

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**January 18, 2022**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 12/14/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Deputy Sheriff Lieutenant (2021) PPM#70693 (3-candidates/all passed – no provisional) – 1 year
  - B. Detective Lieutenant (2021) PPM#70706 (2 candidates/all passed/1 failed – no provisional) – 1 year
6. Eligible Lists to Extend:
  - A. Day Care Specialist (2018) OC#61951 – 1 year
  - B. Motor Vehicle Cashier (2018) 69513 – 1 year
  - C. Principal Computer Systems Technician (2018) OC#20191 – 1 year
  - D. Public Health Assistant (2018) OC#62229 – 1 year
  - E. Safety Officer (2018) OC#65291 – 1 year
  - F. Senior Clerk (2018) OC#67354 – 1 year
  - G. Senior Motor Vehicle Cashier (2018) PPM#76873 – 1 year
7. Eligible Lists to Expire:
  - A. Early Intervention Services Coordinator (2018) OC#61828
  - B. Grant Assistant (2017) OC#62263
  - C. Human Resources Associate (2019) OC#69349
  - D. Senior Office Machine Operator (2017) OC#66101
8. Adoption of Class Specifications:
  - A. Deputy Director of Parks and Trails – Parks & Trails – (X – JCP)
  - B. Senior Public Health Assistant – Public Health – (C)
9. Amendment of Class Specifications:
  - A. Executive Assistant to the District Attorney – District Attorney – (C)
  - B. Deputy Director of Community Mental Health Services – Mental Health - (C)
  - C. Public Health Assistant – Public Health – (C)

10. New Position Duties Statements:
  - A. Confidential Investigator# - District Attorney – NC#
  - B. Motor Equipment Operator (Medium) – Highway – (NC)
  - C. Deputy Director of Parks and Trails – Parks and Trails – (X - JCP)
  - D. Public Health Assistant – Public Health – (C)
  - E. Senior Public Health Assistant – Public Health – (NC)
  - F. Deputy Sheriff – Sheriff’s Department – (C)
  - G. Identification Officer – Sheriff’s Department – (C)
  - H. Court Security Officer\* – Town of Brutus – (NC)
  - I. Building Inspector and Code Enforcement Officer\* (\*\*\*) - Village of Union Springs - (NC)
  
11. Exempt Class Review:
  - A. Administrative Assistant to the District Attorney – District Attorney
  - B. Assistant District Attorney – District Attorney
  
12. Job/Position Reclassification Questionnaire: None
  
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Abolish Sub titles in Highway Department per NYSCS Tar Review (Provided Separately)
  
14. Consideration of Appeals: None
  - A. Request to remove candidate from eligible list from 12/14/22 Commission meeting – No appeal received.
  - B. Request to remove candidate from eligible list from 12/14/22 Commission meeting – No appeal received.
  
15. Upcoming Examination Schedule: *(provided separately)*
  
16. Communications received:
  - A. Request to remove candidate from eligible list.
  - B. Notification of waiver of probation periods
  
17. Miscellaneous:
  - A. Transfer of Function from County Treasurer to Finance Department completed
  
18. Deputy HR Administrators Report:
  - A. Diann Ferris, Cayuga County HR Administrator began on 1/3/22;
  - B. Mike Russell, HR Contractor – contract expired 12/31/21;
  - C. Becoming acclimated to the new position, the team, and fellow colleagues;
  - D. Update and dissemination of County COVID protocols;
  - E. Several employee and Union issues are being addressed with Counsel;
  - F. Job offers made for the Director of Community Services and the Commissioner of Social Services;
  - G. Electronic calendaring and request forms for HR/CS have been implemented.

19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, February 15, 2022 @ 3:30 p.m.
21. Adjournment: