- ITEM XIX: Recommendation to classify a new position in the Chemung County Airport as Supervisor of Fiscal Services (Airport).
- ITEM XX: Recommendation to classify a new position in the Chemung County District Attorney's Office as Legal Office Manager.

- ITEM XXI: Recommendation to classify a new position in the GST BOCES District as Nurse Practitioner (School).
- ITEM XXII: Recommendation to reclassify an encumbered Senior Account Clerk/Typist position to Principal Account Clerk in the GST BOCES District.
- ITEM XXIII: Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.
- ITEM XXIV: Additional Items
- ITEM XXV: Act on Resolution to adjourn.

February 3, 2026

ITEM NO. 1

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The regular meeting of the Chemung County/City of Elmira Regional Civil Service Commission was called to order by Chairman G. Thomas Tranter Jr. on January 6, 2026, at 3:00PM in the 3rd floor conference room of 150 Lake Street Building.

PRESENT:

Chairman G. Thomas Tranter Jr.
Commissioner Ernest Hartman
Commissioner Thomas Gough

Jim DeFilippo, Director of Personnel
Jeffrey Walker, Secretary to Commission
Jaida Briggs, Senior Personnel Technician

ITEM I: Motion was made by Ernest Hartman. to approve the minutes of the December 8, 2026, special meeting of the Chemung County/City of Elmira Regional Civil Service Commission. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM II: Motion was made by G. Thomas Tranter Jr. to approve personnel changes for employees of the County of Chemung. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM III: Motion was made by Thomas Gough. to approve personnel changes for employees of the City of Elmira. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM IV: Motion was made by G. Thomas Tranter Jr. to approve the personnel changes for the employees of the Town of Catlin. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM V: Motion was made by Thomas Gough. to approve the personnel changes for the employees of the Town of Elmira. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM VI: Motion was made by G. Thomas Tranter Jr. to approve the personnel changes for the employees of the Town of Horseheads. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM VII: Motion was made by G. Thomas Tranter Jr. to approve the personnel changes for the employees of the Town of Southport. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM VIII: Motion was made by G. Thomas Tranter Jr. to approve the personnel changes for the employees of the Elmira City School District. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM IX: Motion was made by Ernest Hartman to approve personnel changes for employees of the Elmira Heights Central School District. Seconded by Thomas Gough. All were in favor. Motion carried.

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ITEM X: Motion was made by G. Thomas Tranter Jr. to approve personnel changes for employees of the Horseheads Central School District. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XI: Motion was made by Thomas Gough to approve personnel changes for employees of the Spencer Van-Etten Central School District. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XII: Motion was made by G. Thomas Tranter Jr. to approve personnel changes for employees of the Chemung County Library District. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XIII: Motion was made by G. Thomas Tranter Jr. to approve personnel changes for employees of the GST BOCES District. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XIV: Motion was made by Ernest Hartman to approve personnel changes for employees of the Woodlawn Cemetery Commission. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XV: Motion was made by G. Thomas Tranter Jr. to establish the following eligible list:

TITLE	EL #	# ON LIST	ESTAB.	EXPIRE
Correction Officer	60047590	9	01/06/2026	01/06/2027

Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XVI: Motion was made by G. Thomas Tranter Jr. to reinstate Brian J. Williams to the title of Special Patrol Officer in the Chemung County Sheriff's Office. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVII: Motion was made by G. Thomas Tranter Jr. to reinstate Johannah Barringer-Stewart to the Education Grant Specialist eligible list #88572010. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVIII: Motion was made by G. Thomas Tranter Jr. to reclassify a Clerk position upon the retirement of the incumbent, to Control Clerk in the Elmira City School District. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XIX: Motion was made by G. Thomas Tranter Jr. to reinstate Dawn Loomis to the title of Senior Computer Programmer Analyst in the GST BOCES District. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XX: Motion was made by Ernest Hartman to reclassify a new position in the GST BOCES District as Principal Account Clerk. Seconded by Thomas Gough. All were in favor. Motion carried.

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ITEM XXI: **Motion** was made by G. Thomas Tranter Jr. to classify a new position in the Town of Catlin as Bookkeeper PT. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XXII: **Motion** was made by G. Thomas Tranter Jr. to classify two new positions in the Spencer Van-Etten Central School District as Bus Driver Trainees. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XXIII: The Commissioners acknowledged receipt of the confidential and disciplinary actions.

ITEM XXIV: Additional items:

A) **Motion** was made by Thomas Gough to classify a new position in the Chemung County Probation Department as Probation Officer I. Seconded by G. Thomas Tranter Jr. All were in favor. Motion carried.

B) **Motion** was made by G. Thomas Tranter Jr. to reclassify an encumbered Senior Clerk position to Legal Secretary in the Chemung County Law Department. Seconded by Ernest Hartman. All were in favor. Motion carried.

C) **Motion** was made by Thomas Gough to establish the following eligible list:

<u>TITLE</u>	<u>EL</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Nurse Practitioner	DCNP0126	1	01/06/2026	01/06/2027

Seconded by G. Thomas Tranter Jr. All were in favor. Motion carried.

ITEM XXV: The meeting was adjourned at 3:06 P.M.

February 3, 2026

ITEM NO. II

FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION

This is to advise that I have received **Reports of Personnel Changes** for the **County of Chemung** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

Employee Action Report

01/27/2026

02/03/2026 to 02/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
HALSTEAD, SHANNON		030575-AUTO	LEGAL SECRETARY	24.84/H	P/C/P/F	A	01/07/2026	02/03/2026
Agency CHCO	Dept: DA	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:2
EDKIN, MICHELL		004882-SYS	SOCIAL WELFARE EXAMINER	21.65/H	P/C/P/F	A	12/30/2025	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:1
GALPIN, ALYSSA		001968-SYS	SOCIAL WELFARE EXAMINER	21.65/H	P/C/P/F	A	12/30/2025	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:1
PRATT, CHRISTINE		SYS-020212	SENIOR SOCIAL WELFARE	26.17/H	P/C/P/F	A	01/23/2026	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:1
BUZZETTI, KARLE		001966-SYS	SOCIAL WELFARE EXAMINER	21.65/H	P/C/P/F	A	12/30/2025	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:1
HUTCHESON, MELISSA A		SYS-016123	SUPERVISING NURSE	45.33/H	V/C/P/F	AP	12/18/2025	02/03/2026
Agency CHCO	Dept: CCNF	Union NEW YORK STATE NURSES	Auth/Res: RCSC 02/03/2026				Grade:	Step:5
FANNIN, SARAH A		SYS-020417	CLERK	17.08/H	V/C/P/F	AP	01/05/2026	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
HILLS, JENNIFER M.		SYS-012454	AGING SERVICES ASSISTANT	36.75/H	V/C/P/F	AP	01/16/2026	02/03/2026
Agency CHCO	Dept: AGING	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:15YR
ROBERSON-MARSHALL, HALEY		000819-SYS	CLERK	17.08/H	V/C/P/F	AP	01/20/2026	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
HADAR, BILLEE J		SYS-018052	ADMINISTRATOR-NURSING	138365.00/Y	V/C/P/F	AP	01/20/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union SINGLE RATE	Auth/Res: RCSC 02/03/2026				Grade:	Step:
KLINE, TRISTON J.		SYS-021754	CORRECTION SERGEANT	36.18/H	T/C/P/F	AT	01/01/2026	02/03/2026
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICERS	Auth/Res: RCSC 02/03/2026				Grade:	Step:5
CASTRECHINO, ROBERT		004184-SYS	CORRECTION SERGEANT	34.00/H	T/C/P/F	AT	01/01/2026	02/03/2026
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICERS	Auth/Res: RCSC 02/03/2026				Grade:	Step:3
TUTTLE, DANIELE A.		SYS-021756	CORRECTION SERGEANT	36.18/H	T/C/P/F	AT	01/01/2026	02/03/2026
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICERS	Auth/Res: RCSC 02/03/2026				Grade:	Step:5
MINNIER, SHAWN-MICHAEL		010115-SYS	MAINTENANCE WORKER I	22.66/H	T/N/P/F	AT	01/20/2026	02/03/2026
Agency CHCO	Dept: SEWER	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
SMITH, REBECCA J.		SYS-020781	SENIOR ACCOUNT CLERK	24.41/H	T/C/P/F	AT	01/16/2026	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:5

Employee Action Report

01/27/2026

02/03/2026 to 02/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
WATERMAN, CARA		009738-SYS	ELIGIBILITY CLERK	19.78/H	T/C/T/F	AT	01/20/2026	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
KUPARINEN, KRISTY		009568-SYS	ELIGIBILITY CLERK	19.78/H	T/C/T/F	AT	01/20/2026	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:
OSTRANDER, CASEY L		SYS-020990 000878-SYS	SOCIAL WELFARE EXAMINER	23.89/H	T/C/P/F	AT	01/16/2026	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:4
BEARD, MICHELLE L		SYS-021695 030654-AUTO	SUPERVISOR OF FISCAL	69374.00/Y	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: HLTH	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:
SHAFFER, KLOWI		030643-AUTO	LEISURE TIME ACTIVITIES	44368.00/Y	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:
GOODRICH, AMY		030644-AUTO	ASSISTANT DIRECTOR OF	97100.00/Y	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:
MANN, SANDRA		030645-AUTO	COORDINATOR OF TRAINING &	78540.00/Y	B/C/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026	24-109			Grade:	Step:
BURCHARD, CHYRNA		030647-AUTO	SUPPORT INVESTIGATOR	20.68/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:1
MCCARTHY, JENNIFER		SYS-015177 030650-AUTO	SENIOR CASEWORKER (HELP)	31.47/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: MENTH	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:5
SCHOONOVER, ALEXIS		030652-AUTO	EARLY INTERVENTION	25.35/H	B/C/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:5
YEOMANS, LEANDRA		001916-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	01/03/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
BERMINGHAM, EMILY		002012-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	01/03/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
CAMPBELL, KIMBERLY		001916-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	01/03/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
DAVONSKI, JENNIFER		030655-AUTO	PUBLIC HEALTH SPECIALIST	54967.00/Y	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: HLTH	Union	Auth/Res: RCSC 02/03/2026	25-261			Grade:	Step:
CHANDLER, TRAVIS		030656-AUTO	PUBLIC HEALTH SANITARIAN	29.19/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: HLTH	Union	Auth/Res: RCSC 02/03/2026				Grade:	Step:1

Employee Action Report

01/27/2026

02/03/2026 to 02/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
OSBORN, KATIE		030657-AUTO	PUBLIC HEALTH SANITARIAN	28.08/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: HLTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
BROOKS, HANNAH		030659-AUTO	YOUTH PROGRAM	24.13/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: YOUTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
SMITH, EMILY		004760-SYS	MAINTENANCE WORKER II	25.20/H	B/N/P/F	PROB	01/02/2026	02/03/2026
Agency CHCO	Dept: SEWER	Union SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/03/2026				Grade:	Step:3
DECKER, CRAIG		003240-SYS	MAINTENANCE WORKER II	25.20/H	B/N/P/F	PROB	01/02/2026	02/03/2026
Agency CHCO	Dept: SEWER	Union SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/03/2026	23-133			Grade:	Step:2
SOMOSTRADA, SAM		030660-AUTO	TRANSPORTATION PLANNER	31.55/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: PLAN	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
HOTALING, LAUREN		030661-AUTO	ASSOCIATE PLANNER I	31.55/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: PLAN	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
GAIJE, CHRISTEN		000626-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	01/06/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
GRISWOLD, JAMIE		007025-SYS	CLEANER	17.05/H	B/L/P/D	PROB	01/06/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:
HOWARD, DOMINIQUE		002012-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	01/06/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
GROVER, JILLIAN		030662-AUTO	SENIOR ACCOUNT CLERK	20.68/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: DPW	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026	25-370			Grade:	Step:ENTRY
KEELER, EMMA		030550-AUTO	CASEWORKER (HELP)	26.19/H	B/N/P/F	PROB	01/05/2026	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:
CORNELL, TRAVIS		030563-AUTO	CASEWORKER (HELP)	26.19/H	B/N/P/F	PROB	01/05/2026	02/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
GAUL, KARIN		030525-AUTO	NURSE PRACTITIONER	1000.00/S	B/C/P/D	PROB	01/06/2026	02/03/2026
Agency CHCO	Dept: CCNF	Union SINGLE RATE/PART TIME	Auth/Res: RCSC 02/03/2026				Grade:	Step:
DEPRIMO, JOSALYN		030663-AUTO	COMMUNICATIONS OPERATOR	23.99/H	B/C/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept: EM911	Union SHERIFFS CIVILIAN UNIT	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY
KLEIN II, CHRISTOPHER		000272-SYS	COURIER	17.08/H	B/N/P/P	PROB	01/20/2026	02/03/2026
Agency CHCO	Dept: CENTS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026				Grade:	Step:ENTRY

Employee Action Report

01/27/2026

02/03/2026 to 02/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
ZOLKOSKY, CALEB		000774-SYS	WASTEWATER TREATMENT	28.29/H	B/C/P/F	PROB	01/13/2026	02/03/2026
Agency CHCO	Dept:	SEWER Union	SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/03/2026	22-572		Grade:	Step:1
BROCKNER, JEREMIAH		030574-AUTO	WASTEWATER TREATMENT	25.89/H	B/C/P/F	PROB	01/06/2026	02/03/2026
Agency CHCO	Dept:	SEWER Union	SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
ANDREWS, HEATHER		001916-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	01/20/2025	02/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
KITTLE, RUTH M		004526-SYS	LAUNDRY AIDE	17.05/H	B/L/P/D	PROB	01/20/2026	02/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
ISAACS, JENNIFER		030665-AUTO	LEGAL SECRETARY (HELP)	22.42/H	B/N/P/F	PROB	12/17/2025	02/03/2026
Agency CHCO	Dept:	DA Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
WALTON JR, EDWARD S		030668-AUTO	SECURITY DEPUTY (HELP)	22.28/H	B/N/P/F	PROB	01/16/2026	02/03/2026
Agency CHCO	Dept:	SD Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
FOSTER-MANN, FRANCES		030669-AUTO	PROGRAM ASSISTANT (HELP)	21.51/H	B/N/P/F	PROB	01/23/2026	02/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
IFILL, VERNA		030670-AUTO	ELIGIBILITY CLERK (HELP)	20.75/H	B/N/P/F	PROB	01/23/2026	02/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:1
WELLS, TYRESE		000272-SYS	COURIER	16.42/H	B/N/P/P	RES	12/31/2025	02/03/2026
Agency CHCO	Dept:	CENTS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
PERRY, CASEY		001965-SYS	NURSE AIDE	18.41/H	B/N/P/F	RES	12/26/2025	02/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
WYLIE, CHRISTINA M		030447-AUTO	PROBATION OFFICER 1	45.91/H	P/C/P/F	RES	12/30/2025	02/03/2026
Agency CHCO	Dept:	PROB Union	PROBATION OFFICERS	Auth/Res: RCSC 02/03/2026			Grade:	Step:9TH
LIDDINGTON, ASHLEY		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	RES	01/08/2026	02/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:ENTRY
DANN, MICHAELA		004864-SYS	SENIOR CLERK	19.30/H	P/C/P/F	RES	01/02/2026	02/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:1
LINE, NICHOLAS		000392-SYS	ASSISTANT DISTRICT	106672.00/Y	P/X/P/F	RES	01/17/2026	02/03/2026
Agency CHCO	Dept:	DA Union	SINGLE RATE	Auth/Res: RCSC 02/03/2026	21-271		Grade:	Step:
BRENNAN, JOHN P		004961-SYS	PUBLIC ADVOCATE	125000.00/Y	P/X/P/F	RES	12/31/2025	02/03/2026
Agency CHCO	Dept:	PUBAD Union	SINGLE RATE	Auth/Res: RCSC 02/03/2026			Grade:	Step:

Employee Action Report

01/27/2026

02/03/2026 to 02/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
KITTLE, RUTH M	SYS-016600	005879-SYS	LAUNDRY AIDE	19.50/H	P/L/P/F	RET	12/31/2025	02/03/2026
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:10YR
GAVEK, REBECCA	SYS-016375	008858-SYS	AGING SERVICES ASSISTANT	34.03/H	P/C/P/F	RET	01/02/2026	02/03/2026
Agency CHCO	Dept: AGING	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/03/2026			Grade:	Step:10YR

Total Actions 62

Grand Total 62

Actions Selected: A,AP,ASEAS,AT,CA,CB,DEC,ELECTED,END TEMP
 A,ENDTRM,LO,NCP,PROB,PROM,PRPROM,REASSIGNED,REI,RES,RET,RETREAT,SUB,TR,VOL
 DEM

February 3, 2026

ITEM NO. III

FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION

This is to advise that I have received **Reports of Personnel Changes** for the employees of the City of Elmira as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

Page 11

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
	AGENCY: CITY OF ELMIRA						
	DEPARTMENT: CITY OF ELMIRA						
xxx-xx-xxxx	GAUTHIER, KENDRICK	POLICE OFFICER[007045-SYS]	F		105808.70	RET	01/18/2026
xxx-xx-xxxx	MOORE, CHRISTOPHER	SOLID WASTE SPECIALIST II[006592-SYS]	F		20.01/H	PROB	01/20/2026
xxx-xx-xxxx	MURPHY, AMANDA M	FIREFIGHTER[005055-SYS]	F		55055.00	PROB	12/29/2025
xxx-xx-xxxx	STERMER, BRYNNE T	KENNEL WORKER[003514-SYS]	P		16.00/H	PROB	01/05/2026
xxx-xx-xxxx	THOMAS, KYLE H	FIREFIGHTER[001022-SYS]	F		55055.00	PROB	12/29/2025
xxx-xx-xxxx	WILLIAMS, BRIAN J	POLICE OFFICER[003585-SYS]	F		108742.70	RET	01/05/2026

TOTAL ACTIONS FOR CITY OF ELMIRA-6

TOTAL ACTIONS FOR CITY OF ELMIRA-6

February 3, 2026

ITEM NO. IV

FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION

This is to advise that I have received **Reports of Personnel Changes** for the **Town of Catlin** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: TOWN OF CATLIN						
DEPARTMENT: TOWN OF CATLIN						
xxx-xx-xxxx AUSTIN, COLLEEN	CLEANER[001549-SYS]	P		16.00/H	PROB	01/12/2026
xxx-xx-xxxx PHELPS, DAIL M	CLEANER[001549-SYS]	F		15.50/H	RET	01/01/2026
xxx-xx-xxxx PHELPS, DAIL M	SECRETARY PT[001556-SYS]	P		15.50/H	RET	01/01/2026

TOTAL ACTIONS FOR TOWN OF CATLIN-3

TOTAL ACTIONS FOR TOWN OF CATLIN-3

February 3, 2026

ITEM NO. V

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Town of Elmira** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

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	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: TOWN OF ELMIRA							
DEPARTMENT: TOWN OF ELMIRA							
xxx-xx-xxxx	ALLISON, RONALD E.	COUNCILMEMBER[001598-SYS]	P		10385.32	RET	01/01/2026
xxx-xx-xxxx	STORMS, KYLE E.	TRAFFIC OFFICER[007098-SYS]	F		70981.00	RES	01/03/2026
xxx-xx-xxxx	WAGNER, JAMES H	EQUIPMENT OPERATOR [006322-SYS]	F		67766.40	RES	12/11/2025

TOTAL ACTIONS FOR TOWN OF ELMIRA-3

TOTAL ACTIONS FOR TOWN OF ELMIRA-3

February 3, 2026

ITEM NO. VI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Town of Horseheads** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 02/03/2026 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>
AGENCY: TOWN OF HORSEHEADS							
DEPARTMENT: TOWN OF HORSEHEADS							
xxx-xx-xxxx	ALLEN, MELISSA	LABORER[006979-SYS]	F		17.00/H	END	10/31/2025
xxx-xx-xxxx	BACCILE II, TYRONE	LABORER[006622-SYS]	F		16.00/H	END	06/23/2025
xxx-xx-xxxx	BLEIL JR., GARY	LABORER[007197-SYS]	P		16.00/H	END	10/19/2025
xxx-xx-xxxx	HESS, NICHOLAS	LABORER[006354-SYS]	P		16.00/H	END	11/12/2025
xxx-xx-xxxx	HOLTON, JESSICA C	ASSESSOR'S AIDE[001655-SYS]	F		21.50/H	AP	11/06/2025
xxx-xx-xxxx	JOCHEM, FELICITY C	LABORER[003771-SYS]	P		16.00/H	END	09/25/2025
xxx-xx-xxxx	NORWOOD, WILLIAM H.	LABORER[003772-SYS]	P		16.00/H	END	10/28/2025
xxx-xx-xxxx	PATRICK, GARY S.	LABORER[006627-SYS]	F		16.00/H	END	10/29/2025
xxx-xx-xxxx	RICKARD, CONNIE C	ASSESSOR'S AIDE[001656-SYS]	F		33.72/H	RET	01/12/2026
xxx-xx-xxxx	TORGALSKI, BENJAMIN	LABORER[006623-SYS]	F		17.00/H	END	10/26/2025
xxx-xx-xxxx	WOOD, MICHAEL	LABORER[SYS-006626]	F		17.00/H	END	10/30/2025
xxx-xx-xxxx	WOOD, PETER	LABORER[006626-SYS]	F		16.00/H	END	10/30/2025

TOTAL ACTIONS FOR TOWN OF HORSEHEADS-12

TOTAL ACTIONS FOR TOWN OF HORSEHEADS-12

February 3, 2026

ITEM NO. VII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Village of Horseheads** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

Page 21

<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: VILLAGE OF HORSEHEADS						
DEPARTMENT: VILLAGE OF HORSEHEADS						
xxx-xx-xxxx FROST, CHRISTY L	SECRETARY TO VILLAGE MANAGER[001860-SYS]	F		49000.00	PROB	01/06/2026
xxx-xx-xxxx LEE, LINDSAY	SECRETARY TO VILLAGE MANAGER[001860-SYS]	F		23.07/H	RES	08/15/2025

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-2

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-2

220

February 3, 2026

Item No. VIII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **ELMIRA CITY SCHOOL DISTRICT** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 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>
AGENCY: ELMIRA CITY SCHOOLS						
DEPARTMENT: ELMIRA CITY SC DIST						
xxx-xx-xxxx BROWN, SHANA M.	TEACHER AIDE[001111-SYS]	D		16.00/H SUB		01/05/2026
xxx-xx-xxxx BROWN, SHANA M.	TEACHER AIDE[001111-SYS]	F		0.00/H PROB		01/12/2026
xxx-xx-xxxx CINTRON, ESTEBAN E	TEACHER AIDE[001111-SYS]	P		0.00/H PROB		01/15/2026
xxx-xx-xxxx CORNISH, KIMBERLY D	FOOD SERVICE HELPER[003247-SYS]	P		12580.00 PROB		12/01/2025
xxx-xx-xxxx FAUCETT, WILLIAM L	SKILLED MECHANIC[005493-SYS]	F		49100.00 RES		01/09/2026
xxx-xx-xxxx GENESIO, MATTHEW B	FOOD SERVICE HELPER[003422-SYS]	P		16.00/H SUB		10/10/2025
xxx-xx-xxxx GETER, BERTHA M.	BUS ATTENDANT[001119-SYS]	P		16.00/H SUB		12/19/2025
xxx-xx-xxxx GILBERT, SARA M	TEACHER AIDE[001206-SYS]	P		0.00/H PROB		01/12/2026
xxx-xx-xxxx HAGAN, BRIDGET D	LIFEGUARD PT[002096-SYS]	P		0.00/H AT		01/21/2026
xxx-xx-xxxx KOSTY, TIFFANY K	FOOD SERVICE HELPER[002918-SYS]	P		8880.00/Y PROB		01/20/2026
xxx-xx-xxxx KRAUSE, MATTHEW W	BUS DRIVER TRAINEE[009350-SYS]	P		17368.00 PROB		11/20/2025
xxx-xx-xxxx LYNCH-PLAISTED, J'LYNN	TEACHER AIDE[001922-SYS]	P		15911.75 RES		01/09/2026
xxx-xx-xxxx MACHESTER, MELISSA S	TEACHER AIDE[001206-SYS]	P		0.00/H PROB		01/05/2026
xxx-xx-xxxx MALAY, KAMRYN Z	TEACHER AIDE[001206-SYS]	P		15553.30 RES		01/02/2026
xxx-xx-xxxx MERINEN, LORELLEY R	TEACHER AIDE[001206-SYS]	P		0.00/H PROB		01/16/2026
xxx-xx-xxxx SHAFFER, REBECCA N	FOOD SERVICE HELPER[001940-SYS]	P		9216.00/H A		02/24/2026
xxx-xx-xxxx TOMPKINS, TONISHA M	TEACHER AIDE[001111-SYS]	F		19029.00 RES		01/08/2026
xxx-xx-xxxx TOMPKINS, TONISHA M	TEACHER AIDE[001206-SYS]	P		0.00/Y SUB		01/15/2026

TOTAL ACTIONS FOR ELMIRA CITY SC DIST-18

TOTAL ACTIONS FOR ELMIRA CITY SCHOOLS-18

February 3, 2026

Item No. IX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **ELMIRA HEIGHTS
CENTRAL SCHOOL DISTRICT** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

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<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: ELMIRA HEIGHTS CSD						
DEPARTMENT: ELMIRA HEIGHTS CSD						
xxx-xx-xxxx MOORE, BRANDI	CLEANER[001222-SYS]	P		16.02/H SUB		08/07/2025
xxx-xx-xxxx SPICER, COURTNEY	TEACHER AIDE[001258-SYS]	F		16.32/H RES		11/17/2025

TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-2

TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-2

February 3, 2026

Item No.

X

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **HORSEHEADS CENTRAL SCHOOL DISTRICT** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 02/03/2026 Sorted By Agency

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	<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
	AGENCY: HORSEHEADS CSD						
	DEPARTMENT: HORSEHEADS SCHOOLS						
xxx-xx-xxxx	BLOW, SHEILA L	TEACHER AIDE[001395-SYS]	P		16.96/H SUB		01/05/2026
xxx-xx-xxxx	BLOW, SHEILA L	SCHOOL MONITOR[002606-SYS]	P		16.54/H SUB		01/05/2026
xxx-xx-xxxx	BOWMAN, TONYA M	FOOD SERVICE HELPER[002613-SYS]	P		9514.00/Y RES		01/16/2026
xxx-xx-xxxx	BURLEW-STILTS, JESSICA M	SCHOOL MONITOR[002260-SYS]	P		16.54/H PROB		11/25/2025
xxx-xx-xxxx	CHANEY, MICHELLE N	FOOD SERVICE HELPER[003037-SYS]	P		16.54/H SUB		01/21/2026
xxx-xx-xxxx	CROCKER, CHRISTIN M	SCHOOL MONITOR[001978-SYS]	F		16.54/H PROB		01/13/2026
xxx-xx-xxxx	ELIAS, STEPHANIE N	CLERK[002612-SYS]	P		17.68/H SUB		01/05/2026
xxx-xx-xxxx	ELIAS, STEPHANIE N	TEACHER AIDE[001976-SYS]	P		16.96/H SUB		01/05/2026
xxx-xx-xxxx	ELIAS, STEPHANIE N	SCHOOL MONITOR[002260-SYS]	P		16.54/H SUB		01/05/2026
xxx-xx-xxxx	ELIAS, STEPHANIE N	FOOD SERVICE HELPER[003085-SYS]	P		16.54/H SUB		01/12/2026
xxx-xx-xxxx	FORSYTH, TAMMY L	SCHOOL MONITOR[001978-SYS]	F		16.54/H DEC		01/02/2026
xxx-xx-xxxx	FULWOOD, ROBERT	SCHOOL BUS MONITOR[004033-SYS]	F		52678.00 RET		06/30/2026
xxx-xx-xxxx	GOOD, BRANDON A	BUS DRIVER TRAINEE[005986-SYS]	P		16.00/H AT		10/27/2025
xxx-xx-xxxx	GOOD, BRANDON A	BUS DRIVER[001395-SYS]	F		24.57/H PROB		01/19/2026
xxx-xx-xxxx	KLESH, ISAAC A	LIFEGUARD PT[003341-SYS]	P		16.00/H AT		01/16/2026
xxx-xx-xxxx	LEWIS, SANDRA	SCHOOL MONITOR[002260-SYS]	P		16.54/H SUB		10/27/2025
xxx-xx-xxxx	LEWIS, SANDRA	SCHOOL MONITOR[002260-SYS]	F		16.54/H PROB		01/26/2026
xxx-xx-xxxx	POTTER, HAILEA M	COMMUNITY INFORMATION SPECIALIST (HELP)[030664-AUTO]	F		55292.00 PROB		12/17/2025
xxx-xx-xxxx	RAMEY, SHANE D	BUS DRIVER TRAINEE[005986-SYS]	P		16.00/H AT		12/15/2025
xxx-xx-xxxx	RAMEY, SHANE D	BUS DRIVER[001943-SYS]	P		24.57/H PROB		01/26/2026

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

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	<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	RUSSELL, CARL R.	ELECTRICIAN[001345-SYS]	F		54432.00	RET	05/12/2026
xxx-xx-xxxx	WILLSEY, JOEL E	BUS DRIVER TRAINEE[005986-SYS]	P		16.00/H	AT	10/27/2025
xxx-xx-xxxx	WILLSEY, JOEL E	BUS DRIVER[001395-SYS]	F		24.57/H	PROB	01/19/2026
xxx-xx-xxxx	WRIGHT, CASSANDRA K.	CLERK/TYPIST[003194-SYS]	F		25.10/H	A	07/01/2025

TOTAL ACTIONS FOR HORSEHEADS SCHOOLS-24

TOTAL ACTIONS FOR HORSEHEADS CSD-24

February 3, 2026

ITEM NO. XI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Chemung County Library District** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

Page 10

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: CHEMUNG COUNTY LIBRARY DISTRICT						
DEPARTMENT: CHEMUNG COUNTY LIBRARY DIST						
xxx-xx-xxxx	PULITANO, AMY R	MAKERSPACE TECHNICIAN (HELPS)[030666-AUTO]	P	20.19/H	PROB	12/17/2025
xxx-xx-xxxx	WAVER, SASHA J	LIBRARY SAFETY AND SECURITY GUARD (HELP)[030667-AUTO]	F	20.84/H	PROB	12/17/2025

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DIST-2

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DISTRICT-2

February 3, 2026

ITEM NO. XII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Chemung County Soil & Water Conservation District** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

Page 17

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: SOIL & WATER CON DIS						
DEPARTMENT: SOIL & WATER CON DIS						
xxx-xx-xxxx RICHER, MARK E	CONSERVATION DISTRICT TECH/EDUCATION COORDINATOR[001402-SYS]	P		33.65/H A		11/04/2025

TOTAL ACTIONS FOR SOIL & WATER CON DIS-1

TOTAL ACTIONS FOR SOIL & WATER CON DIS-1

February 3, 2026

ITEM NO. XIII

FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION

This is to advise that I have received **Reports of Personnel Changes** for the **Elmira Water Board** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 02/03/2026 Sorted By Agency

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<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: ELMIRA WATER BOARD						
DEPARTMENT: ELMIRA WATER BOARD						
xxx-xx-xxxx	KOSKI, NICHOLAS					
	SKILLED MECHANIC[001299-SYS]	F		26.18/H	PROB	12/22/2025
xxx-xx-xxxx	O'HARA, BENJAMIN E					
	WATER TREATMENT PLANT OPERATOR TYPE A PLANT[006217-SYS]	P		25.73/H	PROB	01/13/2026
xxx-xx-xxxx	ROY, IAN R					
	MAINTENANCE MECHANIC[006205-SYS]	F		25.85/H	RES	01/02/2026
xxx-xx-xxxx	SAYERS, GEOFFREY M					
	WATER MAINTENANCE SUPERINTENDENT[009635-SYS]	F		92000.00	A	12/30/2025

TOTAL ACTIONS FOR ELMIRA WATER BOARD-4

TOTAL ACTIONS FOR ELMIRA WATER BOARD-4

February 3, 2026

Item No. XIV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **GST BOCES DISTRICT** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 02/03/2026 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>
AGENCY: BOCES - GST							
DEPARTMENT: BOCES - GST							
xxx-xx-xxxx	ADRIAANSEN, JENNIE	PRINCIPAL ACCOUNT CLERK[008842-SYS]	F		57272.54	RET	03/06/2026
xxx-xx-xxxx	BALDWIN, KASSADI N	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	BALDWIN, KASSADI N	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	BARRINGER STEWART, JOHANNAH L	EDUCATION GRANT SPECIALIST[007221-SYS]	F		26.82/H	AP	01/02/2026
xxx-xx-xxxx	BARRINGER STEWART, JOHANNAH L	EDUCATION GRANT SPECIALIST[007221-SYS]	F		57000.00	PROB	01/06/2026
xxx-xx-xxxx	CANTANDO, ANNA E	TEACHER AIDE[007214-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	CANTANDO, ANNA E	TEACHER AIDE[007214-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	CARPENTER, AMY E	TEACHER AIDE[007229-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	CARPENTER, AMY E	TEACHER AIDE[007229-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	CHANDLER, GABRIELLE M	TEACHER AIDE[007214-SYS]	F		15.50/H	AT	07/08/2025
xxx-xx-xxxx	CHANDLER, GABRIELLE M	TEACHER AIDE[007214-SYS]	F		15.50/H	END	08/15/2025
xxx-xx-xxxx	CILLEY, CAITLYN	SENIOR ACCOUNT CLERK[007403-SYS]	F		44513.13	AP	11/21/2025
xxx-xx-xxxx	CLEARWATER, LEWIS A	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	CLEARWATER, LEWIS A	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	COLES, EMILY	TEACHER AIDE[007229-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	COLES, EMILY	TEACHER AIDE[007229-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	COLLINGS, STACEY R	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	COLLINGS, STACEY R	TEACHER AIDE[007219-SYS]	P		15.50/H	END	07/21/2025
xxx-xx-xxxx	COMFORT, KYLIE E	TEACHER AIDE[007229-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	COMFORT, KYLIE E	TEACHER AIDE[007229-SYS]	P		15.50/H	END	08/15/2025

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	<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	DEGOLYER, MATTHEW J	NETWORK TECHNOLOGY SPECIALIST[009669-SYS]	F		44720.00	A	01/23/2026
xxx-xx-xxxx	DONER, GWEN I	TEACHER AIDE[007219-SYS]	P		16.21/H	SUB	09/02/2025
xxx-xx-xxxx	DUBOTS, CYNTHIA A	CAREER PROGRAM SPECIALIST[007705- SYS]	P		51021.04	RET	01/20/2026
xxx-xx-xxxx	FISH, KENNETH	BUILDING MAINTENANCE MECHANIC[007273-SYS]	F		44565.60	RES	01/02/2026
xxx-xx-xxxx	FULLER, DONNA M.	TEACHER AIDE[007214-SYS]	P		33.46/H	SUB	07/07/2025
xxx-xx-xxxx	GRIFFIN, ISABELLA O	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	GRIFFIN, ISABELLA O	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	GUNN, BREANNE	COOK MANAGER[007452-SYS]	F		23.65/H	PROB	12/15/2025
xxx-xx-xxxx	HASSAN, ENAS S	TEACHER AIDE[007214-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	HASSAN, ENAS S	TEACHER AIDE[007214-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	HEATH, ALYVIA A	TEACHER AIDE[007235-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	HEATH, ALYVIA A	TEACHER AIDE[007235-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	INGRAM, JANAYA I	TEACHER AIDE[007214-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	INGRAM, JANAYA I	TEACHER AIDE[007214-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	JOHNSON, CAITLYN M	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	JOHNSON, CAITLYN M	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	KEPNER, PAYTON	TEACHER AIDE[007219-SYS]	F		16.21/H	PROB	12/01/2025
xxx-xx-xxxx	KICK, RYLIE D	TEACHER AIDE[007214-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	KICK, RYLIE D	TEACHER AIDE[007214-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	KINGSLEY, MAYA C	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	KINGSLEY, MAYA C	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025

Personnel Actions by Reference Date
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	<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	KNOWLES, CHARITY	CLEANER[007581-SYS]	P		35871.59	PROB	12/22/2025
xxx-xx-xxxx	LAMPHIER, CAITLIN L	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	02/06/2006
xxx-xx-xxxx	LAMPHIER, CAITLIN L	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	LAMPHIER, KIERSTON A	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	LAMPHIER, KIERSTON A	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	LITTLEFIELD, PAYTON K	TEACHER AIDE[007214-SYS]	F		16.21/H	END	08/15/2025
xxx-xx-xxxx	LYNCH, KATHERINE	OCCUPATIONAL THERAPIST[008410-SYS]	P		45.00/H	SUB	07/07/2025
xxx-xx-xxxx	LYNCH, KATHERINE	OCCUPATIONAL THERAPIST[008410-SYS]	P		45.00/H	END	08/15/2025
xxx-xx-xxxx	MCKEE, BRAYDEN	LABORER[007526-SYS]	F		16.00/H	AT	07/01/2025
xxx-xx-xxxx	MCKEE, BRAYDEN	LABORER[007526-SYS]	F		16.00/H	END	08/30/2025
xxx-xx-xxxx	NAROSKY, SHEENA	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	NAROSKY, SHEENA	TEACHER AIDE[007214-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	POTTER, RYLEIGH E	TEACHER AIDE[007213-SYS]	P		16.21/H	END	08/15/2025
xxx-xx-xxxx	ROOTE, TRISTAN	TEACHER AIDE[007214-SYS]	P		16.21/H	END	08/15/2025
xxx-xx-xxxx	SCOTT, CARLY E	TEACHER AIDE[007219-SYS]	P		16.21/H	SUB	07/07/2025
xxx-xx-xxxx	SCOTT, CARLY E	TEACHER AIDE[007219-SYS]	P		16.21/H	END	08/15/2025
xxx-xx-xxxx	SCOTT, LEAH C	TEACHER AIDE[007219-SYS]	P		15.50/H	SUB	07/21/2025
xxx-xx-xxxx	SCOTT, LEAH C	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	STERLING, ANGELICA R	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	SUMMERS, ADRIANNE	TEACHER AIDE[007229-SYS]	F		19092.00	RES	11/02/2025
xxx-xx-xxxx	THOMAS, NICOLE	CLEANER[007582-SYS]	F		35571.59	PROB	11/25/2025

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	<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
xxx-xx-xxxx	THORP, KELCEY	TEACHER AIDE[007235-SYS]	P		16.21/H	END	08/15/2025
xxx-xx-xxxx	TIERNEY, REANNA	TEACHER AIDE[007229-SYS]	F		16.21/H	END	08/15/2025
xxx-xx-xxxx	TOLBERT, MADELYN M	TEACHER AIDE[007229-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	TOLBERT, MADELYN M	TEACHER AIDE[007229-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	TRIFOSO, STEFKA O	TEACHER AIDE[009544-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	TRIFOSO, STEFKA O	TEACHER AIDE[009544-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	TYLER, SUSAN	OPERATIONS COMMUNICATION SPECIALIST[007286-SYS]	F		30.00/H	AT	07/28/2025
xxx-xx-xxxx	TYLER, SUSAN	OPERATIONS COMMUNICATION SPECIALIST[007286-SYS]	F		30.00/H	END	10/28/2025
xxx-xx-xxxx	VAN GORDER, TAMMARA	TEACHER AIDE[007219-SYS]	P		15.50/H	AT	07/07/2025
xxx-xx-xxxx	VAN GORDER, TAMMARA	TEACHER AIDE[007219-SYS]	P		15.50/H	END	08/15/2025
xxx-xx-xxxx	WICHTOWSKI, THOMAS	COURIER[007427-SYS]	F		16.78/H	PROB	01/28/2025
xxx-xx-xxxx	WICHTOWSKI, THOMAS	COURIER[007427-SYS]	F		16.78/H	A	01/01/2026
xxx-xx-xxxx	WIEZIOŁOWSKI, LORRAINE L	COURIER[007562-SYS]	F		16.23/H	PROB	01/05/2026
xxx-xx-xxxx	WIEZIOŁOWSKI, LORRAINE L	COURIER[007562-SYS]	P		15.50/H	END	01/04/2026
xxx-xx-xxxx	WING, FRANCIS G	LABORER[007527-SYS]	P		16.00/H	AT	07/01/2025
xxx-xx-xxxx	WING, FRANCIS G	LABORER[007527-SYS]	P		16.00/H	END	08/30/2025
xxx-xx-xxxx	WOODWORTH, CADENCE	TEACHER AIDE[007269-SYS]	P		19841.25	RES	01/01/2026
xxx-xx-xxxx	WRIGLEY, KENNETH	COURIER[007507-SYS]	P		19.45/H	RES	01/02/2026

TOTAL ACTIONS FOR BOCES - GST-80

TOTAL ACTIONS FOR BOCES - GST-80

February 3, 2026

ITEM NO. XV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the employees of the **Woodlawn Cemetery Commission** as follows:

SEE ATTACHED

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

01/27/2026

Personnel Actions by Reference Date
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<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: CEMETERY COMMISSION						
DEPARTMENT: CEMETERY COMMISSION						
xxx-xx-xxxx STANSFIELD, GREG S	LABORER[006450-SYS]	F		16.00/H PROB		01/05/2026

TOTAL ACTIONS FOR CEMETERY COMMISSION-1

TOTAL ACTIONS FOR CEMETERY COMMISSION-1

February 3, 2026

ITEM NO.

XVI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a new job specification(s) has been developed for the position(s) of:

Legal Office Manager

The job specification(s) was written through communication with the appointing authority. I, therefore, respectfully request that the job specification(s) be placed into the Chemung County/City of Elmira Regional Classification Plan in the jurisdictional class indicated above.

RESOLUTION:

RESOLVED, that the communication from Jeffrey Walker requesting the adoption of the job specification(s) be received and placed on file and be it further

RESOLVED, that the job specification be adopted by the Commission in the jurisdictional class indicated above.

RESOLVED, that the job specification(s) be added to the Chemung County/City of Elmira Regional Civil Service Classification Plan.

Legal Office Manager

Department: Chemung County District Attorney
Classification: Competitive
Adopted: February 3, 2026
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the management of all legal caseloads and workflow distributed to support staff of the District Attorney's Office and the processing operations of the department and performance of related work as required. The work involves responsibility for independently directing staff engaged in performing legal record keeping, auditing, calendar and related tasks, and requires planning, organizing, systematizing and supervision. The work is performed under the administrative direction of the District Attorney (or Designee).

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Administrative & Operations

- Oversee general office procedures, maintain professional appearance and environment
- Manage calendars, schedule client meetings, court dates, and firm events.
- Oversee handling incoming calls, correspondence, and client interaction.
- Ensure efficient office space utilization and coordinate office assignments.
- Facilitate and coordinate training of legal support staff
- Manage staff scheduling, performance evaluations, and resolve employee issues.
- Supervise and coordinate file retention measures and annual scanning practices

Technology & Compliance

- Oversee and facilitate implement and maintain case management software and office IT systems.
- Ensure compliance with legal regulations and firm policies.
- Manage data security and the organization of digital and physical client files.

Legal Support

- Oversee preparing legal documents, subpoenas, and correspondence.
- Oversee organization of case files, track deadlines, and manage evidence collection compliance with confidentiality and security measures
- Serve as a resource for attorneys with case coordination, client liaison and ensuring smooth office function and support

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of legal terminology and procedures; working knowledge of a law library; ability to handle routine office details independently, including strong leadership, communication, and organizational skills, combined with technical proficiency in legal software (like case management systems), Microsoft Office, confidentiality, and multitasking in a fast-paced, detail-oriented environment to handle diverse administrative duties.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and supervisory experience working in an office environment; **or**
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree, and two (2) years supervisory experience working in an office environment; **or**
- (C) Graduation from high school or completion of an equivalency diploma and four (4) years of supervisory experience working in an office environment;

February 3, 2026

ITEM NO. XVII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the following job specifications have been revised. These specifications are revised through communication with the Appointing Authorities.

**Bus Driver Trainee
Director of Real Property Tax Service II
Nurse Practitioner (School)
Supervisor of Fiscal Services (Airport)**

I, therefore, respectfully request for the above revised job specifications be placed into the Chemung County/City of Elmira Regional Civil Service Commission Classification Plan.

RESOLUTION:

RESOLVED, that the communication from Jeffrey Walker requesting the adoption of the revised job specifications listed above be received and placed on file and be it further

RESOLVED, that the revised job specifications for the titles listed above be adopted and be it further

RESOLVED, that the revised job specifications be added to the Chemung County/City of Elmira Regional Civil Service Classification Plan.

BUS DRIVER TRAINEE

Department: Varies
Classification: Elmira City School District (Non-Competitive) Other School Districts (Competitive pending jurisdictional classification)
Revised: February 3, 2026
Adopted: October 5, 2010
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position where incumbents receive on-the-job-training to become a School Bus Driver. Appointees must obtain a CDL and satisfy all regulations and requirements as set forth by the NYS Commissioner of Education and NYS Vehicle and Traffic Laws for School Bus Drivers and be eligible for appointment to the position of Bus Driver within six months of appointment to the Trainee position. Incumbents in this position under the direction of the Supervisor of Transportation and the Head Bus Driver are taught driving skills, bus routes, and methods for appropriately dealing with students. A full performance Bus Driver performs manual work of average difficulty requiring skill in the operation of a large automotive vehicle, driving a school bus on an assigned route and performing minor maintenance tasks in connection with such operations. The operator is responsible for the safety and conduct of the children who are passengers. The work of a School Bus Driver is performed under general supervision with considerable leeway allowing the operator to carry out the details of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: *(The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)*

Under close supervision of the Supervisor of Transportation and the Head Bus Driver, Trainees will be instructed in the following areas:

- Driving Skills
- Operation of a school bus on a regular schedule;
- Checking the operating condition of the bus;
- Proper procedure for reporting operational defects to immediate supervisor;
- Communication skills for properly informing child passengers about safety practices;
- Proper methods for maintaining orderly conduct of children on bus;
- Keeping interior and exterior of vehicle clean and neat;
- Maintaining records of mileage, routes, times and incidents;
- Preparing and maintaining maps of routes and pick-up points;

Performs other related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

BUS DRIVER TRAINEE

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** must at the time of appointment be at least 21 years of age **and** must at the time of appointment possess an appropriate learner's permit for the operation of a motor vehicle conveying school children **and** must satisfy all rules and regulations as set forth by the NYS Commissioner of Education and NYS Vehicle and Traffic Laws for School Bus Drivers and be eligible for appointment to the position of Bus Driver within six months of appointment to the Trainee position.

DIRECTOR OF REAL PROPERTY TAX SERVICES II

Department: Real Property Tax
Classification: Non-Competitive
Labor Grade: Single Rate
Adopted: 06/20/72
Revised: 03/03/97, 02/03/2026

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Directs a County advisory tax service and appraisal department for city and town assessors and the county equalization agency; does related work as required. Work is performed under general supervision of the County Legislature or appointing authority and is subject to general review by New York State Department of Real Property Tax Services. Supervision is exercised over the work of appraisal and clerical staff.

TYPICAL WORK ACTIVITIES: (The following activities are listed as examples only and in no event shall an employee be limited to only those examples listed.)

Services to County (Statutory)

Provides pertinent data to County equalization agency;
Prepares annual and special reports as required by the County Legislature and the State Real Property Tax Services Equalization and Assessment.

Services to Cities and Towns (Statutory)

Establishes and maintains a comprehensive real property tax service program to assist in the development of equitable assessment practices.
Maintains a variety of records and statistical data for control and reporting purposes.
Direct and train field and office property appraisal staff.
Assists assessors on unique valuation problems.
Prepares tax maps and keeps them current and provides copies to assessors.
On request of appropriate authority, provide advisory appraisals on moderately complex taxable properties.
Advises assessors on preparation and maintenance of assessment rolls, property records cards and other records necessary to professional real property assessment and taxation.
Cooperates and assists in New York Office of Real Property Tax Services Equalization and Assessment training programs.
Advises and assists municipal collectors/receivers of tax.
Investigates and reports results of corrections of errors and documents refunds of erroneous taxes paid. (Pursuant to Section 550 RPTL.)
Any other services necessary to fulfill the responsibility of the Chemung County Real Property Tax Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of office and staff management; ability to establish and maintain effective relationships with the public, assessors and county officials; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

DIRECTOR OF REAL PROPERTY TAX SERVICES II

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MINIMUM QUALIFICATIONS: (Minimum requirements established by NYS Office of Real Property Services)

- A. Graduation from high school, or possession of an accredited high school equivalency diploma; and
- a. six years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent.
 - b. As part of the foregoing work experience or in connection with any other work experience candidates must have had at least two years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program, or
- B. graduation from an accredited two-year college and five years of the experience described in subparagraphs(a-b)of this paragraph; or
- C. graduation from an accredited four-year college and four years of the experience described in subparagraph (a-b)of this paragraph; or
- D. an equivalent combination of the education and experience described in subparagraph (a-b)of this paragraph, subject to the following:
- a. one year of graduate study may be substituted for one year of the foregoing experience; and
 - b. no more than two years of graduate study may be applied as a substitute for the foregoing experience.

NOTES:

County RPT directors must complete a course of training within four years of beginning the initial term of office.

The State *Certified County Director* designation is awarded after successful completion of the basic training program. County RPT directors must show progress toward certification by completing:

- orientation, ethics and two (2) or more components in the first year
- a total of five (5) or more components by the end of the second year
- a total of eight (8) or more components by the end of the third year in office

Educational Services will review the application and inform the county of the results within 30 days. Once qualifications are approved, the appointing authority can appoint the applicant to office.

NURSE PRACTITIONER (SCHOOL)

Department: Varies
Classification: Competitive
Labor Grade:
Revised: 10/06/97; 02/03/2026
Adopted: 08/04/97
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for the provision of advanced nursing services with the emphasis on promoting optimum wellness for students in order to promote their academic achievement. The incumbent works closely with the school administration, school physician and school nursing personnel in planning, developing and implementing a sound, comprehensive school health program which provides services and facilities to promote health and wellness. Cooperation is maintained with pupil services staff in promotion, coordination of efforts and utilization of health information available to the schools. The Nurse Practitioner assists in identifying goals and objectives, policies, and procedures for the school health program; provides primary comprehensive health appraisals for students; serves as a health consultant and educator. Does related work as required.

TYPICAL WORK ACTIVITIES: The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.

- Provides well childcare with emphasis on prevention and developmental and diagnostic procedures;
- Initiates, facilitates, and interprets preventive, developmental and diagnostic procedures;
- Performs comprehensive examinations, including physical, emotional, neurologic, social and intellectual assessments;
- May provide primary health care services according to practice agreement;
- Provides physical examinations in accordance with Education Law and school district policy;
- Manages overall health service program for school district establishing appropriate policies and procedure for school health services in collaboration with administrators and health services personnel;
- Collaborates with health service personnel to establish policies governing procedures to be followed in the event of injury or emergency illness of student or employee;
- Assists school nursing personnel in follow-through efforts to secure remedial care for children found to have physical or mental health problems;
- Collaborates with health services personnel in reviewing and developing cumulative health records for each child;
- At the request of school personnel, provides in-service training on matters such as critical health issues and new developments in health care.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: thorough knowledge of Public Health Laws governing control of communicable diseases and establishing policies and procedures governing the exclusion and readmission of pupils in connection with infectious/contagious disease; ability to establish and maintain cooperative relationships with students and others; interest in maintaining a high standard of professional ethics; good professional judgment; physical condition commensurate with the demands of the position.

Nurse Practitioner (Schools)

Page 2

MINIMUM QUALIFICATIONS: Graduation from an accredited program for Nurse Practitioner.

SPECIAL REQUIREMENTS: Possession of a current license as a registered professional nurse in New York State and possession of certification as nurse practitioner by the New York State Department of Education.

**SUPERVISOR OF FISCAL SERVICES
AIRPORT**

Department: Airport
Classification: Competitive
Labor Grade: Single Rate
Adopted: September 4, 2018
Revised: February 3, 2026
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the management of all accounting, reimbursement and internal data processing operations of the department and performance of related work as required. The work involves responsibility for independently directing staff engaged in performing record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work is performed under administrative direction of the Director of Aviation (or Designee) and/or other administrative level personnel throughout the County fiscal structure. Involves formulating the accounting and fiscal policy of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Performance of fiscal and administrative tasks;
- Supervision and training of subordinate staff;
- Preparation of required financial reports to various internal and external agencies and departments, including NYS and other grant agencies;
- Interpretation of grants and reimbursement regulations of State and Federal agencies as required;
- Preparation of financial operating plans, systems, budgets, and claims as required;
- Monitoring financial performance and revising financial operating plans as required;
- Use of various data processing systems as required.
- Reviewing and approving requisitions, disbursements, and other fiscal and administrative requests to ensure budget and regulatory compliance;
- Designing and implementing systems to accumulate required financial information and fiscal compliance;
- Supervising department fiscal operations to ensure maintenance of all budgets, accounting systems and ledgers as required;
- Maintain general ledger accounts, including posting and reconciling accounts and/or subsidiary ledgers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Governmental laws and regulations that affect reimbursement and financial reporting requirements; thorough knowledge of accounting principles and techniques and ability to plan and direct work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and skills, to organize efficiently elements of a varied job, to write clear and accurate reports and summaries; good powers of observation, perception and analysis; ability to operate and maintain a personal computer network using purchased software; physical condition commensurate with the demands of the position.

Supervisor of Fiscal Services-Airport

Page 2

MINIMUM QUALIFICATIONS Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, or a related field; **or**
- B) 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 with at least 12 credits in Accounting plus two (2) years' experience in governmental finance which must have included the use of complex accounting procedures and preparation of fiscal reports; **or**
- C) An equivalent combination of training and experience as defined in (A) and (B).

February 3, 2026

ITEM NO. XVIII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received examination results indicating the candidates who have successfully completed the following examination(s) and recommend that the resulting eligible list(s) be in effect until the close of business on the following day(s):

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Computer Application Specialist Trainee	24300020	4	02/03/2026	02/03/2027
Senior Computer Services Program Aide	24298020	1	02/03/2026	02/03/2027
Sewer System Maint. & Inspec. Crew Leader	78500010	1	02/03/2026	02/03/2027

I respectfully request that an eligible list for the examination(s) listed above be established for the duration listed above.

RESOLUTION:

RESOLVED, that the communication from Jaida Briggs indicating the receipt of the results of candidates who took the examination(s) listed above, be received and placed on file; and be it further

RESOLVED, that the candidates who have taken the above examination(s) and have successfully met the requirements be placed on an eligible list to expire on the recommended day as listed above.

February 3, 2026

ITEM NO. XIX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a new position duties statement from Thomas Freeman, Chemung County Director of Aviation. After reviewing the request and communicating with the appointing authority I recommend that the Commission approve the recommendation to classify this new position as Supervisor of Fiscal Services (Airport).

Civil Service Law, Section 22 Certification for new positions: Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, 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 positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

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 two typed copies to this commission.

DEPARTMENT	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION
Airport		Elmira Corning Regional Airport

2. DESCRIPTION OF DUTIES: 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.	
PERCENT OF WORK TIME	
15%	• Performance of fiscal and administrative tasks;
10%	• Supervision and training of subordinate staff;
5%	• Preparation of required financial reports to various internal and external agencies and departments, including NYS and other grant agencies;
10%	• Interpretation of grants and reimbursement regulations of State and Federal agencies as required;
10%	• Preparation of financial operating plans, systems, budgets, and claims as required;
10%	• Monitoring financial performance and revising financial operating plans as required;
5%	• Use of various data processing systems as required.
10%	• Reviewing and approving requisitions, disbursements, and other fiscal and administrative requests to ensure budget and regulatory compliance;
5%	• Designing and implementing systems to accumulate required financial information and fiscal compliance;
10%	• Supervising department fiscal operations to ensure maintenance of all budgets, accounting systems and ledgers as required;
10%	• Maintain general ledger accounts, including posting and reconciling accounts and/or subsidiary ledgers.
ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED	

3. Names and Titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
	Director of Aviation	Direct
County Executives Office	County Executive and/or Deputy County Executive	Indirect

4. Names and Titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
Vacant	Senior Account Clerk	Direct

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
None		

6. What minimum qualifications do you think should be required for this position?

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, or a related field; or
- B) 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 with at least 12 credits in Accounting plus two (2) years' experience in governmental finance which must have included the use of complex accounting procedures and preparation of fiscal reports; or
- C) An equivalent combination of training and experience as defined in (A) and (B).

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 1-24-2026 Title: Director of Aviation Signature: 

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 _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

February 3, 2026

ITEM NO. XX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a new position duties statement from Weeden Wetmore, Chemung County District Attorney. After reviewing the request and communicating with the appointing authority I recommend that the Commission approve the recommendation to classify this new position as Legal Office Manager.

Civil Service Law, Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, 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 positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

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 two typed copies to this commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION
District Attorney's Office		DA's Office

2. DESCRIPTION OF DUTIES: 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.	
PERCENT OF WORK TIME	<p>TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)</p> <p>Administrative & Operations</p> <ul style="list-style-type: none"> • Oversee general office procedures, maintain professional appearance and environment • Manage calendars, schedule client meetings, court dates, and firm events. • Oversee handling incoming calls, correspondence, and client interaction. • Ensure efficient office space utilization and coordinate office assignments. • Facilitate and coordinate training of legal support staff • Manage staff scheduling, performance evaluations, and resolve employee issues. • Supervise and coordinate file retention measures and annual scanning practices <p>Technology & Compliance</p> <ul style="list-style-type: none"> • Oversee and facilitate implement and maintain case management software and office IT systems. • Ensure compliance with legal regulations and firm policies. • Manage data security and the organization of digital and physical client files. <p>Legal Support</p> <ul style="list-style-type: none"> • Oversee preparing legal documents, subpoenas, and correspondence. • Oversee organization of case files, track deadlines, and manage evidence collection compliance with confidentiality and security measures • Serve as a resource for attorneys with case coordination, client liaison and ensuring smooth office function and support

	ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED
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3. Names and Titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Weeden A. Wetmore	District Attorney	Administrative
Susan Rider-Ulacco	Chief Assistant District Attorney	Direct

4. Names and Titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
Carley Lorentz	Legal Secretary	Direct
Michelle Cersoli	Legal Secretary	Direct
Michelle Pelchy	Secretary I	Direct
Judy Smith	Legal Secretary	Direct
Margaret Johns	Clerk	Direct
Sarah Winslow	Legal Secretary	Direct
Jennifer Isaacs	Legal Secretary	Direct

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
<i>None</i>		

6. What minimum qualifications do you think should be required for this position?

College _____ years, with specialization in: _____

Other _____ years, with specialization in: _____

Experience (list amount and type): _____

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years supervisory experience working in an office environment; **or**
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree, and seven (7) years supervisory experience working in an office environment; **or**
- (C) Graduation from high school or completion of an equivalency diploma and ten (10) years of supervisory experience working in an office environment;


Essential knowledges, skills and abilities:

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the management of all legal caseloads and workflow distributed to support staff of the District Attorney's Office and the processing operations of the department and performance of related work as required. The work involves responsibility for independently directing staff engaged in performing legal record keeping, auditing, calendar and related tasks, and requires planning, organizing, systematizing and supervision. The work is performed under the administrative direction of the District Attorney (or Designee).

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of legal terminology and procedures; working knowledge of a law library; ability to handle routine office details independently, including strong leadership, communication, and organizational skills, combined with technical proficiency in legal software (like case management systems), Microsoft Office, confidentiality, and multitasking in a fast-paced, detail-oriented environment to handle diverse administrative duties.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 11/27/2026 Title: District Attorney Signature: 

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 _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

February 3, 2026

ITEM NO. XXI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a new position duties statement from Danielle Major, Director of Human Resources in the GST BOCES District. After reviewing the request and communicating with the appointing authority I recommend that the Commission approve the recommendation to classify this new position as Nurse Practitioner (School).

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, 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 positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

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 two typed copies to this commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION
Special Education	GST BOCES	Bush Campus

2. DESCRIPTION OF DUTIES: 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.

PERCENT OF WORK TIME	
20	Assist the Superintendent and his/her designee to manage the overall health service program for school district.
10	Advise Superintendent in establishing and maintaining implementation of appropriate policies and procedure for school health services.
10	HPN Coordinator for public and non-public schools for mandated reporting of immunization surveys BMI survey, daily absenteeism, etc.
5	Budget planning in consultation with administrators including ordering and replacing medical equipment as needed, assuring that all health offices and programs have needed equipment and supplies.
5	Provide and oversee well childcare, including prevention, developmental and diagnostic procedures Perform comprehensive physical, emotional and neurological assessments and examinations in accordance with NYS Education Law and district policy.
10	Provide in-service training opportunities to district staff on student health issues.
10	In cooperation with administrators, supervise nursing staff including RN's and LPN's under direction from district administrators and district physician.
10	Clinical consultation with, supervision and evaluation of nursing staff and Medicaid billing oversight.
10	Liaison with Chemung County and NYS Departments of Health, school physician, nursing staff, and district administration re communicable diseases and public health issues.
10	Provide day-to-day nursing services to students on an as-needed basis.
10	Other student health-related and/or administrative duties as assigned.

ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED

3. Names and Titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Jeff Berdine	Director	Direct

4. Names and Titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
All District Nurses		General
All District Licensed Practical Nurses		General

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

6. What minimum qualifications do you think should be required for this position?

College X _____ years, with specialization in: Graduated from accredited program for Nurse Practitioner

Other _____ years, with specialization in: _____

Experience (list amount and type)

Essential knowledges, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 12/25/25 Title: Director Signature: *Jeff Berdine*

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 _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

February 3, 2026

ITEM NO. XXII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Danielle Major, Director of Human Resources requesting consideration to reclassify a Senior Account Clerk/Typist position currently encumbered by Pamela LaVigne in the GST BOCES District. Based upon the duties that are described in the Job Classification Questionnaire and communication with the appointing authority, I recommend that the Commission reclassify this position from Senior Account Clerk/Typist to Principal Account Clerk.

1. Name of officer or employee LaVigne Pamela K Last First Middle		Chemung County Civil Service Commission Hazlett Building - Elmira, NY JOB CLASSIFICATION QUESTIONNAIRE		Form MS 220 Leave this space blank
2. Payroll or budget title Senior Account Clerk/Typist		3. City, county, town, Village GST Boces, Coopers Campus Chemung County Civil Service Comm	4. Rate of Pay <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> Daily <input type="checkbox"/> Hourly \$ 65,399	
5. Place of work (bldg. and room) Coopers Campus, Bldg 8		6. Department Instructional Support Services	7. Division or Bureau	
8. Civil Service Status of Position <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Non Competitive		<input type="checkbox"/> Exempt <input type="checkbox"/> Labor <input type="checkbox"/> Unclassified		9. Number Years in Service 9 years; 4 months
				10. How Many Years in Position 9 years; 4 months
11. Name and titles of persons from whom you receive supervision or direction, and the degree of this supervision.				
NAMES		TITLES		DEGREE OF SUPERVISION
LeeAnne Jordan		Assistant Superintendent of Instruction		Administrative Supervision
Sarah Vakkas		Deputy Superintendent		Administrative Supervision
12. If your work involves the direction or supervision of the work of others, give their names, titles and the degree of supervision.				
NAMES		TITLES		DEGREE OF SUPERVISION
Johanna Morgan		Program Assistant		Functional & Technical Supervision
Wendy Oglen		Principal Account Clerk		Functional & Technical Supervision
Terri Walczak		Senior Account Clerk/Typist-Temp		Functional & Technical Supervision
13. DESCRIPTION OF DUTIES - Describe the work that you do. Use a separate paragraph for each kind of work. Take the most important kind first, that is the kind that takes up most of your time. Explain it fully. Then take up the next most important and so on, putting the special or occasional duties last. Be sure to make your descriptions definite enough and in enough detail to give a clear picture of the work. In the columns at the left give your best estimate of the fraction of percent of your total working time that is taken up by each kind of work described.				
PERCENT OF TIME within a DAY				
36%	Cooperative Service Budget Development, Oversight, and Fiscal Analysis—Independently develop, maintain, and oversee multiple complex Cooperative Service (Co-Ser) budgets supporting component and non-component school districts. Interpret and apply NYSED regulations, BOCES policies, and approved cost methodologies to ensure budgets are accurately structured, fiscally balanced, and compliant. Analyze expenditures, monitor encumbrances, and proactively identify and resolve discrepancies. Prepare and maintain detailed documentation to support budget modifications and ensure Board of Education and audit readiness. Serve as the primary fiscal contact for districts and internal departments regarding program budget activity.			
20%	Multi-District Cost Allocation, Payroll Distribution, and Aid Eligibility—Allocate and track payroll, benefits, and shared service costs across multiple service budgets to ensure equitable distribution and prevent negative balances. Calculate costs associated with new services, service expansions, discontinuations, and Full-Time Equivalent (FTE) staffing changes. Allocate and reconcile shared service costs among component and non-component districts in accordance with BOCES service agreements to ensure accurate inter-district billing, reimbursement calculations, and aid eligibility. Maintain detailed supporting documentation for aidable expenditures.			
16%	Contract Administration, Purchasing, and Vendor Coordination—Exercise lead responsibility for contract review, fiscal verification, and administration to ensure funding availability and compliance with GST policies and NYS Ed Law 2-d. Identify and coordinate with approved vendors under procurement regulations for equipment, supplies, and services. Prepare, enter, and distribute purchase orders; authorize commencement of work upon approval; and serve as the primary fiscal liaison between vendors, districts, and BOCES departments.			
16%	Accounts Payable Processing, Financial Recordkeeping, and Reconciliation—Review, verify, and process accounts payable transactions, including invoices for full, partial, and installment payments. Ensure accuracy and compliance with purchase orders, contracts, and accounting controls. Maintain comprehensive financial records and documentation to meet internal control, auditing, and Board of Education requirements. Reconcile discrepancies, track expenditures and balances, and upon request compile periodic and financial reports for supervisory review.			
10%	Staff Supervision, Leadership, Technical Guidance, and Process Improvement—Provide supervision and training for Program Assistant, Principal Account Clerk, and Senior Account Clerk/Typist-Temp staff; review and approve their work for accuracy, proper coding, and adherence to fiscal procedures and regulations.; reviewing and approving supporting work processes for accuracy, proper account coding, and compliance with fiscal procedures and regulatory requirements. Serve as a lead worker and subject-matter expert for complex, multi-district accounting procedures. Provide guidance, instruction, and problem resolution to internal staff and district partners. Conduct periodic training, monitor workflow, identify errors or inefficiencies, and revise processes to improve accuracy, efficiency, and internal controls. Participate in recruitment and selection activities, including reviewing applications and assist in interviewing candidates to ensure alignment with job skill requirements.			
5%	District Support, Training, and Event/Program Coordination—Provide direct support to districts through development of standardized forms and training related to reimbursement allowances, service budget adjustments, and fiscal procedures. Act as the primary coordinator for financial and contractual management of annual retreats and program events, ensuring vendor compliance, budget adherence, and completion of all payments and documentation.			
WHAT LICENSES OR CERTIFICATES ARE REQUIRED FOR THIS POSITION?				
IF MORE SPACE IS NEEDED ATTACH A SEPARATE SHEET				

14. Describe fully in what detail your assignments are made to you, stating what form (such as - penciled lay-out, rough draft etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you.

Work assignments are generally provided verbally and/or electronically of overall goals, program needs, or required deadlines by supervisory staff. Within these guidelines, I independently organize, prioritize, and complete work related to complex multi-district budgeting, accounting, and fiscal operations. I regularly use independent judgment to interpret NYSED regulations, BOCES policies, service agreements, and cost methodologies; determine appropriate accounting processes, resolve discrepancies; and recommend or implement solutions.

I independently work with districts, vendors, and internal departments to manage budgets, contracts, purchasing, payroll allocations, and accounts payable activity. When clarification or confirmation is needed, I proactively reach out to my Assistant Superintendent, Supervisors, or other appropriate contacts to confirm interpretations, discuss options, and validate proposed approaches before proceeding. Decisions made directly affect budget accuracy, aid eligibility, inter-district billing, and Board of Education reporting.

15. Summarize your work responsibilities, as you understand them.

I understand my work responsibilities are to manage complex multi-district fiscal operations for Cooperative Services, including budgeting, accounting, contract administration, and financial reporting. I serve as the primary fiscal liaison for school districts, vendors, and internal departments, ensuring compliance. My role requires strong independent judgment, leadership responsibility, and accountability for accurate financial management.

I oversee the development and ongoing management of multiple Cooperative Service budgets, ensuring they are fiscally balanced, properly structured, and compliant with all regulatory requirements. I analyze expenditures, monitor encumbrances, and proactively resolve discrepancies to maintain budget accuracy. I also prepare and maintain documentation to support budget modifications and Board of Education reporting, while serving as the main point of contact for district budget inquiries.

A key component of my role is allocating and reconciling payroll, benefits, and shared service costs across multiple districts within numerous Co-Rep service budgets. I calculate costs related to service changes and staffing adjustments, and I ensure that cost allocations are accurate to support inter-district billing, reimbursement calculations, and aid eligibility. I maintain detailed documentation to support aidable expenditures and ensure compliance with service agreements.

I also manage accounts payable processing and financial recordkeeping. This includes verifying invoices, ensuring compliance with contracts and purchase orders, reconciling discrepancies, maintaining accurate financial records, and preparing periodic financial reports for supervisory review.

I also provide leadership and technical guidance to department staff and district partners, serving as a subject-matter expert on complex accounting procedures. I review and approve work for accuracy, provide training, and identify opportunities to improve workflows and internal controls. I also participate in hiring activities for clerical positions as needed.

Finally, I support districts through training and standardized fiscal tools, and I coordinate the financial and contractual aspects of annual events and retreats. This includes establishing vendor relationships, managing reservations, defining fiscal requirements, and ensuring all activities comply with budgetary and policy constraints.

16. Who checks or reviews your work, and what is the nature of such check?

Work is reviewed primarily by the Assistant Superintendent of Instruction for overall accuracy and compliance rather than for step-by-step direction.

17. Date
1/20/2026

18. Signature - I certify that the entries to the above questions are my own answers to the questions and to the best of my knowledge and belief are correct and complete answers to the questions.
[Signature]

TO BE FILLED BY IMMEDIATE SUPERVISOR OF EMPLOYEE

19. Place an X mark opposite that item in each group which will best describe the work of this position.

<input type="checkbox"/> Simple repetitive routine	<input type="checkbox"/> Does not involve any oversight, planning or supervision of the work of other
<input type="checkbox"/> Repetitive but involves independent decisions in individual cases.	<input type="checkbox"/> Involves some advisory or "straw-boss" supervision of the work of others.
<input type="checkbox"/> Customarily involves independent decisions on order of tasks and methods used.	<input checked="" type="checkbox"/> Involves the regular but routine supervision of the work of others in the immediate field of activity.
<input checked="" type="checkbox"/> Customarily involves independent decisions as to scope and planning of projects.	<input type="checkbox"/> Involves responsibility for the planning and assigning of work activities of considerable variety and importance.

IF THE POSITION INVOLVES STENOGRAPHY CHECK ONE OF THE FOLLOWING

<input type="checkbox"/> Requires no previous training or specialized education	<input type="checkbox"/> Includes occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position.
<input type="checkbox"/> Requires some previous training or experience but with NO specialization in the department activity.	<input type="checkbox"/> Includes occasional or incidental stenography and REQUIRES a qualified stenographer.
<input type="checkbox"/> Requires some previous training or experience WITH some specialization in the department activity.	<input type="checkbox"/> Involves stenography as the major function of the position.
<input type="checkbox"/> Requires thorough training in the trade or profession but NO specialized experience in the department activity.	<input type="checkbox"/> Involves stenographic duties of a secretarial nature.
<input type="checkbox"/> Requires thorough training in the trade or profession WITH specialized experience in the department activity.	<input type="checkbox"/> Involves shorthand reporting of hearings or similar audiences.
<input checked="" type="checkbox"/> Requires administrative ability in the trade or profession with advanced training and experience in the department activity.	

IF THE POSITION INVOLVES TYPING CHECK ONE OF THE FOLLOWING

<input type="checkbox"/> Is under immediate oversight.	<input type="checkbox"/> Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.
<input type="checkbox"/> Is not under immediate supervision but is performed according to a definitely prescribed practice or procedure.	<input type="checkbox"/> Includes occasional or incidental typing and REQUIRES a qualified typist.
<input type="checkbox"/> Is under general supervision and makes decisions on ordinary questions of procedure and order of tasks.	<input type="checkbox"/> Involves typing as the major function of the position.
<input checked="" type="checkbox"/> Is subject to administrative approval and is responsible for planning and initiation of projects.	<input checked="" type="checkbox"/> Involves typing requiring the ability to set up complex tabulations, statistical tables and similar material.

20. How much formal education should be required in case of a vacancy. Show by the letter "N" in the appropriate space the least that you consider should be accepted and by a "D" the amount desirable.

Merely read and write	Common school and high school												College			Other special or technical courses.	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3		4
													N				D

21. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items.)
Yes

22. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.

Ms. LaVigne is responsible for performing and overseeing complex clerical accounting functions that ensure the accurate processing, reconciliation, and reporting of financial records in compliance with New York State regulations, BOCES policies, and generally accepted accounting principles. The position requires independent judgment, strong attention to detail, and a thorough understanding of governmental accounting practices, and often includes providing lead direction, training, and technical support to lower-level clerical staff. Duties include resolving discrepancies, preparing reports, supporting audits, and communicating with program administrators, school districts, vendors, and auditors. Work is carried out with general supervision, following established policies and procedures, with completed tasks reviewed periodically for accuracy and compliance rather than through continuous oversight, reflecting the importance of accuracy and fiscal accountability.

23. Date
1/20/2026

24. Signature of Immediate Supervisor
[Signature]

TO BE FILLED IN BY THE DEPARTMENT HEAD

25. Comment on above statements of employee and supervisor. (Indicate any inaccuracies.)
THE ABOVE STATEMENTS APPEAR COMPLETE AND ACCURATE.

26. Date

27. Signature of Department Head

February 3, 2026

ITEM NO. XXV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

RESOLVED, that the regular meeting of the **Chemung County/City of Elmira Regional Civil Service Commission** meeting was adjourned at _____ P.M. The next Regular Meeting is set for **Tuesday, March 3, 2026**.

I, hereby, certify that the foregoing constitutes a complete and accurate reading of the Chemung County/City of Elmira Regional Civil Service Commission agenda for **February 3, 2026**.

Jeffrey Walker
Secretary to the Commission