

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
April 18, 2023
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting/Public Hearing:
2. Read and approve minutes from the 3/21/23 regular meeting:
3. Adoption or Amendment of Civil Service Rules:
 - A. Approved Rules Change by NYS Civil Service
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Account Clerk Typist (2023) OC#20233 – 1 year
 - B. Computer Systems Technician (April 2023) OC#22662 – 1 year
 - C. Custodian (2023) OC#20231
 - D. Public Information Officer (2022) OC#62983
6. Eligible Lists to Extend:
 - A. Audit Clerk (2022) OC#29221 – 1 year
 - B. Sheriff Custody Lieutenant (2021) PPM#70884 – 1 year
 - C. Supervising Emergency Services Dispatcher (2021) OC#62148 – 1 year
 - D. Supervising Emergency Services Dispatcher (2021) PPM#75119 – 1 year
7. Eligible Lists to Expire:
 - A. Computer Systems Technician (May 2022) OC#21981
 - B. Custodian (2022) OC#20222
 - C. Director of Facilities I (2019) OC#26534
 - D. Director of Facilities II (2019) OC#26535
 - E. Director of Facilities III (2019) OC#26536
8. Adoption of Class Specifications:
 - A. Principal Account Clerk II – Social Services – (C)
9. Amendment of Class Specifications:
 - A. Deputy Human Resources Administrator – HR/Civil Service – (C)
 - B. Human Services Examiners (HELP Program) – Social Services – (NC – JCP)
 - C. WIC Program Coordinator – Public Health – (C)
 - D. **[Tabled from March]** Director of Community Health Services – Public Health – (C)

10. New Position Duties Statements:
 - A. Staff Social Worker (CMH) – Mental Health – (C)
 - B. Aging Services Specialist – Office for the Aging – (C)
 - C. Competent Professional Authority – Public Health – (C)
 - D. Director of Health Education and Public Information – Public Health – (C)
 - E. Nutritionist – Public Health – (C)
 - F. Human Services Examiners (HELP Program) (5) – Social Services – (NC – JCP)
 - G. Human Services Examiners (HELP Program) (5) – Social Services – (NC – JCP)
 - H. Principal Account Clerk II – Social Services – (C)
 - I. Building Maintenance Mechanic – Cato-Meridian Schools – (NC)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire:
 - A. Reclassification Request from Office for the Aging
 - B. Reclassification Request from Office for the Aging
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish Records Retention Clerk position #3698 (abolished by Resolution #454-22)
 - B. Abolish Senior Typist position #2126 (abolished by Resolution #143-23)
 - C. Request for Leave of Absence from Public Health
14. Consideration of Appeals:
 - A. Candidate appeal regarding disapproval of application
 - B. Removal from eligible list under CS Law 50.4 – no appeal received
 - C. Removal from eligible list under CS Law 50.4 – no appeal received
15. Upcoming Examination Schedule: (*provided separately*)
16. Communications received:
 - A. Request to waive probation period from Public Health
17. Miscellaneous:
 - A. Exam Fee Report for 2022 exams
 - B. 2023 Cayuga County Departments Payroll Certification
18. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. Negotiations with CSEA continue;
 - C. Met with Amy Considine, VP for Workforce Partnerships at Wells College, regarding their Workforce Partnership Institute Programs;
 - D. We are interviewing for the Director of Purchasing;
 - E. We are recruiting for the Grant manager position and several financial positions;
 - F. Currently working on some employee and Union issues with Counsel;
 - G. We are reviewing and updating policies;
 - H. Denise, Chelsea, and I have started the Civil Service Institute Program.

19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, May _____, 2023 @ 3:30 p.m.
21. Adjournment of Commission Meeting: