

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
February 22, 2023
Civil Service Commission
9:00 a.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 1/17/23 regular meeting and the 1/28/23 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Administrative Assistant (2022) NCP#72552 – 1 year
 - B. Assistant Payroll Systems Specialist (2022) OC#65510 – 1 year
 - C. Community Mental Health Professional (2022) OC#62203 – 1 year
 - D. Crisis Intervention Care Manager (2022) OC#66692 – 1 year
 - E. Deputy Human Resources Administrator (2022) NCP#76467 – 1 year
 - F. Early Intervention Services Coordinator (2022) OC#63091 – 1 year
 - G. Mental Health Therapist (School) (2022) OC#63856 – 1 year
 - H. Planner (2022) OC#63849 – 1 year
 - I. Project Manager (2022) OC#67111 – 1 year
 - J. Regional Certification Officer (2022) NCP#78133 – 1 year
 - K. Senior Planner/GIS Analyst (2022) OC#65460 – 1 year
 - L. Social Worker (2022) OC#62120 – 1 year
 - M. Staff Social Worker (CMH) (2022) OC#62355 – 1 year
 - N. Supervising Social Worker (2022) PPM#77264 – 1 year
 - O. Supervisor of Family Behavioral Health Services (2022) PPM#71424 – 1 year
 - P. Supervisor of Services for Children with Special Health Care Needs (2022) PPM#78903 – 1 year
 - Q. Transition Coordinator (2022) OC#62349 – 1 year
 - R. Workforce Development Program Assistant (2022) OC#63203 – 1 year
6. Eligible Lists to Extend:
 - A. Health Programs Coordinator (2020) OC#62126 – 1 year
 - B. Local Area Network Technical Support Specialist (2021) OC#21259 – 1 year
 - C. Personnel Clerk (2021) OC#62066 – 1 year
 - D. Rabies Coordinator PT (2020) OC#63499 – 1 year
 - E. Senior Caseworker (2020) PPM#73558 – 1 year
 - F. Youth Services Assistant (2019) OC#67383 – 1 year
7. Eligible Lists to Expire:
 - A. Transition Coordinator (2018) OC#61843

8. Adoption of Class Specifications:
 - A. Director of Environmental Health – Public Health – (C)
 - B. Director of Health Education and Public Information – Public Health – (C)
 - C. Human Services Examiner (HELP) – Social Services – (NC - JCP)

9. Amendment of Class Specifications:
 - A. Coordinator of Services for Children with Special Health Care Needs – Public Health – (C)
 - B. Deputy Director for Health Services# – Public Health – (NC#)
 - C. Deputy Sheriff Corporal – Sheriff’s Department – (C)
 - D. Deputy Sheriff Lieutenant – Sheriff’s Department – (C)
 - E. Deputy Sheriff Sergeant – Sheriff’s Department – (C)
 - F. Detective – Sheriff’s Department – (C)
 - G. Detective Lieutenant – Sheriff’s Department – (C)
 - H. Detective Sergeant – Sheriff’s Department – (C)
 - I. Identification Officer – Sheriff’s Department – (C)
 - J. Probation Director A – Probation – (C)
 - K. Probation Officer II – Probation – (C)
 - L. Probation Supervisor I – Probation – (C)
 - M. Public Health Engineer – Public Health – (C)
 - N. Sheriff Custody Captain – Jail – (C)
 - O. Sheriff Custody Corporal – Jail – (C)
 - P. Sheriff Custody Sergeant – Jail – (C)

10. New Position Duties Statements:
 - A. Director of Environmental Health – Public Health – (C)
 - B. Director of Health Education and Public Information – Public Health – (C)
 - C. Human Services Examiner (HELP) (5) – Social Services – (NC - JCP)
 - D. Public Health Engineer – Public Health – (C)
 - E. Social Worker – BOCES – (C)
 - F. Dog Control Officer* - Town of Brutus – (NC)
 - G. Deputy Town Supervisor – Town of Ira – (X)

11. Exempt Class Review: None

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None

14. Consideration of Appeals: None

15. Upcoming Examination Schedule: *(provided separately)*

16. Communications received:
 - A. Request to waive probationary period from Mental Health.
 - B. PAR-06-22 – Career Opportunities in Law Enforcement Examination Program – 26-886 Municipal Police Officer/Deputy Sheriff Eligible List.

17. Miscellaneous: None
18. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. Negotiations with CSEA continue;
 - C. We have scheduled Leadership training sessions for department heads;
 - D. We are continuing to review and update several policies;
 - E. Currently working on several employee issues with Counsel;
 - F. We have started the interview process for Grant Manager and Director of Purchasing.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, March 21, 2023 @ 3:30 p.m.
21. Adjournment of Commission Meeting: