

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**March 13, 2019**  
**Civil Service Commission Office**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 02/13/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists: *(provided separately)*
  - A. Mental Health Therapist (School) OC#68106 (4 candidates passed) 1 year
  - B. Transition Coordinator (Jail) OC#61843 (13 candidates passed) 1 year
  - C. Health Home Care Manager OC# 64552 (4 candidates passed) 1 year
  - D. Social Work Assistant OC#62859 (5 candidates passed) 1 year
  - E. Community Mental Health Professional OC#62508 (3 candidates passed) 1 year
  - F. Staff Social Worker (CMH) OC#66999 (6 candidates passed) 1 year
6. Eligible Lists to Extend:
  - A. Paralegal Specialist (2016) OC#63676
7. Eligible Lists to Expire:
  - A. Emergency Services Dispatcher (2018) OC#62644
  - B. Human Resources Associate (2018) OC#62082
  - C. Library Assistant (2018) PPM#79438
8. New Position Duties Statement:
  - A. Home Health Care Manager: (1 position) Mental Health Cayuga County-C
  - B. School Crossing Guard: (2 positions) Village of Union Springs- NC
  - C. Purchasing Clerk Schools: (1 position) Union Springs CSD- C
  - D. Director of Purchasing: (1 position) County Administrator
9. Adoption of Class Specifications: None
10. Amendment of Class Specifications:
  - A. Amend: Deputy Commissioner of Social Services- DSS
  - B. Amend: Records Retention Clerk- County Clerk
  - C. Amend: Motor Vehicle Cashier- County Clerk
  - D. Amend: Records Retention Coordinator- County Clerk

E. Amend: Health Programs Coordinator- Cayuga County Health Department

11. Job/Position Reclassification Questionnaire: None
12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:  
Request for Reinstatement from Union Springs Central School District to Reinstat Stephen Landers to School Security Guard
13. Consideration of Appeals: None
14. Upcoming Examination Schedule: (*provided separately*)
15. Communications received:
  - A. 2018 Civil Service Exam Fee report submitted to State- \$7,177.50 in fees collected.
  - B. 2018 Civil Service Annual Report submitted to State by 3/1/19 deadline
16. HR Administrators Report
17. Unfinished Business:
18. Set Date/Time for Next Commission Meeting: April 10, 2019 @ 3:30 p.m.
19. Adjournment