

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
May 16, 2023
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 4/18/23 regular meeting and the 4/28/23 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Accountant (2023) NCP#74615 – 1 year
 - B. Accountant (2023) OC#61585 – 1 year
 - C. Aging Services Assistant (2022) OC#66791 - 1 year
 - D. Aging Services Coordinator (2022) OC#64280 – 1 year
 - E. Aging Services Specialist (2022) OC#63542 – 1 year
 - F. Director of Administrative Services (2023) OC#65838 – 1 year
 - G. Fiscal Officer (2023) OC#62138 – 1 year
 - H. Junior Accountant (2023) OC#62491 – 1 year
 - I. Principal Social Welfare Examiner (2023) PPM#75415 – 1 year
 - J. Records Retention Manager (2023) OC#64293 – 1 year
 - K. Senior Typist (2023) OC#20234 – 1 year
6. Eligible Lists to Extend:
 - A. Emergency Services Dispatcher (2022) OC#64738 – 1 year
 - B. Nutritionist (2019) OC#62201 – 1 year
 - C. Principal Account Clerk (2022) OC#62965 – 1 year
 - D. Principal Account Clerk Typist (2022) OC#62665 – 1 year
 - E. Senior Account Clerk (2022) OC#67781 – 1 year
 - F. Senior Account Clerk Typist (2022) OC#61266 – 1 year
 - G. Senior Audit Clerk (2022) OC#61422 – 1 year
 - H. Supervisor of Protective Services (2022) PPM#71591 – 1 year
7. Eligible Lists to Expire:
 - A. Assessment Administration Specialist (2022) OC#66112
 - B. Data Entry Machine Operator (2022) OC#20224
 - C. Executive Assistant to the District Attorney (2022) NCP#70869
 - D. Principal Supervising Real Property Tax Services Specialist (2022) OC#60264
 - E. School Security Guard (2019) OC#64097
 - F. Senior Human Resources Associate (2019) PPM#74395
 - G. Victim Witness Program Coordinator (2019) OC#63999
 - H. Watershed Conservation Specialist (2019) OC#60855

8. Adoption of Class Specifications:
 - A. Assistant Director of Emergency Medical and Training Services – Emergency Mgmt – (C)
9. Amendment of Class Specifications: None
10. New Position Duties Statements:
 - A. Assistant District Attorney – District Attorney – (X)
 - B. Assistant Director of Emergency Medical and Training Services – Emergency Mgmt – (C)
 - C. Automotive Mechanic – Highway Department – (NC)
 - D. Technology Coordinator – BOCES – (C)
 - E. Cleaner – Cayuga Community College – (L)
 - F. Building Maintenance Person – Union Springs School – (NC)
 - G. Custodial Worker (2) – Union Springs School – (NC)
 - H. Motor Vehicle Operator (2) – Union Springs School – (NC)
 - I. Code Enforcement Operator* - Town of Ira – (NC)
11. Exempt Class Review:
 - A. Senior Assistant District Attorney – District Attorney’s Office
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for Transfer from Social Services
 - B. Request for Removal from Eligible List
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
 - A. Recommendation from NYSCS to deem the Deputy Human Resources Administrator eligible list appropriate to fill vacancies in the title of Senior Human Resources Associate
17. Miscellaneous: None
18. HR Administrators Report:
 - A. A candidate for the Director of Purchasing was selected and a resolution submitted for Legislature for approval;
 - B. We are working with various departments on their recruitment and hiring needs;
 - C. Negotiations with CSEA continue;
 - D. Lieutenant’s negotiations are scheduled to start this month;
 - E. We are currently interviewing for the Grant Manager position;
 - F. Currently working on some employee and Union issues with counsel;
 - G. We are reviewing and updating policies;
 - H. We have scheduled 2023 Annual Training sessions with Comp Alliance. The first sessions begin on May 18, 2023;
 - I. Denise and I attended an all day seminar presented by Bond, Schoeneck, and King;
 - J. Chelsea and Rachel attended Civil Service Institute workshop;
 - K. We welcomed our newest team member, Aaron Forjone.

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