

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**April 20, 2021**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 3/16/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
5. Establishment of Eligible Lists:
  - A. Emergency Medical Technician (2021) (T&E) (1 candidate/provisional passed)
6. Eligible Lists to Extend:
  - A. Supervising Emergency Services Dispatcher (2019) OC#60596
  - B. Principal Typist (2018) OC#61610
  - C. Confidential Administrative Assistant to Provost & VP of Academic Affairs (2018) OC#66237
  - D. Confidential Administrative Assistant to the VP for Student Affairs (2018) OC#66238
  - E. Confidential Secretary to CSE Chair (2018) OC#61052
  - F. Public Safety Officer I (2018) OC#65204
  - G. Library Historian (2018) OC#65714
7. Eligible Lists to Expire:
  - A. Emergency Services Dispatcher (2019) OC#63704
8. Adoption of Class Specifications:
  - A. Director of Finance – Finance Department - (NC# or Exempt - JCP)
9. Amendment of Class Specifications:
  - A. Activities Worker Aide – Employment & Training – (L - JCP)
  - B. Clerical Aide – County Departments, Schools, BOCES – (L - JCP)
  - C. Food Service Aide – Employment & Training, County Schools – (L – JCP)
  - D. Health Screening Assistant – Public Health – (NC – JCP)
  - E. Secretary to the Chairman, Board of Legislators – Legislature – (X)
10. New Position Duties Statements:
  - A. Laborer (4) – Buildings & Grounds – (L)
  - B. Director of Finance – Finance Department – (NC# or Exempt - JCP)
  - C. Staff Social Worker (CMH) – Mental Health – (C)
  - D. Principal Account Clerk – Office for the Aging – (C)
  - E. Clerical Aide – BOCES – (L – JCP)
  - F. Motor Equipment Operator – Town of Venice – (NC)

11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received: None
17. HR Administrators Report:
  - A. EMO Director hire completed.
  - B. Working on job description draft for Director of Finance and comp analysis.
  - C. Screening CIO applications for steering committee, start review of acceptable candidates with committee.
  - D. Analysis and review of comp plan grades and entering new job titles in grading system. Calculations for various percentages to market analysis.
  - E. Continue to update staff regarding changes to guidelines and COVID related paid leave.
  - F. Final steps for interviews with Deputy HR candidates.
  - G. Larger than normal orientations, therefore splitting into am and afternoon sessions for social distancing and safety in accordance with COVID. Thanks to our staff.
  - H. Participated in virtual job fair at CCC and recruitment night with the Sheriff's Department on two occasions with the help of our staff.
  - I. Still at 99.99% - 1 person still outstanding for training for 2020.
  - J. Completed three investigations, working on finalizing several grievances.
18. Unfinished Business: None
19. Set Date/Time for Next Commission Meeting: Tuesday, May \_\_\_\_\_, 2021 @ 3:30 p.m.
20. Adjournment: