

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**June 12, 2019**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 05/08/19 regular meeting and the 6/1/19 special business meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists: *(provided separately)*
  - A. Sr Human Resources Associate PPM#74395 (3 passed, including provisional) – 1 year
  - B. Junior Accountant OC#62719 (5 passed, including provisional) – 1 year
  - C. Accountant OC#61495 (2 passed – no provisional) – 1 year
  - D. Senior Public Health Educator OC#65288 (1 passed, no provisional) – 1 year
  - E. Public Health Educator OC#65083 (5 passed – no provisional) – 1 year
  - F. School Security Guard OC#64097 (6 passed – no provisional) – 1 year
  - G. Victim Witness Program Coordinator OC#63999 (5 passed – no provisional) – 1 year
  - H. Watershed Conservation Specialist OC#60855 (3 passed – no provisional) – 1 year
  - I. Occupational Therapist – Pending T & E Review
6. Eligible Lists to Extend:
  - A. Clerk (2016) OC#2016-03
  - B. Head Social Welfare Examiner (2017) PPM#77301
  - C. Principal Social Welfare Examiner (2017) PPM#72361
  - D. Social Services Investigator (2018) OC#64958
  - E. Supervising Social Services Investigator OC#66597
7. Eligible Lists to Expire:
  - A. Benefits and Tax Collection Associate (2015) OC#67514
8. New Position Duties Statement:
  - A. Custodian PT: (12 positions) CCC (C)
  - B. Laborer: (1 position) Village of Weedsport (L)
  - C. Principal Account Clerk: (1 position) Moravia Central School (C)
  - D. Purchasing Clerk: (1 position) Cayuga Onondaga BOCES (C)
  - E. Senior Clerk: (1 position) Mental Health (C)
  - F. Student Worker: (15 positions) – Cayuga Onondaga BOCES (NC)
  - G. Student Worker: (1 position) – Weedsport Central School (NC)
  - H. Treasurer: (1 position) – Seymour Library – (EX – JCP)  
(Lisa Carr to attend)

9. Exempt Class Review:
  - A. Assistant District Attorney – PC#7716
10. Adoption of Class Specifications: None
11. Amendment of Class Specifications:  
Amend: Senior Typist  
Amend: Watershed Conservation Specialist (Soil & Water)  
Adopt: Treasurer (Seymour Library)
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Abolish Acting Deputy County Treasurer – PC#8050 (County Treasurer)
  - B. Abolish Data Entry Machine Operator – PC#1822 (Real Property)
  - C. Abolish Supervising Real Property Tax Services Specialist – PC#6404 (Real Property)
  - D. Abolish positions at Cayuga County Soil & Water
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
  - A. Custodian Exam 6/22/19 – Special Accommodations
17. HR Administrators Report
18. Unfinished Business:
19. Set Date/Time for Next Commission Meeting: July \_\_\_\_\_, 2019 @ 3:30 p.m.
20. Adjournment