

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING**  
**January 17, 2023**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting/Public Hearing:
2. Read and approve minutes from the 12/20/2022 regular meeting:
3. Appointment of Chairman:
4. Adoption or Amendment of Civil Service Rules: None
5. Certification of Eligibles: (Provided Separately)
6. Establishment of Eligible Lists:
  - A. Deputy Sheriff Lieutenant (2022) PPM#77584 – 1 year
  - B. Sheriff Custody Corporal (2022) PPM#77473 – 1 year
  - C. Sheriff Custody Sergeant (2022) PPM#77508 – 1 year
7. Eligible Lists to Extend:
  - A. Motor Vehicle Cashier (2019) OC#68513 – 1 year
8. Eligible Lists to Expire:
  - A. Day Care Specialist (2018) OC#61951
  - B. General Highway Supervisor (2021) OC#68722
  - C. Highway Supervisor (2021) OC#65501
  - D. Principal Computer Systems Technician (2018) OC#64845
  - E. Public Health Assistant (2018) OC#62229
  - F. Safety Officer (2018) OC#65291
  - G. Senior Motor Vehicle Cashier (2018) PPM#76873
  - H. Sheriff Custody Corporal (2021) PPM#70716
  - I. Sheriff Custody Sergeant (2021) PPM#70731
9. Adoption of Class Specifications: None
10. Amendment of Class Specifications:
  - A. Building Maintenance Supervisor – Buildings & Grounds – (C)
  - B. Director of Administrative Services – Social Services – (C)
  - C. Records Retention Administrator – County Clerk – (C)
  - D. Records Retention Specialist – County Clerk – (C)
  - E. Senior Human Resources Associate – HR/Civil Service – (C)
  - F. WIC Program Coordinator – Public Health – (C)
11. New Position Duties Statements:
  - A. Motor Vehicle Operator – Union Springs Central School – (NC)
  - B. Advanced Life Support Technician (5) – Village of Fair Haven – (C)
  - C. Emergency Medical Technician (10) – Village of Fair Haven – (C)
  - D. Clerk\* - Village of Moravia – (NC)

12. Exempt Class Review:
  - A. Undersheriff – Cayuga County Sheriff’s Department
  - B. Bookkeeper to Town Supervisor – Town of Fleming
  - C. Deputy Town Clerk – Town of Sterling
  - D. Deputy Village Clerk – Village of Fair Haven
  
13. Job/Position Reclassification Questionnaire: None
  
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Transfer Request from Cayuga Community College
  - B. Transfer Request from Cayuga Community College
  
15. Consideration of Appeals: None
  
16. Upcoming Examination Schedule: *(provided separately)*
  
17. Communications received:
  - A. Request to waive probationary period from District Attorney’s Office.
  - B. Request to waive probationary periods from Social Services.
  - C. PAR-06-22 – Remove “Time of War” requirement from Section 85 of CS Law.
  - D. IM-02-23 – Civil Service Institute – 2023 – Hybrid Format
  
18. Miscellaneous:
  - A. Civil Service Meeting Deadline Schedule.
  
19. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. Negotiations with CSEA continue;
  - C. We are continuing to work with supervisors and department heads to ensure all employees have completed the Annual Training and Sexual Harassment Training;
  - D. We are continuing to review and update several policies;
  - E. Currently working on several employee issues with Counsel;
  - F. Recruitment for a Grant Manager is continuing;
  - G. We have started recruiting for a Director of Purchasing.
  
20. Unfinished Business: None
  
21. Set Date/Time for Next Commission Meeting: Tuesday, February 21, 2023 @ 3:30 p.m.
  
22. Adjournment of Commission Meeting: