

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**March 15, 2022****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 2/16/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Personnel Clerk (2021) OC#62066 (5-candidates passed (including provisional)/1 candidate failed – 1 year)
6. Eligible Lists to Extend:
 - A. Index and Recording Clerk (2019) OC#65752 – 1 year
 - B. Records Retention Clerk (2019) OC#68908 – 1 year
 - C. WIC Assistant (2019) OC#63930 – 1 year
7. Eligible Lists to Expire:
 - A. Emergency Medical Technician (T&E) (2021) OC#20211
8. Adoption of Class Specifications:
 - A. Supervising Coding and Billing Specialist – Mental Health – (C)
 - B. Competent Professional Authority (CPA) – Public Health – (C)
 - C. Teacher Aide-Driver – BOCES – (NC – JCP)
9. Amendment of Class Specifications:
 - A. Senior Human Resources Associate – HR/Civil Service – (C)
 - B. Deputy Director of Community Health Services – Mental Health – (C)
 - C. Maintenance Crew Leader** - Parks and Trails – (NC – seasonal)
 - D. Assistant Superintendent of Public Works – Town of Owasco – (NC*** - JCP)
 - E. Public Works Utility Worker I – Village of Moravia - (NC)
 - F. Public Works Utility Worker II – Village of Moravia – (NC)
10. New Position Duties Statements:
 - A. Village Clerk – Village of Moravia – (U)
 - B. Public Works Utility Worker I – Village of Moravia – (NC)
 - C. Wastewater Treatment Plant Operator Trainee*** – Village of Moravia – (NC)
 - D. Confidential Investigator# - District Attorney – (NC# - JCP)
 - E. Supervising Coding and Billing Specialist – Mental Health – (C)
 - F. Competent Professional Authority – Public Health – (C)
 - G. Clerk – Sheriff’s Department – (C)
11. Exempt Class Review: None

12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Final determination – Remove candidate from eligible list – No appeal received
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
 - A. The 2021 Municipal Examination Fee Billing has been approved by NYS Civil Service
 - B. MSD Annual Report Submission Confirmation
17. Miscellaneous: None
18. HR Administrators Report:
 - A. Annual Report was completed and submitted to NYS Civil Service Commission
 - B. Payroll Certification for 2022 is currently in process
 - C. Training for New Department Directors is being planned
 - D. Several employee and Union issues are being addressed with Counsel
 - E. Recruitment for an Operations Officer is continuing
 - F. Recruitment for a County Auditor has started
 - G. Participating in SUNY Canton's Virtual Job Fair on March 23rd
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, April 19, 2022 @ 3:30 p.m.
21. Adjournment: