

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
February 18, 2020
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 1/21/20 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. Human Resources Associate (2019) OC#69349 (6 candidates including provisional passed) – 1 year
 - B. Motor Vehicle Cashier (2019) OC#68513 (31 candidates passed/2 candidates failed – no provisional) – 1 year
7. Eligible Lists to Extend:
 - A. Librarian III (T&E Online) (2018) PPM#79311
 - B. Social Work Assistant (Mental Health) (2018) OC#62859
 - C. Transition Coordinator (Jail) (2018) OC#61843
 - D. Workforce Development Program Assistant (2016)
8. Eligible Lists to Expire:
 - A. Community Mental Health Professional (2018) OC#62508
 - B. Health Home Care Manager (2018) OC#64552
 - C. Mental Health Therapist (School) (2018) OC#68106
 - D. Staff Social Worker (CMH) (2018) OC#66999
 - E. Watershed Inspector (2016) OC#60642
9. Adoption of Class Specifications:
 - A. 911 Data Analyst – E911 – (c)
 - B. Supervisor of Family Services – Social Services – (C)
 - C. Technical Assistance Coordinator – Mental Health – (C)
10. Amendment of Class Specifications:
 - A. Case Supervisor Grade B – Social Services – (C)
 - B. Heavy Motor Equipment Operator – Highway Department – (NC)
 - C. Motor Equipment Operator (Light) – Highway Department – (NC)
 - D. Motor Equipment Operator (Medium) – Highway Department – (NC)
 - E. Motor Equipment Operator – All jurisdictions with the exception of the Highway Department – (NC)

11. New Position Duties Statements:
 - A. 911 Data Analyst – E911- (C)
 - B. Supervisor of Family Services – Social Services – (C)
 - C. Technical Assistance Coordinator – Mental Health – (C)
 - D. Case Supervisor Grade B – Social Services – (C)
 - E. Senior Social Welfare Examiner – Social Services – (C)
 - F. Automotive Mechanic – Union Springs School – (NC)
 - G. School Security Guard – Union Springs School – (C)
 - H. Recycling Attendant – Town of Aurelius – (L)
 - I. Recycling Attendant – Town of Fleming – (L)
12. Exempt Class Review: None
13. Job/Position Reclassification Questionnaire: None
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish temporary Administrative Officer (Emergency Services) positions
 - B. Leave of Absence request – Senior Human Resources Associate
 - C. Request to temporarily appoint a Deputy Human Resources Administrator
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: *(provided separately)*
17. Communications received: None
18. HR Administrators Report:
 - A. DSPA contract negotiated and approved by union. Legislative body still needs to ratify.
 - B. SEACC – working on FIN prep process that is to take place at the end of February.
 - C. Ordered table cloth for outreach events. Trifold will be ordered in next Staples order.
 - D. Working on several required audit reports.
 - E. Meeting with CSEA on Labor Management issues.
 - F. Interviewing for Deputy HR position.
 - G. Utilizing ZipRecruiter and NY DOL job bank for all currently open County jobs.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, March 17, 2020 @ 9:00 am
21. Adjournment: